

**School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Monday, October 26, 2020
4:30 pm - 6:30 pm**

Members in Attendance: Sonita Ramkishun (Principal), Maria Hantzopoulos (PTA Co-President, joined at 6pm), Ali Lisberger (UFT), Chidi Amasiani (Teacher), Kiera Sullivan (Teacher), Jean Kim (Teacher), Sara Clough (Parent), Sue Sekar (Parent), Ian Koh (Parent), Fiona Yung (Parent, joined at 5.50pm)

Observer: Anna Milonakis (Assistant Principal)

1. Call to Order

The meeting was called to order at 4.37pm.

A reminder was given that the norms of the meeting included being present and engaged, keeping the benefit of the children in mind for all decision-making, accepting feedback and having fun.

2. Introductions, Welcome and Housekeeping matters

a. Introductions

New parent members and teacher members were welcomed to the SLT. All members of the SLT briefly introduced themselves and expressed what they hoped to contribute to the SLT this year.

Discussion was held about Anna's role on the SLT. A suggestion was made that if Sonita would like to have her join the SLT, perhaps we should consider adding another parent also. Sonita clarified that Anna was attending as an observer and in case Sonita could not join a future meeting. Sonita agreed to review the rules and come back to the group to confirm later.

b. Roles and responsibilities

Sonita explained the various roles in the SLT, and the following members volunteered;

- Chairperson - creates the agenda, communicates with the Principal, creates the virtual meeting links, chairs the meetings (Kiera Sullivan)
- Secretary - takes notes during the meetings and publishes the meeting minutes (Sue Sekar)
- Timekeeper - keeps track of the times during meetings and makes sure we stay on track with the agenda items (Ali Lisberger)
- Task Manager - makes sure agenda items are addressed and discussed (Initially Anna offered to fill this role, however upon further discussion about what this role really entailed, the group determined that Kiera as Chairperson and Ali as Timekeeper could manage this together)

c. 2020-2021 SLT dates and times

Discussion was held amongst the group around days/times that work for all. The two parent members who joined the meeting late had emailed their availability to Sonita to factor into the discussion.

It was agreed to hold the 2020/21 monthly meetings from 5.30-7.30pm on the third Wednesday of each month (unless otherwise noted), the dates being:

November 18th; December 16th; January 20th, February 24th (to avoid mid-winter break); March 17th; April 21st (tentative, subject to state testing); May 19th; June 9th and June 16th.

3. Purpose of SLT

The purpose of the SLT was discussed, with the primary focus being the development of the Comprehensive Education Plan (CEP).

4. [CEP Goals](#)

The CEP goals developed in the prior school year remain relevant, so the SLT will continue to work on these goals and develop action plans around these. The action plans involve seeing increased proficiency and engagement in various areas of student learning. The initial scores were developed by MOSL assessments (measures of student learning) for math and literacy, engagement with social worker check-ins for social-emotional, and teacher observations and

surveys for science. The goals are also linked with diversity and wellness initiatives, to ensure those factors are considered when developing action plans.

The Committee watched an Action Plan video and then went into the below breakout groups for 20 minutes to discuss potential action plans;

Literacy (Diversity)	Anna M., Jean, and Maria H.
Math (Diversity)	Chidi, Sue and Sonita
Science (Diversity)	Kiera, Fiona, and Ian
Social-Emotional (Wellness)	Ali and Sara

The Committee reconvened and outlined the below ideas for action plans:

- Literacy (Jean)
 - Relevant professional development for teachers
 - More focus on culturally diverse and responsive texts
 - Explore more chapter books for 3rd, 4th and 5th grades
 - Fostering of peer review and self reflection
- Math (Chidi)
 - Relevant professional development for teachers
 - More use of different techniques to help support students in explaining their solutions and linking math with literacy
 - Techniques may include manipulatives, watching videos, teacher modeling, partner feedback and whole-class share-outs
 - Parent workshops to enable them to better support their children in current math strategies
- Science (Kiera)
 - Encourage hands-on investigation through using household or common objects
 - Engage with parents to outline upcoming learning objectives, and enable better collation of household objects for practical investigations
 - Supplement with videos for any students unable to perform the hands-on activities
 - Virtual or socially distanced science fair
- Social-Emotional (Ali)
 - Incentives for remote students to participate in gym class with cameras on
 - Find a forum for students to post photos of them being active outside school, perhaps with their families

