

SLT Minutes

April 26, 2018

Present: Aracelis Castellano-Folkes, Sara Stone, Kiran Adams-Sivera, Xaymara Rosado, Sharon Chisom, Jessica Scanlon, Hans Taparia, Melinda Gennaro, Tonya Culley, Martiza Arce, Fatima

Guests: Jaime Cunningham

Absent: Larry Lee

Start Time: 3:00pm

Welcome, Review, and Approve Minutes

- Welcome and approval of minutes – will be sent via e-mail
- Approval no later than the weekend

Diving into Inquiries

- Pre-K-2 warmer weather activities: Teachers are creating walking trips and are continuously encouraged to do so in the Morning Message. Most classes have permission slips for walking trips, as they were distributed early this year.
- Teachers have not begun to pack up their classes, teachers are to wait until they are notified to do so.
- Enrollment – Ms. Scanlon:
 - In the last two years, we noticed that despite having full lists of students, not all children showed up. So, this year, the first round of offers went out in March and the deadline is tomorrow. We are moving faster this year. In order to increase enrollment for the next school year, we continuously call families, invite them to Leadership Day, the Spring Fair as well as any other event each month.
 - We have conducted a number of tours and already have 16 students registered in dual language and 15 students in general education classes.
 - On Monday Ms. Scanlon will meet with the parent coordinator and Ms. Torre to remove children from the wait list. The wait list for general education is 100 students and 40 students for dual language. The majority of wait list people are very interested in getting in.
 - Gifted and Talented seats are unavailable until end of May/early June.
 - ICT students do not have finalized IEPs until later in the year, so 50 general education spots are given out first and 10 seats for IEP students are given out by the end of June. We should know by September who is enrolled in ICT classes based on the turning 5s held by the DOE and SBST teams.
 - 25 seats for out of zone students are available. We cannot simply open a new class for out of zone students even though their might be many kids that want to come to PS 165 that are out of zone.
 - There are many offices that don't know everything, misinformation is a problem, for example, some parents were told that we didn't have a Pre-k at PS 165. In order to remedy this problem, parents can contact the parent

coordinator – a sign will be posted with her information or contact Tracy at the District Office. We will also post enrollment directions on our Facebook Page, the school website, Twitter, and the Upper West Side Moms.

Teacher's Report

- DOE Survey: Teachers and parents have taken and submitted the survey results of the teachers will be posted by the DOE.
 - We also learned that teachers don't know they are entitled to certain benefits, such as our retirement (TDA), discounts, etc. Mr. David was giving out a lot of information during the lunch hours. This will be more enticing for teachers to stay in the profession.
 - The language on the surveys is complicated. Feedback from parents is that they don't understand some of the questions.
- Preparation for math exam – Ms. Rosado: The NYS Math Exam will be on May 1st and 2nd. We are preparing by reviewing standards and doing test prep where students work together to solve problems and review strategies. Kids are persevering through productive struggle by using different strategies and working together to solve difficult problems. Strategies are differentiated and created by teachers through data collected throughout the school year. Also, this year the lower grades and upper grades are collaborating and providing encouragement to one another. We are giving time to students to work at their own pace, in their best environment by teaching stamina and test-taking strategies.

Principal's Report

- QR Results:
 - We got “Proficient” in every category except for one “Well Developed” in the Academic and Rigor category. The score will be advertised and publicized on our website so that parents can see and to increase enrollment.
 - The intensity of the QR is major because there is a lot of documentation that we have to provide and it's nerve-wracking.
 - The next QR will be in 4 years.
- Discussion about advertising the school: On the “Students Thrive at 165” document a section about what's new will be added. We will post more on the website and tweet out more things that we are doing. We are looking to find new ways of getting out information to the community. One of the teachers from the showcase suggested we create a “Story is Impact” section on our website. Another suggestion was to reach out to the Weekday School inside Riverside Church, which is a private preschool.
- Branding: We are voting to rename the school and change the “Robert E. Simon” part of our name. We need to get it onto the CEC agenda and complete the remaining legal documentation to finalize the process. The new name will be “PS 165 The School for Leadership.”

- Leader in Me Survey Results: Ms. Castellano spoke with Robin Sampson who told her there was a technical glitch, so Ms. Sampson is currently working on the technical part of things to fix the problem and to ensure we have the correct data.
- Coffee with Castellano:
 - Held at 7:40am on Fridays. This time was decided upon by the teachers.
 - Through conversations with teachers at Coffee with Castellano, she has discovered that teachers want more one-on-one time with her because they don't always get that time during the typical workday. Some teachers felt they didn't have the time to share personal or independent issues with her that they don't want shared among others. For example, there was a teacher who had an issue with medical needs that I hadn't known about. There were also questions about curriculum and social-emotional issues. She was also surprised to learn of the way some teachers interpreted some of the questions on the survey.
 - Ms. Castellano feels she has been able to do a lot of support work with teachers during this time and it's been a very positive thing for her and the school.
- Capital funding: Ms. Castellano received a call from Mr. Levine's office and had a conversation about participatory budget voting: We have to vote for the air conditioners in the first-floor gym. Capital Funding is not a vote, and Mrs. Castellano wrote a request for the air conditioners in the cafeteria. Decision is pending.
- Connecting with Principal – Parent Handbook: Ms. Torre and Ms. Scanlon provided input for different policies, such as a section about what medical information is needed for your child, and explaining the role of a class parent as well as adding a "what it is not" section to the handbook.
 - The handbook should be ready by the August orientation. The handbook will be distributed during parent orientation. We will also be giving it out electronically.
 - Discussion on parent involvement: In the past class parents have not followed through on their duties through the end of the school year. A possible reason for that is they feel they don't get enough support from their fellow class parents because they have a difficult time contacting them. Teachers cannot give out parent information to other parents. Suggestions were made to distribute a flyer at parent orientation to receive parent contact info. or have a section on the flyer that parents can sign off giving permission to contact them. Other suggestions include getting permission from parents to share their e-mail addresses, posting an attachment on the emergency contact form, or the teacher facilitates the introduction through e-mail.

PTA Report

- May Spring Fair is on Saturday, May 12th from 11am-4pm. It is going ahead as planned. Teachers received a paper in their mailbox today to get volunteers.
- Safety – Renovation Update: Report will be emailed out to everyone by Larry.

- Floyd Ajeda is the new head custodian.
- Complaints about the bathrooms: The bathrooms are cleaned the nightly. We also let the new head custodian (Floyd) know that there were complaints about the bathrooms and discussed how the quality of care and cleanliness will be increased. There was also a request put in to improve the facilities in the form of work orders: Tiles in the gym floor, whole 3rd floor to be painted, etc., which is being followed up by Mr. Ajeda.
- Next meeting: 5/16/18

CEP Subcommittee Report:

- Math Night: Went very well. An anonymous grandparent made a major donation.

Suggested Calendar Topics:

- Continue CEP Work
 - Suggested CEP Goals for next year:
 - Math/STEM/Coding projects – representatives will be meeting with the coaches and administration.
 - Teacher’s College support.
 - Discussion about possible internships for students.

Next Steps for February Agenda

- Edit the ‘Students that Thrive at 165’ document
- Next Year: CEP goals
- LIM Survey – Robin Sampson
- Leadership Day May 23rd
- Next meeting is May 10th
- Meeting adjourned at 4:30pm.