

School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Monday, December 6, 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)
- Alisha Arthur (Parent)
- Julia Leopando (8th Grade Student)

1. Call to Order

The meeting was opened at 5.13pm.

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

Sue nominated Leanne to share her "Story of Me" in the next meeting.

2. Review and approval of November 1, 2021 SLT meeting minutes

The draft minutes from the November 1, 2021 SLT meeting had been shared in advance. 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. Introducing the SLT Student member – Julia Leopando

Jean and Sonita introduced Julia to the SLT and outlined her role as student representative.

Julie discussed some recent Student Council initiatives, including making posters for the Spirit days next week (pajama day, culture day, sports team day, rainbow/color day and idol day) as well as the Thanksgiving food drive.

4. Checklist for CEP action Plans – focus on mid-year

- **Review beginning of year action plan discussions**
- **What is not possible to achieve this year?**
- **Mid-year Action Plans**
 - **Among the action plans, what is already occurring?**
 - **What is not possible to achieve this year?**
 - **Adding specific timelines- when can it occur?**
- **Adding specific timelines – when can these action plans occur?**

The SLT held small group discussions (in breakout rooms) to discuss the above questions under the following areas of focus (with Sonita visiting each room to provide input and answer questions):

- Math: Leanne, Fiona
- Science: Edwin, Dragos, Maria
- ELA: Jean, Alisha, Julia
- SEL: Laura, Sue

Math: Leanne, Fiona		
	Beginning of Year (BOY)	Middle of Year (MOY)
Among the action plans, what is already occurring?	<ul style="list-style-type: none"> • Planning periods or specific dates for teachers for vertical planning are on PD calendar. • CPET training (inquiry and data training) have already been implemented and will be held approximately monthly. • PD on understanding the math curriculum occurred in October. • Math journal prompts to encourage students to explain their mathematical thinking in solving real-world problems are ongoing. • Use lots of higher-level questions in justification and discussion of problems. Ask "why" and "what if" questions. 	<ul style="list-style-type: none"> • Planning periods or specific dates for teachers for vertical planning are on PD calendar. • Use inquiry-based, discovery learning approaches that emphasize open-ended problems with multiple solutions or multiple paths to solutions. Allow students to design their own ways to find the answers to complex questions. • Use lots of higher-level questions in justification and discussion of problems. Ask "why" and "what if" questions.
What is not possible to achieve this year?		
Adding specific timelines- when can it occur?		<ul style="list-style-type: none"> • Set apart a shared folder for collaboration and meetings for teachers to share curriculum (K-5 & 6-8) materials for year long unit planning. <i>*was moved from BOY to MOY</i> <ul style="list-style-type: none"> ○ Begin building through implementation of vertical planning teams ○ Leverage ILT to share materials/organize curriculum • Design math logic and puzzle problems that encourage gifted learners to think critically about multi step math word problems. <i>*was moved from BOY to MOY</i> • Parent workshops about teaching their child how to explain their mathematical thinking, with the help of math experts in the school building (i.e.

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		<p>math teachers) to brainstorm some of these tools and strategies. (1-2 per semester) <i>*was moved from BOY to MOY</i></p> <ul style="list-style-type: none"> o December - Determine what the workshops will be and who will be leading them o January - Begin parent workshops during mid-year parent check-in meeting o February through June <ul style="list-style-type: none"> • Plan professional development opportunities for teachers to learn how to compact curriculum effectively for gifted learners.
Additional Notes		<ul style="list-style-type: none"> • Is RTI (Response To Intervention) for struggling students (targeted small group instruction) occurring as a structured and guided process across the school?

