School Leadership Team (SLT) Minutes
September 16, 2015

Attendees:

Name	**Representation**
Claire Lowenstein	Principal
Mary Ann Schmidt	UFT Rep
Stephanie Douglas	Teacher
Erin Moughon-Smith	Teacher
Patricia Kelly	Teacher
Meredith McAssey	Teacher
Suzanne Blank	Teacher
Lisa Giella-Putignano	Parent/Co-PA President
Brad Rothschild	Parent/Co-PA President
Susan Gargiulo	Parent Rep (4-6)
Kavita Singh Gilchrist	Parent Rep (K-3)
Manuela Zamora	Parent Rep (7-8)
Marisol Morales-Roman	Parent Rep (All Grades)
Maxine Witherspoon	Parent Coordinator/ Observer
Shakira Provasoli	Teacher/Observer

The September SLT Meeting began at 3:20pm in Room 519.

I. Welcome, Introductions

Manuela and Claire kicked off the meeting. We went around for introductions. Everyone shared their name, role at the school and shared a hope or dream that they have for the year.

II. Establish Schedule of Meetings

We established the date & time of our meetings for the year.

- ✓ **Decision: SLT meetings will be on the first Wednesday of every month, 3:15 to 4:45pm, in room 519.**

The exact dates are in 2015:
October 7
November 4
December 2
January 6
February 3

March 2
April 6
May 4
June 1

III. Election of Team Members

A request was made for volunteers to fill the Secretary, Chair and Timekeeper positions. Some explanation of the roles was provided. The following people then volunteered to serve this year:

Secretary - Kavita Singh
Chairperson - Susan Gargiulo
Timekeeper - Patti Kelly

The sign-in sheet was circulated, and all were asked to also include their email address.

Here is the full list of the 2015-2016 SLT Team Members, along with affiliations

Name	**Representation**
Claire Lowenstein	Principal
Mary Ann Schmidt	UFT Rep
Stephanie Douglas	Teacher
Erin Moughon-Smith	Teacher
Patricia Kelly	Teacher
Meredith McAssey	Teacher
Suzanne Blank	Teacher
Lisa Giella-Putignano	Parent/Co-PA President
Brad Rothschild	Parent/Co-PA President
Susan Gargiulo	Parent Rep (4-6)
Kavita Singh Gilchrist	Parent Rep (K-3)
Manuela Zamora	Parent Rep (7-8)
Marisol Morales-Roman	Parent Rep (All Grades)
Maxine Witherspoon	Parent Coordinator

IV. Discussion: Last year's Workshops

We had a discussion about the workshops that the SLT held in 2014-15 - and a proposal was made to do the same list of workshops. Ongoing discussion included feedback on timing of events and when various PTA and other school events are scheduled. Suggestions and feedback on previous events included:

- Social Media online session – was a good event, but need more parent attendance.
- Partnerships Mixer – was a good event, but need more parent attendance.
- Claire expressed wanting more events where family, staff and kids can mix.

Ideas were offered to increase parent attendance at events:

- Pair partnerships mixer with another event
- Have students showcase their work/learnings at the events

✓ **Decision: Do partnerships mixer at next PTA meeting – October 13, 2015.**

- PTA meeting will be from 6p to 6:30pm. Partnerships mixer can be after this.
- Wellness in the Schools provided food tastings last year. Try to secure this again.

Other scheduling points made:

- Question was posed, can we review/look at the PTA calendar of events so we can better schedule these workshops? Lisa will either invite Maura/PTA Secretary to attend next meeting, or get the calendar of events.
- Need to be mindful of the long testing period.
- Possibly link an event to the end of testing.
- Possibly link an event to the end of the first semester.

V. Discussion: DOE MSC School Survey

Discussion moved to the school survey. The DOE MSC School Survey is available on the MSC website.

Claire said that we have a low percentage of parents completing the school survey. Our parent percentage is lower than the DOE city-wide average. We need help getting more parents to complete it.

One suggestion was to put some emphasis on this during parent/teacher conferences. Have laptops and coffee in the lobby, and ask parents waiting in the hallway to complete it.

❖ *Agenda item for future SLT meeting (November/December) – Strategize on best ways to increase the percentage of parents completing school survey.*

VI. Discussion: Lice Policy

Discussion moved to Lice policy:

- Last year, lice became very challenging to manage.
- MSC does not have the funds to bring someone in to check students' hair.
- There are expert parents in each grade that could take a lead in education.
- We could bring someone in to do a lice workshop.
- There is a link on the website, with a video on how to manage lice.
- Outreach to Andree Sanders to see if she can do workshop.

VII. Discussion: Elevator/Stair Usage

Discussion moved to use of elevators vs. stairs:

- This is mostly a problem during morning drop-off.
- In the afternoon, it is a problem for Teachers and Parents that are trying to transport students' who need to use the elevator.
- IDC also discussed and did some work around this last year. We should find out what they did and also may be doing.
- Curriculum night is a good opportunity to communicate the information. (though these are scheduled this week)
- Teachers can educate their students through the classroom.
- Create some VISUAL representations: near our 2 entrances (swipe areas), in the elevators, in the hallways.
- People with bubble cloud thoughts on taking stairs, student created art and messages

VIII. Principal's Report

Claire was pulled out of the meeting to deal with an issue.

Facilities update was provided by Teachers: The balcony was fixed but we can't currently use it.

IX. Discussion: MSC Commitment Letter

MSC Commitment letter was not yet completed. Discussion continued on ways to get it out to people, including:

- Doing it in the beginning with forms packet sent home with students
- Back pack it home in October, when Parents not so busy with other forms
- Do in October, relate it to Town Hall/Culture committee work. Connect it to the Rules Congress in which the school formulates their rules for the school year. Use it as an opportunity to share the school-wide rules, as well as clarify MSC Mission via the Commitment Letter.
- Susan offered to reach out to Karin and Jacyln to see if anything has been drafted.

X. Discussion: Additional items

- Mary Ann reviewed some of the themes for Town Hall this year; (was not able to record them all). November is Gratitude, April is Express yourself. We may be able to tie into the themes for the parent workshops or the timing on the MSC Commitment letter.
- Mary Ann just met someone who works with DG Shepherd. This person could do/facilitate a parenting group or workshop. Would be funded by DOE. Also suggested that the Junior Honor Society could possibly support this.

Next Steps:

Item	Task	Who/By When
MSC Commitment letter	Connect with Karin Spraggs and Jacyln Okin Barney to see if they have drafted anything.	Susan G. / by Oct. SLT meeting
Lice Education	Reach out to past PTA Co-President, Andree Sanders to see if she'd be willing to organize and run a lice workshop, possibly in October.	Lisa G.
Use of Elevators/Stairs	Connect with NJHS to do something related to this as a community service project. Reach out to the IDC committee and find out what they did last year.	Mary Ann S. Marisol M.

**** SLT Meeting ended at 4:45pm. Next meeting is Wednesday, October 7 @ 3:15pm.***