

## School Leadership Team (SLT) Meeting Minutes

November 1st, 2022

5:30 p.m. - 7:00 p.m.

### IN ATTENDANCE:

#### Parent Representatives

1. Joy Waitkus – Elected Parent Rep
2. Kierstin Hettler – PTO Co President
3. Liliana Nunez – Elected Parent Rep
4. Emily Hardy – Elected Parent Rep
5. Kelly Ceynowa - Elected Parent Rep

#### Staff Representatives

1. Christopher Jennings – UFT Chapter Leader
2. Emel Topbas-Mejia- Principal
3. Melissa Velasco- 2<sup>nd</sup> Grade Special Education Teacher
4. Samantha Pastore – Health/PE Teacher IS
5. Sarah Sanders -Art Teacher PS

#### SLT Members Absent:

1. Marissa Pashley – 2<sup>nd</sup> Grade Teacher
2. Karima Khawja – Elected Parent Rep

#### Other Attendees:

1. Hila Milo – PTO President Observer

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## Agenda

### 1. Mr. Jennings Motion to begin the meeting & Welcome

### 2. Review and Approval of October 2022 Minutes- link to minutes shared

- Motion to approve minutes from 10/11/22 , Emel amendment to exclude Google Links out of Minutes as notes are shared with the public. Motion to approve minutes by Joy, 2<sup>nd</sup> motion. All Approved minutes unanimous vote with amendment suggested by Emel.

### 3. Principal's Updates- Emel Topbas Mejia's

- **Budget – screen shared**
  - Budget is publicly available, will be shared with SLT Members.

- Sources linked Fair Student Funding; Galaxy Allocation all publicly available.
- Majority of funding is through Fair Student Funding
  - FY 22 100% allocation
  - FY 23 100% allocation
  - \$5.5M @ 100% allocation
- Core of the school funding goes to staff
  - \$8.1M received for total budget from all sourcing Federal/City/State
  - \$7.5M goes to staff salaries, fortunately did not have to access any staff; remaining \$500k budget goes to
    - Cover teacher and staff absence, budget accordingly 8-10 days per year per teacher
    - Prep Period Coverages – when teachers are asked to cover a class when they are not teaching.
    - Per session (sp?): Overtime- before/after school day: PTO supports after school activities in funding
  - OTPS – Other than Personnel Spending
    - Trip expenditures/Supplies
    - School Allocation Memorandum , for every funding source we receive, school receives a memorandum with funding source restrictions and guidelines ; can be used to support staff funding
      - Example: some funding sources can be used for computer equipment
  - Allocation Categories received this year: Copy will be placed in our shared drive-in alphabetical order
    - Listing of all funding allocations received this year. Allocated received this year since beginning of the summer: (includes summer site) \$8.1M; not at 100% scheduled; can lose funds due to enrollment \$\$\$s . Budget also includes summer rising site at separate site.
    - Pre K – receive funding for 1 Pre K teacher and 1 Para & absences & supplies = \$238k (includes staffing to work with pre k students)
    - ARPA (American Rescue Plan) Academic Recovery Programming Money received during Covid – \$43,161; Art \$10k; Para Summer Rising; New Level Received this week Special Education \$10k just received; Other lines for summer program .
      - ARPA \$\$\$ is providing with additional support to ensure students have more opptys to

support their needs; academically and emotionally and with arts.

- Budget cuts are still in City Hall.
  - LY Arts ARPA \$47K received
  - High Needs for Title 1 in Temporary Housing
  - Special Education, IEP Para/School Based Support team
  - Private grant
  - Title 1: PS/IS 187 is NOT a Title 1 school; \$45k
  - Title 3 : Translation Services
  - ELA Math Student Support
  - Fair Student Funding: Core of funding \$5.2M @ 100% + Floor Raise of \$300k;
- Goal of SLT is to review budget and review how we are supporting to CEP goals with allocated budget lines
- Mr. Jennings: SLT Training \$\$\$ last week take away, that ARPA Budget re-allocation would be unlikely.
  - Ms. Emel- City Council are reviewing it again.
    - There is still a waiting process to receive certain allocation, i.e. text \$\$\$, should be funded this week. Hardware and Software money were just received this week. Budget sourcing rolls in, not all is allocated at the start of the year.
- Joy Question: If we don't get back the ARPA funds, do we have adequate funds to meet the student's needs. Parents should continue to advocate.
  - Where did new Dean budget come from?
    - Ms. Emel
  - Oct 31<sup>st</sup> important deadline, DOE captures enrollment in all schools. Budget modifications are made and new funds allocated in Fair Student Funding to come in January. PS/IS 187 has surpassed estimates so we should receive additional funds in January.
- Kierstin Question: Can you please outline the Dean's new role?
  - Ms. Emel: Focused on Social/Emotional learning needs; peer to peer conflict to be point person to support them. To support staff members. Learning Environment Surveys 6<sup>th</sup>-8<sup>th</sup>, safety has been a concern the past few years. We want to make sure that the students and staff can go to support with safety and calm. Dean is working with Mr. Mendez; Mr. Mendez started peer mediation and has continued to grow since last year.
  - Kierstin: Can bring in professional development to support.