Science: Edwin, Dragos, Maria H.		
	Beginning of Year (BOY)	Middle of Year (MOY)
Among the action plans, what is already occurring?	<ul style="list-style-type: none"> • Budget for PD opportunities for science teachers regarding project-based learning and inquiry-centric sequencing (getting through CPAT). • Science teachers meet at least once per month to discuss and plan (as reflected in their pacing calendars and/or unit plans) across Grade level • In K-2, 3-5, and the UD, At least 2 lab activities/simulations or project-based learning for any given unit. • It is in the curriculum: At least 1 lab activity will be completed by students independently. 	<ul style="list-style-type: none"> • RTI for struggling students (small group instruction) • Science teachers meet at least once per month to discuss and plan (as reflected in their pacing calendars and/or unit plans) vertically <ul style="list-style-type: none"> o Benchmarks: Have teachers been meeting expectations? What has gone well? What can be improved? • At least 1 lab activity will be student-led: students generate their own procedures and explorations, data, and conclusions (move to mid-year).
What is not possible to	<ul style="list-style-type: none"> • Teachers are able to access Amplify PD on their own time but 	<ul style="list-style-type: none"> • TBD

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achieve this year?	<p>there is not time set out for them to get PD since we have had PD to support student goals and collecting data through CPET</p> <ul style="list-style-type: none"> Vertical planning has not happened yet but moved to mid year. 	
Adding specific timelines- when can it occur?		<ul style="list-style-type: none"> RTI will occur for struggling students at this time as needed and determined by teachers. Vertical planning benchmark reflective meeting should occur in January. Student led lab activity should happen by February / March / April (Dependent on curriculum & time)
Additional Notes	<ul style="list-style-type: none"> Need more info on common teacher planning time (for vertical planning) Need to know if Student led / student led labs are built into the curriculum. If so when does it occur? 	<ul style="list-style-type: none"> Need more info on common teacher planning time (for vertical planning) Can there be a school wide exploratory theme? (asthma, pollution, harbor, water, etc.) This should be vertically planned so it is grade appropriate? Can there be a science fair to showcase student-led inquiry?

ELA: Jean, Alisha, Julia		
	Beginning of Year (BOY)	Middle of Year (MOY)
Among the action plans, what is already occurring?	<ul style="list-style-type: none"> UD-Starting asking students' recommendations on adding books that represents their identity and culture. i-Ready baseline assessment Discussions on how to create a consistent language in rubrics and instructions in writing assessments. Teachers are participating in different PDs → Creating a forum for teachers to share 	<ul style="list-style-type: none"> It was dealt by the i-ready family reports. Having follow-up sessions? Workshops with Social Worker and Guidance Counselor? RTI will be officially starting soon, after getting the 1st marking period grades. i-Ready mid-year assessment Keep a certain consistent data/record from grade to grade that can be shared with the future teachers?

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	workshops they are planning to join/interested in.	
What is not possible to achieve this year?	<ul style="list-style-type: none"> • Limitation in group works (Julia) • Teacher inter-visitations might be different this year. • Vertical Planning among different grade teachers might need training. Might not be feasible this year → Focused more on the LD/UD 	
Adding specific timelines- when can it occur?	<ul style="list-style-type: none"> • Keep a certain consistent data/record from grade to grade that can be shared with the future teachers • PDs - Initiating a shared Google Doc among ELA teachers. • Need more discussion on whether having vertical planning is feasible among LD/UD 	
Additional Notes	<ul style="list-style-type: none"> • Check with teachers which books they have in their rooms. • Having a consistent rubric for formative assessments (journals, worksheets, etc.) • Who approves the resources? (inventory on libraries, culturally responsive curriculum) • Once the resource is approved, how much input can SLT put in. • i-Ready - reading baseline data. Need baseline data 	

SEL: Laura, Sue		
	Beginning of Year (BOY)	Middle of Year (MOY)
Among the action plans, what is	<ul style="list-style-type: none"> • PD opportunities for SEL - DESSA Screener training was done. 	<ul style="list-style-type: none"> • Teachers received diversity calendar for Morning

