

School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Thursday, January 6, 2022
4:00 pm – 6.00 pm

Members in Attendance:

- Sonita Ramkishun (Principal)
- Jean Kim (Teacher + SLT Committee Chairperson)
- Leanne Bolson (Teacher + SLT Committee Timekeeper)
- Ali Lisberger (Teacher + UFT)
- Laura Parris (Teacher)
- 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 4.03pm.

Leanne 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.

Leanne nominated Ali to share her “Story of Me” in the next meeting.

2. Review and approval of December 6, 2021 SLT meeting minutes

The draft minutes from the December 6, 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. SLT Student Report – Julia Leopando

Julia discussed some recent Student Council initiatives, including Spirit Week during December 13-17, 2021, where the students had pajama day, culture day, sports team day, rainbow/color day and idol/mentor day.

Julia noted some recent concerns raised by students – namely cleanliness and supplies for the bathrooms at the Upper Division as well as some safety concerns outside the school grounds.

Sonita noted that a mirror has been ordered and will be installed soon in the bathroom where it is missing. Staff are conducting daily bathroom checks to ensure the bathrooms are clean and have the necessary supplies like soap. Students and staff should report issues to the main office so they can be addressed.

Regarding the safety issue raised, Sonita requested Julia have the student come forward and talk to Khary or Sonita so they can address the specific concerns.

4. Action Plans Review: Focusing on Mid-Year

- **Review the Discussion Notes from our last meeting**
- **Reviewing Mid-year Action Plans and finalize “Adding specific timelines-when can it occur?”**
- **Which action plans should be prioritized? Pick two action steps that should be prioritized from now to March.**

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

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

The SLT came back together to discuss the prioritization for each area of focus:

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| <p>Math: Leanne, Fiona</p> | |
| <p>Which action plans should be prioritized? (Pick two action steps that should be prioritized from now to March.)</p> | <p>Vertical & horizontal planning</p> <ul style="list-style-type: none"> • This was started at upper and lower division on Monday and will continue throughout the school year. <p>Parent workshops:</p> <ul style="list-style-type: none"> • Survey teachers about parent engagement workshops <ul style="list-style-type: none"> ○ Introduce new unit ○ Do practice problem ○ Take questions |
| <p>Science: Ali, Dragos, Maria H., Julia</p> | |
| <p>Which action plans should be prioritized? (Pick two action steps that should be prioritized from now to March.)</p> | <ul style="list-style-type: none"> • Send survey to science teachers, have answers by next SLT • Share the common planning schedule with SLT |
| <p>ELA: Jean, Alisha</p> | |
| <p>Which action plans should be prioritized? (Pick two action steps that should be prioritized from now to March.)</p> | <ul style="list-style-type: none"> • Vertical Planning / intervisitations (starting this month) • Parent workshop for supporting reading at home/writing skills <ul style="list-style-type: none"> ○ Who will be facilitating the workshops if it's content-based? ○ Providing additional resources ○ Possible Topics 1: How do we use a checklist/rubric to include all of the points we'd like the parents to receive/learn? ○ What should be included for each grade group/level? ○ Possible Topics 2: How to find and read level appropriate books online/at home? ○ Surveying the teachers about what topics should be discussed with parents (late January?) ○ Dividing into grade band (Possible division: K, 1-2, 3-4, 5, 6-7, 8) ○ How to include parents who speak other languages? ○ ESL Resources? • Using iReady assessments |

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| SEL: Laura, Sue | |
| Which action plans should be prioritized? (Pick two action steps that should be prioritized from now to March.) | <ul style="list-style-type: none"> • Alumni visits (late January/early February) • SEL screeners interventions (by April) <ul style="list-style-type: none"> ○ Teachers complete Christine's Google form to list interventions that already happen during daily lessons ○ Teachers review list of "students in need" ○ Will some of these students be discussed at SIT/Crisis meetings? ○ Khary and Christine are conducting Individual Progress Reviews with all 6-8 students beginning week of January 10th • Advisory and Morning Meeting diversity lessons - continuing beyond March, too |

Jean thanked Julia for attending the first half of the SLT meeting. Julia departed the meeting.

