

School Leadership Team Meeting
Meeting Minutes
Virtual Platform - Zoom
Thursday, June 10, 2021
5:30 pm – 7.30 pm

Members in Attendance: Sonita Ramkishun (Principal), Ali Lisberger (SLT Timekeeper + UFT), Chidi Amasiani (Teacher), Kiera Sullivan (SLT Chairperson + Teacher), Jean Kim (Teacher), Maria Hantzopoulos (PTA Co-President), Sara Clough (Parent), Sue Sekar (SLT Secretary + Parent), Ian Koh (Parent), Fiona Yung (Parent)

In attendance: Anna Milonakis

1. Call to Order

The meeting was called to order at 5.35pm.

2. Review and approval of May 25, 2021 SLT meeting minutes

The draft minutes from the May 25, 2021 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. Creating a Vision Statement

Sonita explained the importance of Q300 building and documenting the vision for the school by working with teachers, parents and the school community to get their engagement and contribution.

Kiera granted permission for Anna Milonakis to address the SLT. Anna spoke about the significance of building this Vision Statement collaboratively and that she appreciates Sonita's openness in allowing us to all work together to develop the vision.

The SLT watched a 5 minute video from Edwin Mora on what is a Vision Statement.

Sonita had organized an activity with the staff to identify “what qualities would we want a Q300 graduate to possess.” The SLT completed the same activity, and came up with the following words/phrases (grouped where similar):

- Motivated and well-equipped to meet goals
- Academically prepared
- Critically thinker
- Goal-oriented
- Sense of curiosity about the world around them

- Compassionate community members
- Ethical
- Truth and justice seeker
- Social justice
- Integrity
- Advocate for those who can't or don't want to speak for themselves
- Engaged and involved in civic issues / social issues

- Co-operative
- Understanding what it means to be part of a community

- Leadership that encompasses these qualities
- Independent thinkers
- Sense of curiosity about the world around them

- Inclusive and respectful
- Empathetic

The SLT then summarized this in the following 5 key points:

- Leadership
- Critical, independent, curious thinker
- Compassionate community members
- Collaborative problem solver
- Socially and academically goal oriented

The SLT compared the above words/phrases with the draft Vision Statement that the staff had developed. Various suggestions and discussions were had, including:

- Replacing the word authenticity with integrity.
- Replacing the word impact with create.
- Robust discussion regarding the use and meaning of the words inquisitive and curious.
- Question asked about the use of the word "stakeholders" which, in the corporate world, means investors/senior staff or others you need to provide something to. However, Sonita explained that in relation to education, this refers to staff, teachers, parents and other supporting community members and bodies.

A revised draft Vision was developed (amendments made to the staff draft), and will be taken forward for more broader engagement in the school community.

4. Review action steps for 2021-2022 school year

The SLT broke out into their CEP goal groups and reviewed the updated CEP goals that had been input into the I-plan portal.

No changes required to the ELA and Math goals as input into the I-plan portal.

For Science, CEP team had recommended a wording change "to enhance depth of thinking" but the SLT CEP Science goal team revised the wording and will take it back to the CEP team.

The SLT CEP Social-emotional team need to meet again to discuss their goals.

Updates to the CEP goals are to be made in the I-plan portal by June 15th.

5. Principal Updates

a) Open houses

Communications have been sent out about the open houses next week - students will walk their parents upstairs and parents can take a tour of the school floors.

b) Graduation

Virtual graduations for Kindergarten, 4th grade and 8th grade. All students will be remote on those days. If parents have no childcare options and need to bring their children to school, they can (staff will be available). In-person celebrations this year will be slightly different to the usual in-person events –

there will be assigned times for students to pick up memorabilia, take photos with teachers, sign year books, mini outdoor graduation for 8th grade.

6. Reports

All reports were submitted in advance of the meeting and taken as read. Full reports are attached as Appendices to these minutes. Any updates to those reports (discussed in the meeting today) are outlined below:

a. Principal Report – Appendix 1

No additional updates.

b. UFT Report - Appendix 2

Regarding the school based options (SBO's) mentioned in the UFT report, Ali explained that this is where the staff and school administration can agree to modify certain aspects of the teachers' contract. They are currently surveying staff on which things they would like to consider. They then meet with Sonita and take a vote (55% vote in favor to pass any motions). One item likely to be considered is moving the virtual parent-teacher conferences to one day.

A parent noted this can make it challenging for parents to attend if they have students at the upper and lower division campuses. Ali thanked the parent for the feedback and noted that it shouldn't be an issue this year since the conferences will be virtual.

c. PTA Report - Appendix 3

No additional updates.

7. Review June 2021 SLT dates

The school budget is expected by June 18th, so a proposal was made to move the next SLT meeting (where the budget is discussed) from June 16th to June 23rd or 24th – and at a time that is earlier in the day if that suits the parents members of the SLT (from 4pm onwards). It may be possible to invite the newly elected SLT members (elections are next week).

Sonita and Kiera will email the SLT the new date and time once it is confirmed.

8. SLT Remuneration Forms

These have been pre-populated and will be emailed to SLT members. Please download the digital copy, save, sign, save and send it back. They need to be submitted by June 25th.

9. Parking Lot: Questions and Comments

None

10. Next steps

Date/time for next meeting to be emailed to the SLT.