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<p>already occurring?</p>	<ul style="list-style-type: none"> Teachers reintroduced Core Values, ASPIRE matrix, etc. Teachers received training on OORS and MTSS on Election Day Had a Wellness Day the Wednesday before Thanksgiving Ongoing checking in with students in terms of their social-emotional well-being 	<p>Meeting/Advisory right before Thanksgiving</p> <ul style="list-style-type: none"> We will have a Wellness Day the Thursday before the Winter Break Ongoing checking in with students in terms of their social-emotional well-being Some teachers have already started MP1 reflections
<p>What is not possible to achieve this year?</p>		
<p>Adding specific timelines- when can it occur?</p>	<ul style="list-style-type: none"> LGBT Network Presentation will take place in June 	<ul style="list-style-type: none"> Diversity calendar will continue for rest of school year When we return from Winter Break, teachers could do some Responsive Classroom and ASPIRE refreshers Teachers can continue to have students reflect on their goals moving into MP2 5th/8th grade peer mentoring - initial discussions held; perhaps starting with more virtual meet-ups and then transition to outside in-person meet-ups toward March when the weather starts to get warmer Alumni visits for HS discussions potentially for January - initial survey is being finalized
<p>Additional Notes</p>	<ul style="list-style-type: none"> Are there more SEL PD opportunities coming up? <ul style="list-style-type: none"> None yet scheduled but we do want to We did some mandated ones at the beginning of the year 	<ul style="list-style-type: none"> Community Helpers Program: <ul style="list-style-type: none"> Has started, with 3rd & 4th graders helping at lunch, recess, bus, new job this week with the Pledge of Allegiance 20 students each month Family workshops with Rachel updates: <ul style="list-style-type: none"> Mandated ones done already. SEL team to do a reset in January to see how we can increase attendance. Ashley did one too.

		<ul style="list-style-type: none"> • Updates about students continuing with Counseling? <ul style="list-style-type: none"> ○ This is all part of DESSA; team will create a long term plan with tiered interventions ○ Khary will meet with each individual student • When will the SIT/Crisis Teams share updates with staff? <ul style="list-style-type: none"> ○ Probably January
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Sonita thanked Julia for attending the first hour of the SLT meeting. Julia departed the meeting.

5. Brilliant NYC session, November 22, 2021 - reflections

The SLT Committee members who participated in the breakout rooms as moderators, note-takers or participants, shared their reflections on the sessions:

Hopes:

- Expansion of target population
- That removing the test will remove some of the barriers to entry
- Increased access leading to more diversity in the student population, including students with IEP's or disabilities
- That our school will benefit from extra resources from this program

Fears:

- How will the DOE put in place a new program in a short period and how will they support the new program?
- That our school community may fight against this opportunity (being too tied to status quo)
- Over-emphasis on acceleration (rather than differentiation)
- How will the diversity initiative be impacted?
- It may be difficult for teachers to implement a new program
- Could Q300 cease to exist or break down in other ways, such as dilution of the vision or teachers leaving?

Successful Kindergarten classes would include:

- Teaching skills for compassionate thinking, classroom learning etc.
- Learning that fosters creativity, problem solving and socializing
- Smaller class sizes with additional teacher support in the classroom
- More hands-on learning, group work
- More enrichments and focus on inquiry-based learning

Blueprint:

- Many community members felt that the Blueprint was vague and not detailed enough. Should our community agree a common/consistent position that we put forth and support?

6. Reports

a. Principal's Report - Appendix 1

The Principal's Report is attached as Appendix 1 to these minutes.

b. UFT Report - Appendix 2

In addition to the UFT Report (attached to these minutes in Appendix 2), a reminder was given that parents must also wear masks at drop-off and pick-up, as well as Middle School students while in the yard.

Laura noted that this would be her last UFT report for this year as Ali was returning to the SLT from next month.

c. PTA Report - Appendix 3

The PTA Report is attached as Appendix 3 to these minutes.

Regarding the question raised about ventilation, there is always a window open in each classroom and students are asked to bring their jackets if the classrooms get cold.

