

**School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Monday, October 18, 2021
5:00 pm – 7.00 pm**

Members in Attendance:

- Sonita Ramkishun (Principal)
- Jean Kim (Teacher + SLT Committee Chairperson)
- Leanne Bolson (Teacher + SLT Committee Timekeeper)
- Edwin Mora (Teacher)
- Laura Parris (Teacher + UFT)
- Maria Hantzopoulos (Parent + PTA Co-President)
- Sue Sekar (Parent + SLT Committee Secretary)
- Fiona Yung (Parent)
- Dragos Bozdog (Parent)

Observer, in attendance:

- Alejandra Roma (Teacher)

Apologies:

- Alisha Arthur (Parent)

1. Call to Order

The meeting was called to order at 5.10pm.

Sonita shared her “Story of Me”, going through her background, family and personal history. We will rotate the “Story of Me” sharing exercise across the SLT Committee members over the course of this year's meetings.

Sonita nominated Jean to share her “Story of Me” in the next meeting.

2. Review and approval of June 10 and October 4, 2021 SLT meeting minutes

The draft minutes from the June 10, 2021 SLT meeting had been shared in advance and the Committee had the opportunity to review the minutes again in the meeting.

A motion was made to approve the minutes. The motion was seconded. All were in favor; none abstained.

The draft minutes from the October 4, 2021 SLT meeting had been shared in advance and the Committee had the opportunity to review the minutes again in the meeting.

Some review points and changes were discussed and agreed. A motion was made to approve the minutes. The motion was seconded. All were in favor; none abstained.

The approved minutes will be published on the school and PTA websites.

3. Review CEP Goals and Action Plans

The SLT held small group discussions (in breakout rooms) to discuss the following areas of focus:

- Math: Leanne, Fiona
- Science: Edwin, Dragos, Maria
- ELA: Jean, Alejandra (+ Alisha next time)
- SEL: Laura, Sue

Answering discussion questions on CEP Goals

Are the CEP goals fulfilling the SMART goals?

Are there any goals we need to modify based on this school year?

Answering discussion questions on Action Plans

Do the action plans closely align with the CEP goals?

Are there any action plans we need to modify based on this school year?

Are there any action plans we would like to add?

The groups returned from the breakout rooms and shared their observations and suggested changes to the CEP goals and action plans, including:

ELA:

- Add specificity on measurements and timelines;
- Consider action steps on writing stamina and speaking skills, which may need some additional support due to prior year remote learning; and
- Include i-ready diagnostics as a data point.

MATH:

- Increase specificity on inquiry-based learning, to make the goals more comprehensible for students and parents/guardians and to clarify and align action steps; and
- Professional development to help close gaps in learning and enable teachers to support all students including differentiating for individual student needs.

SCIENCE:

- Increase specificity on measurements (labs, projects, state tests); and
- Discussed having more specific goals for each grade (although this would have to be internal only, as the CEP goals need to be documented for K-8)

SEL:

- Add the use of student surveys as a possible measurement strategy;
- Enhance relevance by adding specific goals on supporting students during the challenges with COVID-19 (including transitions back to in-person, coping with personal loss and grief) now that students are back in person;
- Change some of the goals to be 'continuing' – e.g., engagement with LGBT network, and teachers discussion of goals and values with the students;
- Clarify that the framework that teachers are following is "ASPIRE"; and
- Move up 5th and 8th peer mentoring from 'middle' of year action plans to the beginning of the year.

4. Reports

a. Principal Report - Appendix 1

The Principals' Report was submitted in advance of the meeting and taken as read.

In addition to the Principals' report (attached to these minutes in Appendix 1), further clarifications were:

- Student admittance waitlists closed on October 15, 2021 (earlier than prior year deadline of October 31st). We may get a budget reduction for students who have left and not been replaced – to be confirmed.
- The new school aides recently hired are in addition to the current staff.

b. UFT Report - Appendix 2

The UFT Report was submitted in advance of the meeting and taken as read. The full report is attached as Appendix 2 to these minutes.

c. PTA Report - Appendix 3

The PTA Report was submitted in advance of the meeting and taken as read.

In addition to the PTA report (attached to these minutes in Appendix 3), a further update was:

- There may be a mobile testing van in the Athens Park area soon – stay tuned.

