

**PS 107 School Leadership Team
Meeting Minutes
September 14, 2016
2:50-4:30 p.m.**

Attendees:

Eve Litwack, Pascale Pradel, Sarah Hunt, Peg Galella, Sheri Silverstein, Rita Palajac, Leigh Smith, Spencer Kympton, Nancy Dodd, Stephen Kitts, Hyon Su Kwon, and Susie Jen

1) Welcome and Introductions:

- Tara Troxler resigned and replaced by Rita Palajac, new 3rd Grade teacher.
- Spencer Kympton resigned and will be replaced by a new parent member to be elected in October. Announcement about the election will be made at the next PTA meeting on 9/29. This will be a one-year position with possibility for reelection.

2) Roles:

- Agreed to upload the minutes to Konstella going forward.
- Sarah Hunt acted as the Time Keeper and Hyon Su Kwon acted as the Recorder for this meeting.

3) Registration Numbers & Class Size:

- 570 students had been projected for this school year. We need to meet that number by 10/31 or lose some DOE funding. Current total count is 579, which is to be confirmed.
- 3rd Grade is the largest class.
- Currently there are 5 seats open in Kindergarten and families on the wait list are being notified.
- Currently have 65 IEP students, 50 of whom are in ICT and possibly growing. Deadline to confirm ICT number is 12/31.
- The number of days Alice Ott, our guidance counselor, is at school is based on the number of IEP/ICT students. She is currently working 3 days a week, and Eve would like to add another day.

4) Back to school events:

- Kindergarten introductory class picnic was relocated indoors due to weather. It was helpful for kids and parents to meet each other before the first day of school. Recommend doing it again next year.
- Eve reports that there were 60 - 70 parents at the Kindergarten orientation meeting.
- FAQ for incoming parents was also helpful.
- Eve will have her Coffee Talks with each grade through October. She is starting with Kindergarten this year.

5) Review of the Bylaws:

- All voting members reviewed the Bylaws.
- Voted yes to creating and maintaining non-voting positions for representatives of the Diversity Committee (parent) and Special Education when there are no elected voting members from those groups.
- Voted yes to keep the non-voting position for Afterschool representative.

- Eve will continue on as the Chairperson.
- Recorder role will be held by parent members on this rotating schedule for the 2016-2017 school year: Hyon Su Kwon in September; Nancy Dodd in October; Stephen Kitts in November; and new member in December; etc.
- Agreed to add under Recorder's Role, in Section F: "and to Konstella."
- Members list of names on page 8 to be amended.
- Members who wish to waive their SLT remuneration may do so by providing written notice to Eve. (See sample letter in Appendix 4 of the Bylaws.)

6) Budget:

- The budget will be confirmed by the DOE in January. Depending on whether we are in the red or black, the budget will be revised at that time.
- Last year, we had a windfall of funding in January because our ICT levels were greater than projected, and we were able to use that extra money to pay for for additional part time teachers and ChromeBooks for 5th Grade.
- This year, our spending budget is around \$16,000, versus \$40,000 this time last year. That is a significant difference, so it will be a tight budget this year.
- Stephen would like to see the parent community notified about any budget shortfall earlier if possible. Eve explained that it is difficult to know what the budget shortfall will be before January's review.
- Leigh talked about how closely the PTA works with Eve to create the PTA budget.

7) CEP Goals:

- Eve discussed how and why there should be some continuity in goals from year to year. Also that goals should reflect the reality of school life.
- Rigorous Instruction:
 - 21 teachers are rated as "highly effective" and are identified as experts in specific areas of instruction. Their classrooms are open for observation. Also teachers rated "effective" are matched to "highly effective" teachers, to help raise their ratings. Occasionally a teacher gets a rating of "developing" in one or more the 8 rated components.
- Collaborative Teachers:
 - Teachers are sharing First Friday best practices.
- Supportive Environment:
 - Eve equated this goal to diversity. There will be a diversity workshop for teachers on 11/8. SLT members are welcome to attend. There is also a diversity workshop for parents planned for the evening of 10/5. Also the "No Place for Hate" initiative, which is an Anti-Defamation League program discussed last spring, will be implemented this school year. Hyon Su gave details for the first NPFH activity planned for PS107 Spirit Day on 10/7. There is a conflict with a 4th Grade Clearwater Field Trip on that date, so it was proposed that the NPFH activity be rescheduled for those classes.
- School-Community Ties:
 - Will continue to have and grow the workshops available to parents – e.g. literacy, math, special education, middle school, welcome events, diversity, etc. Also took proactive step this year to inform families about the ICT class structure.
- Effective Leadership:
 - Eve plans to become more involved with Kindergarten.

6) Other Goals for the Year:

- Diversity Committee: Hyon Su gave summary of last year's activities with goal of talking about different kinds of families and cultures. This year's focus is on Anti-Racism training workshops for teachers and parents, as well as the No Place for Hate initiative that will include three activities. In effort to get more teacher participation in the Diversity meetings, some will be scheduled in the mornings. First meeting of the year will be right after drop off Friday, 9/23.
- Special Education: Sarah talked about how she and the OT teacher(s) assess and create strategies for intervention based on specific needs for each grade. RTI (Response to Intervention) strategies will be reviewed and implemented by the middle of October. There will be a workshop in September on ICT, and one on RTI in October.

7) Other Topics:

- Nancy brought up an item from 2014: A goal was set to send out school wide email in the beginning of the year to survey parents for SLT topics for discussion. Eve will bring up the SLT in her letter and raise the idea at the PTA. Parent member(s) can create and send out announcement on Konstella in October.
- Parent teacher conferences has been rescheduled to November 17.

Next Meeting: Wednesday, October 19, 2:50 - 4:30pm