7. Parking Lot: Questions and Comments - None

8. Next steps

Edwin noted that this would be his last SLT meeting for this year as Ali was returning to the SLT from next month.

Upcoming SLT meeting dates agreed: January 6th, February 10th, March 10th, April 7th, May 12th, June 2nd and possibly one more date in June (to be determined later). New time slot of 4.00 – 6.00pm.

9. Adjournment

The meeting was adjourned at 7.17pm.

APPENDIX 1 – Principals Report (Sonita Ramkishun) – December 6, 2021 SLT**Staffing Update:**

Ali is back and will continue with her technology classes.

Wellness Day:

On November 24, 2021 we celebrated a wellness day with students and staff members. Students and staff engage in different activities for social emotional growth. Our next day will be on December 23, 2021.

MS Open House:

On December 1, 2021, we hosted a virtual open house for prospective students. Approximately 50 people attended. Christine and Khary led the open house.

Kindergarten Admissions:

An email was sent from office of enrollment that states “Beginning Wednesday, December 8th, children born in 2017 can apply to kindergarten for the 2022-23 school year. This application process does not apply to incoming Kindergarten students at Q300.

CO₂ readings:

As requested, our custodians have conducted a CO₂ reading in both lower division and upper division classrooms. The range at the Lower Division was 450ppm-490ppm and 454ppm-483ppm at the Upper Division. According to our custodians, both readings at both locations fall under a “good” range.

Report Cards

The First marking period for the school year ends next week and you should be able to view report cards in your child’s NYCSA account on December 22, 2021. We will also be sending home paper copies. If you do not have access to your child’s NYCSA (MyStudent) account please reach out to Jenny Lando.

Brilliant NYC

I have asked Jenny Lando to host additional community conversations about Brilliant NYC for those individuals who were unable to attend the District level or City level meetings last month. We want to make sure we hear from all voices in the community so that Brilliant NYC is designed with/alongside the District 30 community. Please use the form to sign up for your preferred time slot. Jenny will confirm that choice with you. **The available dates are December 7th and 9th.**

<https://forms.gle/x1sVDtQrhzmz4LMsEA>

APPENDIX 2 – UFT report (Laura Parris) – December 6, 2021 SLT

- The UFT is calling on New York City elected officials and the DOE to lower class sizes.
 - Please consider signing this [petition \(https://actionnetwork.org/petitions/seize-this-once-in-a-generation-opportunity-to-reduce-class-sizes-in-new-york-city?source=direct_link&&j=414289&sfmc_sub=33059307&l=222_HTML&u=10381000&mid=100022908&jb=2\)](https://actionnetwork.org/petitions/seize-this-once-in-a-generation-opportunity-to-reduce-class-sizes-in-new-york-city?source=direct_link&&j=414289&sfmc_sub=33059307&l=222_HTML&u=10381000&mid=100022908&jb=2).
 - There are flyers in [English and Spanish \(https://drive.google.com/file/d/1xYmEpSAgMXZyeGNYtyD0YHBe7Bgrgg4G/view?usp=sharing\)](https://drive.google.com/file/d/1xYmEpSAgMXZyeGNYtyD0YHBe7Bgrgg4G/view?usp=sharing) and [Mandarin \(https://drive.google.com/file/d/1Kt0b2Xs4MmoaQyO6mFXqcnDN5ZLNwaR9/view?usp=sharing\)](https://drive.google.com/file/d/1Kt0b2Xs4MmoaQyO6mFXqcnDN5ZLNwaR9/view?usp=sharing)
- Teachers are continuing to still meet with families during Parent Engagement time on Tuesdays if these families were unable to schedule an appointment during the Parent-Teacher Conferences.
 - As a reminder, Parent Engagement Time takes place after school every Tuesday for 40 minutes.
 - Lower Division: 2:30pm-3:10pm
 - Upper Division: 3:10pm-3:40pm
 - Families are encouraged to schedule appointments to meet with teachers prior to the March Parent-Teacher Conferences.
 - Teachers would like to remind families to please be mindful of no-shows, as these take away appointment slots that could have been filled with other families.
- As the weather gets colder and as the new Omicron variant poses concern, this is a reminder that all students should be sent to school with properly fitting masks. Masks must be worn throughout the school day (except during lunch when voices must be off). Additionally, any parents/guardians who enter school property, including the school yard at arrival/dismissal, must wear a mask.
- The UFT's [Positive Learning Collaborative \(PLC\) \(https://www.uft.org/your-union/uft-programs/positive-learning-collaborative?j=407894&sfmc_sub=33059307&l=222_HTML&u=10271117&mid=100022908&jb=1002\)](https://www.uft.org/your-union/uft-programs/positive-learning-collaborative?j=407894&sfmc_sub=33059307&l=222_HTML&u=10271117&mid=100022908&jb=1002) is offering free, confidential mental health sessions to students and to parents calling on their children's behalf. They have licensed clinicians on standby to help children get the help they need.
 - Hours of Operation are Monday-Friday (8:30am-12:00am) and Saturday (9:00am-2:00pm)
 - Call 212-709-3222 or text "PLC" to 43961

