

## **SLT Meeting for Thursday, September 19, 2024:**

**Present:** Yi Law Chan, Max Chin, Kevin Low, Lisa Schultheis, Erin Young, Beatriz Martinez, Lillian Moy, Max Chin, Susana Gough and Jenny Yu

**Absent:**

**Guests:**

**Meeting start: 2:45 pm**

**Meeting adjourned: 4:30 pm**

1. 2:40-2:45 Roll Call
2. 2:45-2:50 Approve [June Minutes](#)
3. Agree on Roles (Chair, Secretary), Review [Bylaws](#)
  - 5 members from staff, 5 members from families
  - We need to send out a notice for a new parent member.
  - Election will happen on October 22, 2024
  - YiLaw and Jenny will be Co-Chairs this year
  - Lisa and Erin will be Co-Secretaries
  - Term Limits - 2 years, except for Roles (Principal, UFT Rep and PTA President)
  - Bylaws approved and executed by co-chairs and union representative
4. Budget and Enrollment
  - Less funding than last year because of the title 1 status
  - City provided us with some funding to help offset the loss
  - New School aides were hired
  - 428 students (K-5), under-enrollment from 454 students projected (not including pre-K numbers, which are on a different budget) Deadlines for enrollment are in October and will determine whether or not we need to return funding for our projected number of students. December 31st is when we will look at our ENLs and SWDs, which will determine whether we are owed funding or will have to return funds once enrollment settles.
  - We have budgeted for substitute teachers for professional development for teachers in implementing the new curriculum. We have planned for

additional funding for afterschool programs and curricular support for students. The budget will continue to unfold until our enrollment stabilizes.

- Enrollment and danger of collapsing classes: we have one kindergarten class at 15, which is low. We have to keep the class to keep from overflowing the other classes. We will not redistribute students to 'even out' class numbers, as we have to be very sensitive to maintaining a stable student environment.

#### 5. Review CEP details and deadlines

- Number of goals and priority areas from the Chancellor
- All students read well (86% of the students are reading at or above benchmark or above according to Acadience end of the year data, Goal - increase this number to 90%).
- Priority 1 - Parent engagement, Workshops, Family visits
- Priority 2 - All Students are safe - Some concerns over bullying, the number of occurrences of bullying decreases
- CEP will continue to be updated
- Priority 3 - High Quality Academic Experience - Improve student outcomes, more data meetings, student tutoring after school
- Priority 4 - College and Career Readiness – we had guest speakers from the community last year for a successful program, which we hope to have again this year. Our goal is to bring in professionals from a diverse array of careers and professions. We integrated our stances into the discussion of the everyday lives of the presenters. We will attempt to set up our programming earlier in the school year; perhaps in March 2025. We targeted 4th and 5th grade in alignment with our past programming. There is room for improvement in how we prepare students for the Q and A portion of the presentations.
- Priority 5 - Equity and Inclusion – we will consider how we can increase community engagement – creating a positive, inclusive, and responsive school culture.
- School/Parent Contract – possibility of doing family directories, additions to section VII.

#### 6. [Draft Family Handbook](#)

- CEP parent responsibilities should be included in the family handbook
- Add information about remote days
- Cross-reference with NYCDOE health and safety policies, e.g., hand-washing, masks, other hygiene procedures and supplies.
- Add information about meal times and procedures.

- We will send it out as a living document, knowing that we need to update it often. We will translate it as we are able to have it done, possibly in one section at a time as resources allow.
7. Family Chat feature on Class Dojo
- School staff does not have access to this chat. It is strictly for families to connect on questions and recruiting for trips, etc. All families are already connected to Class Dojo. Parents can opt out of this feature, but it would support all families, perhaps in lieu of using WhatsApp where a parent must collect all of the details of parents to compile a distribution list. Dojo will provide the structure for connecting parents automatically, which may be more efficient for all involved, particularly because of the translation feature.
  - Further discussion is needed regarding establishing a best practices agreement for communicating amongst parents on the platform; and perhaps appointing moderators who can remind parents of these best practices.
8. Calendar of events
- School website will have an updated calendar, 3 months at a time.
  - Teachers will manage class visit dates, as much notice as possible, at least two weeks notice.
  - Will share information at PTA meetings and Class Dojo
9. New Business - Construction completion dates are still TBD
10. Set Agenda for October 17, 2024
- a) 2:40-2:45 Roll Call
  - b) 2:45-2:50 Approve [September Minutes](#)
  - c) Feedback about Chat Feature on Dojo
  - d) Final review of Parent Handbook
  - e) CEP - Safe Environment action steps on anti-bullying
  - f) New Business
  - g) Set Agenda for November 2024

**Future Meeting Dates:** October 17, 2024

**Link for next meeting:**