

P.S. 69

School Leadership Team

Minutes of Meeting dated December 19, 2017

The meeting was opened with Mr. Manuele - Sitting in for Mrs. Miniaci

### School Leadership Agenda:

#### Protocols and Procedures

1. Call to order - 6PM call to order
2. Introduction of all new members - Ms. Devino, Ms. Johnson, Ms. Murphy, Mr. Manuele, Mrs. Elfassy, Mrs. Russello, Mrs. Khass, Mr. Pasquale, Mrs. Cortese, and Mrs. Katyrchera were present.
3. Reading and approval of 11/2017 minutes taken by Mrs. Russello - All in favor
4. Review Professional Understandings/ Norms for Meetings - List was reviewed by members in minutes from November

#### \*\*\*\*Review of the roles and responsibilities - select volunteers

- Chairperson - Creates the agenda and is the point person for meetings - Leila Miniaci
- Recorder - Takes the minutes from each meeting, types them up and sends them to the chairperson for approval - Christine Russello
- Bulletin Board Updater - Marcia Ho
- Financial Facilitator - Deals with any financial aspect of the SLT and keeps accurate attendance - Mr. Pasquale
- Time Keeper - SLT meeting is 1 hour long - Jennifer Devino

\*\*\*\*Discuss the Approval of Bi Laws in relation to whole team being present (January meeting) - Every team member will receive an email about the bi-laws to review before the next meeting.

\*\*\*\* Review the addition of items to the agenda protocol - Any changes to the agenda must be submitted one week in advance. Suggestions can be sent via email.

#### Professional Learning Focus

1. Overview of the CEP and Principal's Professional Performance Platform
  - CEP must be drafted in June and is due the beginning of November.
  - "Redesign, Rebuild, Reclaim" Excellence Always - The Principal's Professional Performance Platform was handed out to each member. The three key aspects were discussed and examples were highlighted in each section.
  - CEP Goal or Program - 5 Elements that speak to a great school and how they are funded. A sheet was handed out and reviewed highlighting the 5 elements: Rigorous

Instruction, Supportive Environment, Collaborative Teachers, Effective School Leadership, and Strong Family and Community Ties

PTA:

Updates:

1. Zumba fundraiser raised \$1,300. Ices will be given to the classes with the highest participation rate.
2. Picture Retake Day and Staff Picture Day is December 19<sup>th</sup>
3. Holiday fair went well.
4. PTA wants more feedback on ideas to generate more participation.

Next Meeting Date and Focus

1. January 30, 2018 - Discussion regarding the Bi-laws