APPENDIX 3 – PTA report (Maria Hantzopoulos) – December 6, 2021 SLT

PTA Budget Updates

1. **Enrichment.** PTA has paid for the first round of Enrichment in Music and Art from grades K-5.

Q300 PTA Events and School Related Happenings

1. **PTA Elections. New Board members.**

- Co-VP Community Affairs: Rachana Shah and Meghan Cirrito
- Second Upper Division Representative: Hayoung Kim

Here is a full list of the current board: PTA Executive Board (<https://q300pta.org/pta/about-us/>)

2. **PTA December General Meeting. Thurs. Dec. 16th via Zoom.** The PTA will hold its general meeting from 6:30-8:00 pm. Please join us! Zoom link forthcoming.
3. **PTA Funds Available for Grade-bands.** At the last PTA General Meeting in October, a resolution was passed to approve \$200 per grade for spending toward a grade activity or event that supports relationship building and in lieu of our normal in-person events which are still on hold during the pandemic. This will allow students and families to meet up on their own.
4. **Food Distribution and Coat Drive.** On December 13, we will do a joint food distribution with PS 17 (they organized mostly). We will have a coat drive in tandem on that day.

Q300 PTA Fundraising

1. **Direct Appeal.** Our Direct Appeal campaign is in full swing!
2. **Vaccine Referral Program.** The Q300 PTA 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 schedules an in-home vaccination** and chooses *Q300 Parent Teachers Association* as their referral organization! Q300 PTA has already received 88 referrals.
3. **Holiday Shopping.** Don't forget the Q300 PTA when doing your holiday shopping! Links for giving a percentage of your purchases to the PTA through Amazon, Shutterfly (perfect for holiday cards), Children's Bookstore, Book Culture, and more are all detailed on Shopping Sites (<https://q300pta.org/fundraising/fundraising-intro/>).
4. **Q300Strong T-Shirt Distribution.** The Q300 Strong spirit is shining bright! Our community has purchased over 300 shirts this past November and raised approximately \$300.

COVID Safety Task Force Updates

- 1. Air Purifiers.** HEPA13 air-purifiers for the large indoor spaces (gymnasium, cafeteria, auditorium) have been received and are being installed in the LD. We are hoping to get upgraded ones in the classrooms and the UD spaces and are awaiting some details from the school about outlets and space, etc.
- 2. Mobile Testing Vans.** Although vaccinations for children ages 5-12 have opened up, COVID rates are still climbing. We all want to stay safe over the holidays. Another mobile testing van will be available this week outside of Athens Square Park. Look for a small van. The testing is quick and easy post registration.

