

P.S. 69

School Leadership Team

Minutes of Meeting dated November 28, 2018

The meeting was opened with Mrs. Miniaci

School Leadership Agenda:

Protocols and Procedures

1. Call to order
2. Introduction of all members - Ms. Murphy, Mr. Manuele, Mrs. Miniaci, Mrs. Rijo (Sitting in for Mrs. Elfassy), Mrs. Russello, Mrs. Khass, Mrs. Yzaguirre, Mrs. Ho, Ms. Cortese, and Mrs. Katyrchera were present.
3. Reading and approval of 9/2017 minutes taken by Mr. Manuele - Approved by Marcia Ho and Doreen Murphy
4. Discuss Professional Understandings/ Norms for Meetings - List was reviewed by members
 - Start and End on time
 - Silence Cell Phones
 - Adhere to confidentiality when needed
 - Listen with an "open ear" and respond with respect
 - Actively participate in discussions
 - Share opinions regarding agenda items or direct questions raised
 - Be courteous to any team member or visitor
 - Discuss personal business and opinions of non- agenda items outside of the meeting
 - Be collaborative when developing possible solutions for possible problems
5. Overview of Chancellor's Regulation A- 655: Ms. Murphy went over this regulation and paraphrased it for the group.
 - Rights and Responsibilities - Members help write the CEP. The draft must be done in June and we will review it in December. On October 31st the budget is adjusted according to the register. This year PS 69 lost money from budget.
 - SLT Members - Minimum of 10 and maximum of 17, there are three mandated officers - Principal, President of the PTA and the UFT Rep, there must be equal numbers of Parents and Staff and Parent must have a child in the school

****Review of the roles and responsibilities - select volunteers and discuss again once all members have been put into place so that all may have a fair chance to volunteer

- Chairperson - Leila Miniaci
- Recorder - Christine Russello
- Bulletin Board Updater - Marcia Ho

- Financial Facilitator - Mr. Pasquale
- Time Keeper - Marcia Ho (Temporarily Volunteered)

****Disuss the time of the SLT Meetings - Parent/Guardian Consensus - As of now 6PM

****Discuss the Approval of Bi Laws in relation to whole team being present - Bi- laws will be handed out next month to be reviewed once we have a set team with teacher members voted in

- Adding topics to the agenda - Protocol - Anyone who would like to have an item added to the agenda must be submit it in writing one week in advance to Mrs. Miniaci, Chairperson
- Ms. Cortese shared some concerns that she as the UFT Rep has regarding the Bi-laws with the team. Ms. Cortese then shared that she feels that the team should deal with District Team Leader Representative to be sure that the team is adhering properly to the Chancellor's Reg A-655.

District Leadership Team Agenda and Minutes

1. These were handed out to be reviewed. Each member received a copy

Professional Learning Focus

1. SLT Meetings and The Open Meetings Law
 - Meetings are to be held in a Barrier Free Area
 - Public cannot vote but can speak.
 - There is a designated area for the press and visitors and the rules are displayed in a local area.
 - The meeting times and place are shared with the public.

PTA:

Updates:

1. Holiday Fair is December 6 to the 8th and set up is on December 5th.
2. Picture Retake Day and Staff Picture Day is December 19th

Next Meeting Date and Focus

1. December 19, 2017
2. Overview of the CEP and Principal's Professional Performance Platform