11. Adjournment

Shout-outs for the following SLT members whose terms are ending this year:

- Thank you to Sara for her work on the SLT over the last 2 years (with prior and current school administration).
- Thank you to Ian for his work on the SLT over the last year, we appreciated the new and diverse perspective.
- Thank you to Maria for everything she has done this year as PTA co-President and on SLT.
- Thank you Chidi for being part of the Special Education team and CEP team and the SLT this past year.
- Thank you, Kiera for her work on the SLT over the last two years and for stepping up as Chairperson this past year. Kiera thanked everyone for supporting her in her role as Chair of the SLT.

General shout-outs:

- Thank you to all teachers and parents for their support and hard work.
- Shout-out to Sonita for bringing the SLT together in such an organized and collaborative way.
- Thank you for allowing the SLT and broader school community to discuss the Vision and the Mission of the school.

The meeting was adjourned at 7.37pm.

APPENDIX 1 – Principal’s report – JUNE 10, 2021 SLT

End of year-June Events:

- June 11th 3rd Marking Period ends
- June 18th Fourth Grade Virtual Graduation
- June 22nd K Virtual Graduation
Living Environment Regents
- June 23rd Fourth Grade Pick-up
Algebra I Regents
Final Grades are due
- June 24th Kindergarten Outdoor Celebration
8th Grade Virtual Graduation
- June 25th **Final Day of School for Children (full day)**
8th Grade Outdoor Ceremony
Report Cards will be accessible for parents via mystudent

Open House Tours:

- At the lower division we have decided to do a couple of little things to engage parents. On **Monday, June 14th and Tuesday, June 15th, from 8:45am-9:15am, students who are in-person will be able to walk with their parent up to the 4th floor.** In addition to this, **Lower Division families will have the opportunity to sign up for an afternoon session from 2:30pm to 4:30pm on June 14th.**
- Upper Division families will have the opportunity to sign up for an afternoon session from **2:30pm to 4:30pm on Tuesday, June 15th.**

Please Note the following:

- All parents will have to complete the DOE health screener to enter
- All parents will have their temperature checked at the door
- All parents will be asked to sanitize their hands before coming upstairs

- All parents will be required to wear a mask at all times in the building
- The tour will last about 10 minutes
- There will be no recording or pictures taken during the visit

Update on Kindergarten G&T Admissions:

Later today, families who submitted a kindergarten Gifted & Talented (G&T) application will be notified of their child's eligibility which will determine if they will be considered for placement in a G&T program. Eligibility was based on either a nomination submitted by the child's current pre-K teacher or a remote interview conducted by the Department of Education.

There is no immediate action families must take at this point in the process, and there is no appeals process. Later this summer families will receive their child's G&T application results. Families can reach out to ESenrollment@schools.nyc.gov if there are questions about admissions.

Picture Day:

All Lower Division and Upper Division students (remote and in-person) had the opportunity to take pictures this week. The process was smooth. Thank you to Jenny Lando for organizing.

APPENDIX 2 – UFT report – JUNE 10, 2021 SLT

1. SBO's: We are in the process of determining which SBO's we'd like to implement for next year. SBO stands for School Based Option which allows us to modify the contract. We'll keep you updated on any changes that are made.

2. LGBTQ+ Resources: In honor of Pride Month, the UFT compiled book lists ranging from picture books to adult-level texts, to help address issues of equality, inclusiveness, mutual understanding and acceptance.

- [American Library Association's Rainbow Booklist](https://glbtrt.ala.org/rainbowbooks/)

<https://glbtrt.ala.org/rainbowbooks/>

- [GLSEN book discussion guides](https://www.glsen.org/sites/default/files/readacrossamericadiscussionguidesonly.pdf)

<https://www.glsen.org/sites/default/files/readacrossamericadiscussionguidesonly.pdf>

- [Scholastic](https://www.scholastic.com/teachers/teaching-tools/book-lists/19-inspiring-lgbtqia--books.html)

<https://www.scholastic.com/teachers/teaching-tools/book-lists/19-inspiring-lgbtqia--books.html>

- [Stonewall Book Awards List](http://www.ala.org/rt/rrt/award/stonewall/honored)

<http://www.ala.org/rt/rrt/award/stonewall/honored>

- [Welcoming Schools](https://welcomingschools.org/resources/childrens-books-lgbtq-inclusive)

<https://welcomingschools.org/resources/childrens-books-lgbtq-inclusive>

APPENDIX 3 – PTA report – JUNE 10, 2021 SLT

1. PTA Funding Update

- Budget to be passed next meeting
- Planning on same enrichments

2. Events

- **Fun Run: Raised \$2500.00**
- **Auction: Raised over \$5000!**
- **Spirit Wear Design Contest:**
 - The winners of the spirit wear contest are Annika Wooley and Elim Lee. Our winners will be featured in our next newsletter. Please stay tuned.
 - Shirts will be distributed before the end of the year as part of a larger school goodie bag
 - You can purchase t-shirts through June 14th
 - All teachers will be getting a gifted t-shirt
- **ELECTIONS** will happen at our June 17 PTA meeting next week. The only qualification is that you be a parent or guardian of a Q300 student. If you would like to run for a position on the PTA BOARD or SLT, please contact the Nominations committee at nominations@q300pta.org. We welcome all to consider joining. For questions on positions, please do not hesitate to reach out to the co presidents.
- **Read-a-thon:** Will be happening over summer! Stay tuned
- **Back to school picnic** - early September....stay tuned