- School step challenge
- Solicit ideas from students on how they would like to stay active
- Social activities for students who may feel isolated - virtual playdates or lunch dates
- Discuss and address big events in our community such as births or deaths
- Workshop on cyber-bullying and disconnecting from technology
- Health education and/or some level of sex ed before 7th grade, to introduce the topic of gender identity

SLT action plans are to be submitted by Sonita via the portal by November 5th - they are shared with Dr. Composto and Central, and any feedback will be shared. The SLT will work on the action plans over the coming year.

5. Reports

For future meetings, Sonita would like to see the below reports submitted in advance of SLT meetings so the SLT Committee members can read in advance and use the SLT meeting time to ask any clarifying questions.

a. Principal Report (Sonita)

Most information was shared at last week's PTA meeting. New items since then are:

- new guidelines came out today from the DOE and Chancellor regarding the opt-in window (for blended learning) which has moved from November 2nd to November 15th. In addition, this will be the only time for families to opt-in for the rest of this school year. This could potentially shift Q300 from an A/B model to A/B/C depending on how many families opt-in. It could also shift which teachers are assigned to remote/blended learning etc. This will need to be worked through once families make their choices. There was acknowledgement that this change may create difficulties for families and schools in having to make their decisions for the rest of the school year, with limited information and a number of uncertainties.
- Parent-teacher conferences will be on November 4th (4.30-7.00pm) and November 5th (12.30-3.00pm)
- COVID-19 testing was held at the Lower Division yesterday, for some staff and students. It went fairly smoothly - and was clean and sanitary.

b. UFT Report (Ali)

- Teachers feel that things are going pretty smoothly so far this year. They are grateful to parents for everything they are doing at home with remote learning.
- Teachers do ask for continued patience on grading and feedback - it is becoming increasingly challenging to keep up with everything.
- Teachers are being inundated with emails - and ask that parents put everything into one email (rather than sending multiple emails) or find other ways to limit the number of emails being sent. There is acknowledgement that parents are also on the receiving end of a lot of emails and it is a lot of information for everyone to digest.
- Teachers would like parents' assistance in ensuring their children are on time to google meets or zoom classes, and that they are in a place conducive to learning (not on the road, or out and about).
- Teachers would like to encourage students to have their camera on during live lessons - sometimes students are called on and there is no response.

c. PTA Report (Maria)

- PTA Board and SLT elections were held last week at the PTA meeting. The SLT positions were all filled. There are a few open positions on the Board which may get filled next month. All mandatory Board positions were filled.
- Thanksgiving pie sales will go ahead, albeit in a different way due to COVID-19. Pick up will be at parents' homes, although they are asking the school whether there is an option for pies to be sent home with students.
- There will be no costume party this year, but we will try and do a flipgrid so students can share their costume photos.
- The PTA will run an online book fair soon.
- The PTA Presidents will meet with Sonita soon to discuss PTA-funded enrichments.
- Volunteers are being sought for class parents.

6. Other Business.

a. Review of ByLaws

Sonita will be reviewing the SLT by-laws and will propose some changes which she will get the SLT's views on. She will then have them formally reviewed by the DOE lawyers and updated and finalized.

b. School Budget

The SLT will look at the school budget at the next SLT meeting, and review in light of the CEP goals.

c. Diversity Initiative

Sonita will connect with the Diversity Initiative at the Office of Enrolment to get the latest status update. There is no word yet on G&T testing for the next school year.

7. Adjournment

The meeting was adjourned at 6.33pm.