A question from a parent in the school community was raised around providing additional support for our 8th grade classes as it is a bigger group so it will be a lot for Khary to handle on his own. The response was that Khary has had some of his other responsibilities shifted to other staff so that he can more fully support the 8th grade over the next few months while the High School application process is underway

A question was raised around whether there has been any update on state testing results – the response was not yet and the school will keep everyone posted.

5. Parking Lot: Questions and Comments

Questions from the parent community that had been raised with SLT members were discussed, with responses from the school administration, as follows:

Q: Since we don't know what will happen with the future of our school with the proposed changes to G&T, should we get the Diversity Committee together, so we can be ready to respond when there is more guidance?

A: Yes, we should reintroduce the Diversity Committee, so we are engaging on diversity initiatives year-round, including celebrating the diversity we have in the school as well as working on initiatives and specific goals on regarding incoming students.

Q: The PTA are forming the PTA Committees now off the back of the recent membership survey. Can we collaborate with the school on some of the Committees which are school-led, so parents can more easily sign up to get involved, e.g., Diversity committee, Wellness Committee and Green Team?

A: It can be challenging with teachers leading the work during school hours and many parents/guardians having other commitments (like work) during the school day so it can be hard to coordinate and meet. Let's try and think of a way to make it work.

Q: Are there any other areas where the school could use more support from parents and parent leaders?

A: A few ways parents can support teachers include:

- Continue to review the google site as many answers to questions can be found there. The google site is updated every 2 weeks or when a new unit of study begins.
- Check your child's communication folder each day to review information from the school and action any notices.
- Help children to wear their masks properly (covering the mouth and the nose) and if the mask is too big, please ask for a smaller size mask as we have them at the school.

Q: How do we stay in touch on all the good work that is happening at the school on SEL support?

A: Please always feel free to reach out to Rachel and Khary. The school also hopes to start the SEL newsletter up again soon to keep the community informed.

6. Next steps

- Document the list of action steps for the CEP goals and determine timeframes.
- Share the data from the i-Ready assessments and discuss.

7. Adjournment

The meeting was adjourned at 7.00pm.

APPENDIX 1 – Principals Report (Sonita Ramkishun) – October 18, 2021 SLT**New school aides**

Let's welcome our new school aides to our school. They will be supporting arrivals, bussing, dismissal, and other areas in the school. Joyce (UD), Giovanna (LD), Melia (LD), Venetia (LD), and Rupali (LD).

i-ready and Acadience:

The deadline for i-ready/ Acadience has been extended until **October 22**. All students must complete the Reading and Math diagnostic test by that date.

Parent Teacher Conferences:

On **November 3rd** and **November 4th**, we will host parent teacher conferences virtually. On **November 4th**, we will have a **half-day for all students grades K-8**.

- All **Lower Division students** will be dismissed at 11:15 AM.
- All **Upper Division students** will be dismissed at 11:30 AM.

Conference times are as follows:

- November 3, 2021, will be Evening Conferences- **4:30 PM-7:00 PM**
- November 4, 2021, will be Afternoon Conferences- **1:00 PM-3:00 PM**

Election day:

November 2nd will be a fully remote day for all staff. Staff will engage in professional development as a whole school. Students will be completing activities asynchronously.

Diversity Initiative:

I have reached out to Daniel about sharing more statistics in comparison to the following years. I am awaiting a reply.

Waitlist:

All waitlists are currently closed. I have reached out to Daniel to see if I can offer more seats in first grade because some families decided to go to Nest+M. I am awaiting a response.

APPENDIX 2 – UFT report (Laura Parris) – October 18, 2021 SLT

- Election Day (Tuesday, 11/02) is a remote asynchronous day for students. Students will stay home and check their Google Classroom pages for asynchronous assignments. Live Zoom sessions will not happen as teachers will be in professional development all day.
- Parent-Teacher Conferences will be conducted virtually this school year.
 - Evening conferences: Wednesday, 11/03 (4:30pm-7:00pm)
 - Afternoon conferences: Thursday, 11/04 (1:00pm-3:00pm)
 - Thursday, 11/04 is a half-day for all students K-8
 - Lower Division Dismissal is at 11:15am
 - Upper Division Dismissal is at 11:30am
 - Half-Day Dismissal Slips were backpacked home. Please return by Wednesday, 10/27
 - Sign-up links will be shared soon.
- Parent-Engagement Time takes place after school every Tuesday. Parents/guardians should email the teacher if they would like to schedule a phone call/Zoom meeting.
- Just as a reminder, parents/guardians should refer to the [Google Site links](https://sites.google.com/q300.org/weeklyprincipalupdates/home?authuser=0) (<https://sites.google.com/q300.org/weeklyprincipalupdates/home?authuser=0>) that Sonita shared in her last Principal's Message to see what is happening in the classrooms.