Q300 PTA Shout Outs and Appreciations

- 1. Thanksgiving Pie Sales.** Once again, our Thanksgiving Pie Sale was a hit! We exceeded our expectations. **We sold 200 pies and raised almost \$1,000.00!** Thanks to all that helped. It takes a village. Big shout out to the committee: Maria Hantzopoulos, Sae Makino-Siller, Erica Soto Eng, Lisa Christopher and Susan Stewart for coordinating all of the logistics. Many thanks to LaGuli Bake Shop and Betty Bakery in Brooklyn for the delicious pies.

We also want to thank in addition to the pie team, our volunteer sorters, distributors, drivers, neighborhood hosts and treasury team: Fabiola Terrazas, Ellie Rabinovich, Maria Hantzopoulos, Joanna Holzman, Sae Makino-Siller, Helena Liljeblad, Erica Soto-Eng, Eve Wolff, Yan Zhou, Ella Drummond, Lynn Kennedy, Sue Sekar, Nick Skolnick, Tomonori Nagano, Xin Li, and Yi-Wen Wang. Also, thank you to Jenny Lando for her help that day! And of course, to all our families that supported by purchasing the delicious pies!

- 2. Thanksgiving Teacher Luncheon.** The teachers felt treated and surprised by this year's Thanksgiving Luncheon on Wednesday, November 25th. Many thanks to Rami Motiyr for his very generous donation through his restaurant Flavors, and to Maria Hantzopoulos, Ellie Rabinovich, Erica Soto Eng, and Jenny Lando for coordinating. Thank you to our outstanding group of volunteers, Lynn Kennedy for delivering the lunches to both campuses, and Xin Li, Abby Swenstein, Suni Caraballo, Sae Makino, Alisha Arthur, Nicholas Kwong, and Doug Eisert for getting the lunches up to the teacher's rooms, and setting them up at both campuses.
- 3. COVID Vaccine and Safety Informational Panel.** Thanks to Rachana Shah and members of the COVID Safety Task Force: Yvette Choy, Maria Hantzopoulos, Lynn Kennedy & David Wang, as well as parent, Fiona Yung, for organizing and moderating our recent COVID Safety Info Session with Dr. Vijaya Soma! Visit the [Q300 PTA website](#) to watch a recording of the Info Session.
- 4. COVID Safety Purchases for School.** Thank you to Lynn Kennedy for organizing the purchasing of masks for our families and arranging for mobile testing vans near our school sites. Thank you to Yvette Choy for working with the school to order appropriate and functioning air purifiers for the spaces that need them in our buildings. And of course, thank you to Jenny Lando for liaising and helping to organize from the school end of things. It takes a team!

5. **PTA Tax Return.** Thanks to Sue Sekar and Ramesh Balachandran for filing our tax return! This critical behind-the-scenes work helps us run!
6. **Vaccine Kickback.** The Q300 PTA has received over 88 referrals from the vaccine kickback program! Thanks to all of the parents who participated! Thank you to Maria Hantzopoulos for setting this up and to Susan Stewart, Lisa Christopher, Yvette Choy, Tomonori Nagano and others for doing an amazing job following up on this and promoting it to our community.
7. **Gift Card Fundraiser.** Thank you to Kevin Gallagher, Blain Kennedy, Susan Stewart and Lisa Christopher for organizing our gift card fundraiser! We raised approximately \$1000.00
8. **Grade-Level PTA Funds.** Shout out to Nick Skolnick, Marco Newbury, and Suni Caraballo for spearheading and creating a process for the grade-level funding! Thanks to Ellie Rabinovich, Erica Soto-Eng, Maria Hantzopoulos, and Yvette Choy for their feedback and support!
9. **Teacher Holiday Collection.** Thank you to Misa Takaki, Alyssa Duvall, and Julia Moss for organizing the Holiday Gift Collection!

Parent Queries

1. **Ventilation.** There was a question that came up about ventilation in rooms. Some parents said that some windows are not opening and others are inquiring what the solution will be in winter months.