5. Reports

a. Principal's Report - Appendix 1

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

In addition to the written report, the following information was provided regarding COVID testing (effective now, until any new guidance is issued):

- If a student tests positive for COVID twice within 90 days, please contact Sonita so that she can contact Situation Room.
- The return date for students who test positive (after 10 days of quarantining) is Day 11, where Day 1 is the date the child took the test.
- For students exposed at school – if they experience symptoms, they will receive an at-home testing kit. They need to test asap with the at-home kit and then 24 hours later (so two negative tests) before returning to school. All students exposed (including those without symptoms) will receive an at-home testing kit, and need to test day of receiving the kit and then 5 days later. These students (without symptoms) can return to school after the first negative test.

Questions asked and discussed:

Q: Are after-school programs considered outside exposures or in-school exposures?

A: After-school programs held at the school premises will be considered in-school exposures, until further notice.

Q: Are students across the grade considered close contacts (or exposed at school) given lunch and gym are with the whole grade?

A: At this time, only the class is considered a close contact.

Q: Has random testing been occurring?

A: Yes, it has continued to be done.

Other matters raised – testing:

A parent noted that there are different views on how the number of students to be tested is determined. Rather than being a straight percentage of the student population who have opted in, it has been reported that it is a percentage of the unvaccinated students that first determines how many students are to be tested, and then that is applied across the full pool of students who have opted in, which would result in fewer students being tested than presumed at first.

The school administration will review the resources shared about this topic and various SLT members will follow up with their contacts to obtain more clarity. While the school has to follow the DOE guidance and the testing program run by the third party testing service provider, having this information is necessary for both transparency of process as well as for community members to advocate for positive changes needed.

Other matters raised – SEL support:

A parent raised the concern that some children may feel shame that they had COVID or that peers may make assumptions about their health status based on school absences. Discussion ensued, including suggestions for Khary and Rachel to outline some appropriate SEL learnings for the students, including supporting students returning to school after quarantine or illness and also coping with COVID-related anxiety.

b. UFT Report - Appendix 2

The UFT Report is attached as Appendix 2 to these minutes.

c. PTA Report - Appendix 3

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

6. Parking Lot: Questions and Comments

None

7. Next steps

In the next meeting (scheduled for February 10th, 2022), the teachers will provide an update on the progress of the action items discussed earlier, including the teacher and student surveys and other priorities.

A parent noted that the Governor's Executive Order allowing School Leadership Teams (SLTs) and Citywide and Community Education Councils (CCECs) to hold their meetings virtually will expire on January 15th, 2022. There is a petition being circulated to ask the Governor and State legislators to extend the exemption to the Open Meetings Law and allow SLTs and CCEC's to continue meeting virtually. If the exemption is not extended and the SLT is required to resume in person meetings, the SLT Committee will re-visit the meeting calendar for the rest of the year to accommodate Committee members' schedules.

8. Adjournment

The meeting was adjourned at 6.01pm.

APPENDIX 1 – Principals Report (Sonita Ramkishun) – January 6, 2022 SLT**Updated DOE Health Screener:**

Please use the updated screener to help you determine if your child can come to school: <https://healthscreening.schools.nyc/>

Updated Student Quarantine Guidance (effective now, until any new guidance is issued):**Positive result on a COVID test**

- Any student who tests positive for COVID19 will have to quarantine for 10 days.
- That student will receive asynchronous work posted by their teacher(s).
- **Please complete this form if your child receives a positive result:** <https://forms.gle/8usrS2GSxBm3pHkr9>

Close Contact Guidance - There are two main areas regarding close contacts:

If the student was potentially exposed **OUTSIDE** of school

- Fully vaccinated students can return to school if they are not exhibiting symptoms
- Partially vaccinated or unvaccinated students cannot return to school
 - o Option 1: Quarantine for 10 days
 - o Option 2: Quarantine for 7 days and return on the 8th day with a negative test.
- **If your child was potentially exposed OUTSIDE of school please fill out this form:** <https://forms.gle/wSy8QwaUyheNJ8mM9>

If the student was potentially exposed **INSIDE** the school building

- Schools will distribute free, take-home COVID-19 rapid test kits to any student or staff who exhibit COVID-like symptoms or have been in a classroom where a positive case has been identified
- You will receive more information from Q300 in this situation

Weekly COVID Testing:

- Testing is still random, but has increased from 10% to 20%
- Vaccinated students can be included in random selection
- You can provide COVID testing consent on your NYCSA account (www.schoolsaccount.nyc)

Updated Staff COVID Quarantine Guidance

If a staff member tests positive, they can return to work after 5 days of quarantine if they do not have severe symptoms. They have to meet the following criteria:

- Being fever-free for 72 hours without the use of medication;
- Not having a runny nose; and/or
- Having a minimal cough only and cannot be coughing up phlegm.