APPENDIX 3 – PTA report (Maria Hantzopoulos) – October 18, 2021 SLT**PTA News**

- **PTA Meeting.** The next PTA meeting is October 21, 2021 and we have elections!
- **Class parents.** Two people can serve per classroom. Suni at the upper division at UDRep@Q300pta.org or Nick at the lower division at LDRep@q300pta.org are organizing.
- **Covid Safety Task Force.**
 - PTA, with the help of Jenny Lando, has distributed 1000 masks to families and staff. We may order more!
 - Still no update on mobile testing vans
 - PTA purchased outdoor seating equipment for Lower Division for lunch and other use.
 - Ordering air-purifiers for large spaces right now.
 - Hoping to put together a culturally responsive virtual event about covid safety and children with pediatricians (including mask wearing, vaccine info, etc...)

Q300 PTA Fundraising

1. **Thanksgiving Pie Sales.** Since Q300's beginning, the PTA has organized a pie sale. Pies are picked up at school or sent home the Tuesday before Thanksgiving. We are doing it again Betty Bakery and La Guli are our partners: [Q300 Pie Fundraiser](https://q300pta.org/2021/10/14/thanksgiving-pie-sales-2021/) (<https://q300pta.org/2021/10/14/thanksgiving-pie-sales-2021/>)
2. **School-Wide Summer Read-a-Thon.** The Summer Read-a-thon is **still on** and has been *extended* to **TODAY**. [Q300 Readathon](https://q300pta.org/2021/10/14/2021-summer-read-a-thon-deadline-extended-to-10-18-2021/) (<https://q300pta.org/2021/10/14/2021-summer-read-a-thon-deadline-extended-to-10-18-2021/>)
3. **Q300 Blooms.** It ended on Friday - we raised close to \$1200.00!
4. **PTA Shopping Kickbacks.** Earn money for the PTA just by shopping! Check out the list here of how you can earn money for the PTA throughout the year at [Q300 PTA Shopping Sites](https://q300pta.org/fundraising/fundraising-intro/) (<https://q300pta.org/fundraising/fundraising-intro/>) (including Amazon Smile program, Land's End uniforms, Mabel's Labels, Book Culture, and more)
5. **Vaccine Referral Program.** Q300PTA is an approved non-profit group that can receive \$100 for every individual who receives their first vaccine dose at a **City-run vaccination site or an in-home vaccination** and chooses Q300 PTA as their referral organization! Q300PTA will be able to earn up to \$20,000 (= 200 referrals). Do you have children who will be turning 12 this year? If they are receiving their first or second dose of a covid vaccine, they can also have a referral bonus sent to Q300PTA. Please keep this in mind if/ when vaccines open up for

children ages 5-11 as well. Friends, family and neighbors can choose the group they wish to send a bonus to as well, at their first appointments; schedule online at: [nyc.gov/vax4nyc](https://www.nyc.gov/vax4nyc) or just walk in to a NYC run site. Protecting yourself and supporting your community is safe, free and easy. To find out more information about vaccinations, see this link [Frequently Asked Questions about COVID-19 Vaccination | CDC](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html) (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>) and [Frequently Asked Questions | COVID-19 Vaccine](https://covid19vaccine.health.ny.gov/frequently-asked-questions-0) (<https://covid19vaccine.health.ny.gov/frequently-asked-questions-0>). So far, we have earned **\$300** since our PTA was approved as one of the referring organizations! Thanks for spreading the word!

6. **Volunteer Survey** has gone out and the Membership Committee is forming PTA subcommittees!

Broader Parent Corner

1. Parent Anxiety of G and T Announcement. While there are varied opinions about next steps, parents have reached out and are trying to understand whether the school will be phased out or if it is just a change in admissions. We have explained that the school doesn't have information yet, and that Sonita will update as she knows. Folks have divided feelings about the decision (some feel the admissions process should remain, others feel it should go) but consensus seems to be that we have a wonderful school community founded on the core values that infuses social emotional learning, differentiated approaches, and inquiry. We also have reached out to Dr. Composto, who also confirmed that they are still trying to figure out the process and that the next mayor will decide.

2. High School Articulation Process. Additional support from DOE. Family meetings.