○ **Finalizing CEP –**

- Mr. Jennings: Review Document Ms. Emel Sent CEP Action Plan; link shared; questions/comments
- Joy: 1<sup>st</sup> Page question and discussion. Error Subgroup was not identified
- Mr. Jennings: ELA goal was to go up from 59% to 69%
- Question: Do we have a breakout by grade level;
  - Answer: yes, provided by grade level but CEP is auto populated
- Melissa Question: Looking at iReady, don't see levels 1/2/3/4; see different levels at/below/over grade level. How do they correlate to CEP.
  - Emel: have to look at how team was unpacking data last year
  - Perhaps use iReady language in CEP goals
- Mr. Jennings: Proposed revision to the language/levels referenced
  - Melissa to add in editing section
- Ms. Emel – since last meeting; everyone should have access to the iPlan portal
- Mr. Jennings- why are we using Acadience (SP)? Is it a valid assessment?
  - Ms. Emel : It is used as an action item to use as an assessment for K-2 ; not in correlation with goal above , can be removed since using iReady .
  - Acadience is being used as a literacy tool, in addition to F&P.
  - City is mandating that we have to use Acadience.
  - Melissa- Doesn't give a realistic assessment of the student
  - Mr. Jennings: F&P only goes thru 5<sup>th</sup> grade
  - Assessment Windows: Beginning/Middle/End of year
    - F&P is listed in first box but not subsequent rows ;
    - Emel: Goal is to focus on iReady; looking at action plan, zero in on iReady. Had looked at Acadience to look at reading practices as a whole. Would make more sense to focus on activities focused to specific goal.
- Mr. Jennings: Family & Community Engagement Piece, similar for all CEP goals
  - Is there more that we can do here with family support
  - Joy: More communication is always better with the families. Appreciated ICT teachers communicated with child recently who was sick for 10 days, better communication is always helpful.
  - Kelly: Touchpoints:
    - Conferences so short: anywhere there can be touching out, are there more regular scheduled touchpoints to

push information out. Some parents have expressed hard time getting to student teachers.

- Mr. Jennings: how little time teachers have. Additional asks of teachers
- Kierstin: Touching base that iReady is used; explaining why it's important to share with families. Not only as an indicator for the student but also for the school.
  - Can there be a narrative communication added to report cards to share out information.
- Emily: Weekly emails from Ms. Crespo in 6<sup>th</sup> grade; now in 7<sup>th</sup> grade get google classroom summaries, but not anything shows up. Is there a way to get Google classroom summaries are done.
- Joy: 6<sup>th</sup> grade is doing a good job with summaries from Google Classroom.
- Emel: to think of specific goal with ELA and iReady, how can we help families and parents to better understand reading/math; workshops to help support ELA/Math needs of our students.
  - Joy: 8 years ago, faculty would give workshops in library, to explain curriculum. I.e., to explain on state tests.
  - Mr. Jennings: with Budgets ; use allocated line to have faculty members give workshops where they are being compensated for their time.
    - Ms. Emel yes that is doable and in line with CEP goals. Curriculum night; reading workshops; math strategies;
    - Emily: Would they be in person and recorded to reach broader groups
    - Mr. Jennings : staff may be more inclined to participate with virtual sessions
  - Kierstin: What are optys that the PTO can gather families around reading; bookmarks with reading strategies; community partnerships with the Y.
  - Joy: Math games at night
  - Mr. Jennings: staff on SLT and Mr. Jennings to speak with teachers on optys and report back in next meeting
  - Emily: Tip worksheets to send home to families
- Emel: Focus on Social Emotional and Attendance Goals
- Mr. Jennings: Deep Data drive; baseline assessments to be completed by Oct 28<sup>th</sup> , when will data be available and what

access can the non-faculty members have to review that data. Would help to understand particular topics students are struggling with.

- Emel: Staff members on SLT have access. Parents do not have access to iReady school data, but can provision for that to happen. Parents can have access to iReady reports/progress report, school can look at that moving forward to share with families.
- Emel shared iReady results: with 5 levels looking at
  - 729 students' math baseline assessment; 5 levels
    - Mid/At
    - Early On
    - 1 Grade Level Below
    - 2 Grade level Below
    - 3+ grade levels below
    - 24% early on/mid/above
    - Math focused 4 topics
      - Number and operations
      - Algebraic thinking
      - Data
      - Geometry
      - Widest gap is 1 grade level below
      - Geometry has the most red
    - Data Dive will help analyze where there are gaps
    - Can review data by grades & how they performed
    - Joy: Concern that lower grades performance
    - Melissa: Younger grades aren't as used to taking iReady
    - Emel: Should be included in the action plan, how to prepare students to take the test
- Kelly: how does finalization of the CEP work? Does plan allow for amendments?
  - Mr. Jennings: can we review the document between now and next meeting and get everyone to sign off.
- Due Date: CEP living document ; Emel to check on progress monitoring ; action plan should be done by end of November.
- Kelly: comments to be done by Nov 10<sup>th</sup>.

- **Local Updates**
  - **October D6 Budget Meeting**
    - Karima attended District 6 meeting but is not attendance. Mr. Jennings was also in attendance.
    - Emel: Karima shared info on SLT teams; Sen. Jackson; Class Size Matters, all touched on importance to advocate for ARPA funding, everyone in the community to advocate fully.
    - Emel: in talks with Carmen De La Rosa recently who mentioned the City Council is still trying to restore funding
  - Kierstin: Councilmember Carmen De La Rosa meetings , more PS IS 187 parents should attend these meetings, last ones were on sanitation
  - Emel: Councilmember \$1M Carmen de La Rosa Allocation Capital funding grant for restoration of school yard; coming in next couple of years. Funding goes to source of who is providing that service
- Mr. Jennings: end of meeting; continue to work on document now thru November 10<sup>th</sup>.
  - Motion to adjourn: everyone; Everyone second to adjourn.