Uploading Work for Students

- Students who are in quarantine or are unvaccinated and have been exposed outside of school will have work uploaded on Google Classroom to complete asynchronously.

At-home Testing Kits:

At-home testing kits will be distributed to all staff every week in January. In addition to any student who has been exposed to COVID within the classroom. Best practice is to test on day 1 and day 5.

Mask Guidance

Due to the emerging spread, I am going to ask everyone to try their best to be mindful of social distancing and be mindful of keeping masks on at all times.

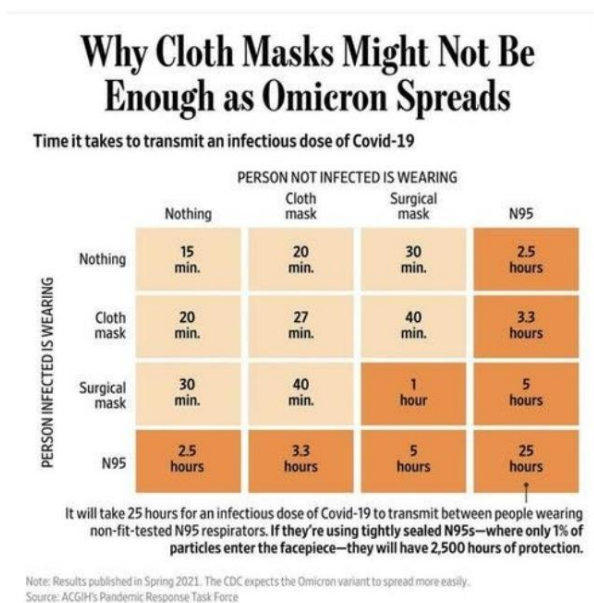
For students who are having a hard time keeping their mask on:

1. Teachers will speak to student individually
2. Guidance counselor/ Social worker will speak to the student
3. Guidance counselor/ Social worker will call home

APPENDIX 2 – UFT report (Ali Lisberger) – January 6, 2022 SLT

- 1. Staff Vacation Days:** DOE employees worked over the 2020 spring break. An arbitrator just issued his decision that UFT members will receive a vacation day (a brand-new type of day) for each day they worked during the 2020 spring break, which is 7 days. These will be credited to employees effective Feb. 1. Vacation days can be used at any time, including before or after a holiday or recess and they do not expire.
- 2. COVID Safety in Schools:** The quarantine guidelines have changed for school staff members who are fully vaccinated however they do not need to return to work on the 6th day after testing positive if they are still experiencing COVID-19 symptoms. If they do return early they must wear a properly fitted KN95 mask.

Many students are still wearing cloth masks and need constant reminders to wear them correctly. The Wall Street Journal published a great graphic earlier this week comparing the protection of different types of masks:



If your child is coming to school in a cloth mask, please consider checking out the kids database put together by Aaron Collins who calls himself the “Mask Nerd”. He is a mechanical engineer with a background in aerosol science. Since the beginning of the pandemic he has been testing, documenting, and reviewing the best masks he could find. His video on masks for kids under 12 is also fantastic.

APPENDIX 3 – PTA report (Maria Hantzopoulos) – January 6, 2022 SLT**PTA Budget Updates**

- **Air Purifiers.** In September 2021, the PTA membership body overwhelmingly approved funds to purchase COVID safety equipment needed and requested by the school, including masks, purifiers, etc...In consultation with school, we recently purchased 25 more Austin Air Healthmate HEPA 13+ air purifiers (for each of our 19 classrooms and six for the gym in the UD). These were in addition to the ones already installed in the LD gyms and cafeteria). In light of rising Omicron cases and to be ready for the return of students in January, the PTA purchased all of the purifiers at a substantial discount. This bulk purchase exceeded the budget supply line, therefore we will vote on a resolution to augment funds to cover the remaining cost of these air purifiers at our next General Meeting on January 20, 2022 at 6:30pm via Zoom. The purifiers will come in tomorrow!
- **Masks.** We are exploring with the school whether we need to purchase more N95 or KN 94 masks for kids and staff.

