

SLT Meeting 9/28/2017

Minutes

Present:

Charlotte Arboleda
AJ Cermak
Sarah Courtemanche
Karen Dahl
Jill Gabin
David Kerievsky
Nate O'Reilly
Scott Parker
Beate Sissenich

Absent: Ms. Biggane.

Mr. Parker opened the meeting at 4:05 pm.

Procedural Items:

- Scott Parker directed the SLT to the Chancellor's [Regulation A655](#) governing SLTs and briefly reviewed the purpose of the body as outlined in this regulation. The primary responsibility of the SLT is developing the school's Comprehensive Education Plan (CEP) and aligning the school-based budget with the CEP. The SLT operates by consensus-based decision-making. The SLT is NOT responsible for hiring and firing of school staff but must be consulted prior to the hiring of a principal or assistant principal. The SLT must be composed of an equal number of staff and parents. Remuneration (\$300 annually) requires 28 hours of meetings and committee time and 2 hours of training (which is also available as webinar).
- Schedule of meetings: at least once per month during the school year, must be announced, calendar to be distributed after the first meeting, chair responsible for sending out reminders. DJ Sheppard from CEC3 must be notified of calendar of meetings. There is an established sequence of agenda items. Meetings must be open to the school community and the public. Each SLT can set parameters on guest participation/observation. Guest speakers can be invited as needed. The SLT agreed on the following meeting dates for the 2017-18 school year, to be held at 4 pm in the G11 conference room at PS452:

Oct 19
Nov 30
Dec 21
Jan 18

Feb 15
March 22
April 19
May 17
June 14

- **Record Keeping:** Draft minutes are to be posted within 2 weeks of each meeting; a hard copy will be posted on the bulletin board in the main office, the finalized copy will also be published on the school website.
- **Roles:** The chairperson is responsible for setting the agenda and facilitating meetings. The members of the SLT selected Jill Gabin as chair. The secretary is responsible for sending out meeting notices and keeping minutes of each meeting. The SLT selected Beate Sissenich as secretary.

Budget:

Mr. Parker distributed copies of the SLT view of the budget and walked the SLT through the main items such as funding sources, which explain why pre-K salaries were listed including fringe benefits while K-5 teacher salaries were listed without benefits. Jill Gabin asked whether PS452 has to return any funds; Mr. Parker estimated that amount at \$500k, but the precise amount is not known yet.

Comprehensive Education Plan:

The DOE reviewed the edits made by the SLT in the spring of 2017 and requested a number of minor changes, which the SLT discussed and agreed to:

Section 1: location, phone number, grades served, names

Section 2: change names.

Section 3: no changes

Section 4: stats prepopulate in UI.

Section 5: 5C: Need a quantifiable mid-point benchmark in Feb. instead of Nov. and May (p. 20)—4 meetings by Feb. , Part 5b cut “3 team meetings”.

Section 5D: p. 23 update to February 2018.

Section 9: PS452 is not a Title I school, so no input required.

Mr. Parker will make the changes discussed by the SLT and re-submit the CEP for approval.

Minutes:

The minutes of 6/15/2017 were approved.

PTA Report—Sarah Courtemanche:

- PTA made more and spent less in 2016-17 than anticipated in the budget. \$34k came from Green Flea Market as a surprise source.
- PTA account was defrauded. The bank has frozen the account, protocols are being put in place, and the PTA is working with police department, CEC3, and TD Bank. Damage is

being mitigated. Loss \$10k. This loss will not impact programming, students, teachers, school. TD Bank has a large nonprofit customer base but PTA is reviewing alternatives for due diligence.

- Fantastic attendance at first PTA meeting 9/26, both old and new families.
- Fall Fair to take place on Oct 13.

Safety Report—Mr. Parker:

- 2 evacuation drills done in 4 minutes or less as required.
- School Safety Agent Diaz is amazing.
- There was an incident in the building where children entered the school through a window and took some Sports 'n Stuff materials. The investigation is still open.

New business:

- David Kerievsky and Beate Sissenich will co-lead the STEM committee. David reported that he and Beate Sissenich met to discuss how the STEM committee would move forward in the new school year. Both agreed that with new technology equipment expected to come into the school via a large grant, the committee should provide guidance on how to leverage technology in the classroom. He mentioned Keyboarding without Tears as one possibility, which is already being used by one grade at PS452.
- Mr. Parker noted that the city's Participatory Budgeting process is kicking off and presents an opportunity for large funding initiatives, e.g. yard improvements (play equipment for middle childhood, major overhaul, gardening), auditorium.

Agenda Building:

Approval of minutes

Principal's report

PTA report

Teachers' Report—should align with CEP goals, could rotate through the sections each month (rigorous instruction, collaborative teachers, supportive environment, Feb progress check on all CEP goals)

Review bylaws (one question raised was how to handle members phoning into the SLT meeting rather than joining in person).

Committee updates: STEM, Community Building

SLT Email Account Updates

Safety

Adjournment: 5:25pm.