

**PS/IS 187 SLT MEETING**  
**WEDNESDAY SEPTEMBER 28<sup>TH</sup>, 2022**  
**7AM-8AM**

*7:10AM START TIME*

**IN ATTENDANCE:**

**Parent Representatives**

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

**Staff Representatives**

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

**School Community Attendees:**

1. Jackie Cruz- PTO

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**AGENDA**

- **Welcome:** Ms. Emel welcoming new members and returning members; brief introductions and roles; and what are you excited about/hope for SLT
- **Roles and Responsibilities of SLT:** Ms. Emel Laying the foundation for 2022-2023 ; sharing our core responsibilities as SLT
  - a. **Insert Website of DOE SLT Link shared ; & Google Document shared by Emel**
  - b. **SLT Role (School leadership team)** is a group coming together to look at Education we are providing to the community of PS/IS 187. Three main roles SLT plays
    - i. Providing ongoing evaluation of our educational programs and impact on student achievement and connected to our Comprehensive Education Plan
    - ii. Play an important role in school decision making; all voices are equitable; consensus-based decision making; sometimes it's not easy but we work together to make decisions together. Parents/Educators and Students. Student voices have been included in SLT, this year will also include Student voices on SLT.

1. Three members who are required members; School Principal/ PTO President (Kiersten and Hila will be taking turns)/UFT Chapter leader, Mr. Jennings
  2. Membership is equal. Total of 12 members must be equal representation teachers/parents.
    - a. SLTs can be between 12-17
    - b. Students don't count as official members in elementary and middle school.
  - iii. Biggest role is to have our CEP Plan, develop and implement it . Goals for this year were identified by last year's SLT Members in the spring of 2022. CEP is living document, we are always looking/identifying and looking at where we are and making adjustments along the way.
- **Additional Info:**
    - SLT is not responsible for hiring or letting go of staff, however there is a new time in a school C30 process where Principals are being selected.
    - This year meetings this year for SLT can be virtual or in person, we are going to keep meetings virtual
    - SLT decision making all voices count, consensus-based decision making
  - **Renumeration Forms:** Members of SLT do receive compensation in the form of a stipend at the end of the year, for a total of 30 hours, most of which are monthly meetings. We will be sharing a form; everyone must submit the form at the end of the year. We will keep digital copies to submit by the first week of June.
  - **Meeting schedule:** Thank you for those that completed the survey, Wednesday days do work, with mixed responses with the times, open discussion to the room. In the past we have discussed continuation of morning meetings or moving to afternoon or evening meetings. PS/IS 187 SLT Bylaws, memberships can decide on times/days for the year, with monthly meetings.
    - Mr. Jennings: there is an upside to having the meetings in the evening; teachers have a hard out at 8am in the morning, causes an issue. After school is not viable time as some of the teachers are involved in after school programming. Recommended evening time, works for him.
    - Karima Khawja – prefer evening meetings; feeling like meetings are rushed in the morning as school starts at 8am. Evenings as ideal.
    - Kiersten Hettler- Agrees on evening meetings
    - Mr. Jennings- motion to propose evening meetings for 7pm on Wednesdays
      - 2<sup>nd</sup> motion; Karima Khawja
      - All in favor (7); No vote (2) Ms. Velasco and Ms. Pashley
      - Mr. Jennings we are required to have unanimous vote to have required representation
      - Mr. Jennings proposed tabling meeting time for now to work out time that works for all

- **June 2022 Minutes: Insert Link:**

- Beginning of each SLT Meeting, review previous month's meeting minutes, minutes are public and must be voted on.
  - Ms. Emel asks everyone to review the minutes
  - Mr. Jennings makes motion to approve the meetings.
  - Joy Waitkus- concerned about placing security vulnerabilities on public facing site, due to robust/detailed discussion on school. Joy suggests summarizing details.
    - Ms. Pashley agrees
    - Joy will make edits and re-share notes
    - Mr. Jennings proposed 2<sup>nd</sup> document with edits
    - Mr. Jennings places motion to approve minutes with change to general language to security issues
    - All approved June 2022 minutes
- Karima time check, proposed part 2 of this important meeting as we are running out of time at 7:50, including of voting for roles for this year
- **Nominations of Roles:** Ms. Emel 3 roles that need to be identified; CEP Goals need to be reviewed
  - 3 Key Roles needed to fill for this year.
    - Chair/Co Chair: Facilitating flow of meetings, set agenda and communicating with SLT members electronically and in virtual meetings
    - Time Keeper- monitors time, time check
    - Secretary – keep minutes that get approved and shared on school website
    - Nominations
      - Secretary: Karima Khawja nominates herself
      - Co-Chair: Mr. Jennings asked Joy Waitkus if they could co-chair
      - Time Keeper: Ms. Velasco nominates Ms. Pashley
    - Kelly Cenowa offered to help Co Chairs in lending support with facilitation and consensus building model;
    - Ms. Emel confirming above roles will take effect.
- **Scheduling:** Ms. Velasco can make Tues after school work, start thinking about that.
- **Next Steps:** Ms. Emel to
  - updated survey with Tuesday times that could work for SLT monthly meetings. Also recommends a 90 min meeting or longer/shorter will be included in the survey

- Start looking at CEP goals with slides shared/Develop where we are now/prepare questions in the slides as communal document
- **Meeting ends: 7:58am.**