Q300 PTA Happenings, Events, and Updates

- **PTA January General meeting. Thurs. January 20th via Zoom.** The PTA will hold its general meeting from 6:30-8:00 pm. Please join us! Zoom link forthcoming.
- **Grade Level Community Events.** Want to get your Grade together in this time of caution and social distancing? At the 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. If you are interested, please reach out to your Class Parents for details and guidelines.
- **Square 1 Art Fundraiser.** Before the holiday break, students created artwork in school on special paper for the Square 1 Art Fundraiser. Square 1 Art then prints those masterpieces onto an order form so families can purchase keepsake gifts with the art printed on it. Through this incentive, families can keep memories of their child's artwork on a mug, coaster, quilt, water bottle and many other options! For those who would like to order items with these creations on them, as well as submit additional creations done at home, final pieces are due **Fri. Jan. 14th**. More info at www.square1art.com Questions? Just email fundraising@Q300pta.org.

- **Shopping Sites:** Shop while helping out the PTA! Links for giving a percentage of your purchases to the PTA through Stop & Shop, Amazon, Shutterfly (perfect for holiday cards), Children's Bookstore, Book Culture, and more are all detailed in a post on the PTA website (<https://q300pta.org/fundraising/fundraising-intro/>).
- **Online Auction for Summer Camps.** Stay tuned for details... We will be launching our annual online auction in late January/early February where you can bid on summer camps! But we cannot do this without your help! If you have a connection to a summer camp, please reach out to them to see if they can donate! If you have any questions, please contact Joanna Holzman at JoannaH@q300pta.org.
- **Fun Run.** Interested in helping out with this year's virtual Fun Run and making it a success? Volunteers can help out with the organization of this wellness event that brings the whole community together. For more information and to volunteer, please reach out to LDrep@Q300pta.org
- **Green Team.** Calling on all community members who would like to continue to create a sustainable school-wide community and ways for our children to engage meaningfully in environmental issues and stewardship to combat climate change. Meetings will begin soon. For more information, please contact rachanas@Q300pta.org
- **COVID Testing Sites.** More testing sites city-wide are being added and/or updated daily. Please check the google group or Facebook page for recent flyers and information. In the meantime, NYC Health and Hospitals and Test and Trace Corps have put together this interactive tool for folks to find testing sites near them. <https://www1.nyc.gov/site/coronavirus/get-tested/covid-19-testing.page>

Q300 Shout Outs and Appreciations

- **Holiday Fund Collection for Teachers & Staff.** Many thanks to Misa Tasaki, Julia Moss, and Alyssa Duvall for organizing the collections, and Parent Coordinator Jenny Lando for helping to distribute them. Over \$13,000 was collected from the Q300 community. The funds were used to buy gift cards (Amazon, Target, etc.) to the staff (teachers, administration, aides, secretaries, custodians, etc), as a gesture of appreciation for their enormous efforts in caring for, and educating our children, especially during these trying times.
- **Gift card Fundraiser.** Many thanks to Kevin Gallagher, Blain Kennedy, Susan Stewart, and Lisa Christopher for coordinating this awesome fundraiser! We raised over \$1000. Thanks to our treasurers Xin Li and Takila Oku for keeping the books!

- **Staff Holiday Pizza Fest!** Thanks to Lynn Kennedy for organizing the pizza fest treats for our awesome staff and for all the parents who contributed!
- **Food Distribution and Coat Drive.** Thank you to our partners at PS 17 for organizing and to the following folks for volunteering: Amy Wong, Maria Hantzopoulos, Ramesh Balachandran, Meghan Cirrito, Hyunjin Koo, Sofia Silao, and Saswat Pattanayak. Shout out to Lynn Kennedy and Jenny Lando for getting the volunteers and for also organizing the coat drive! Coats were donated to Hour Children located in Queens.
- **Direct Appeal Work.** Many thanks to David Wang and Sue Sekar for all of their efforts in coordinating the Direct Appeal Campaign. Also thank you to Takila Oku and Xin Li for their related treasury work!
- **Newsletter.** Thank you to Amy Ho, Fiona Yung, and Alvin Yoo for a wonderful Fall/Winter newsletter. Our quarterly newsletters can be found here: <https://q300pta.org/pta/newsletters/>

Parent Queries

- A lot around COVID, but may be addressed in Sonita's presentation today. I will follow up then if there are more. (generally around testing, masking, quarantining, attendance, and SEL support - regarding COVID, academics, etc...)
- How can we best support our teachers and staff at this time?