



P.S. 64Q
The Joseph P. Addabbo School
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 Elizabeth Mitchell, Principal Regina Capowski, AP
“Learning and Leading in the 21st Century”



School Leadership Team Meeting

Monday, May 18, 2020

3:45 p.m. Google Meets

Call to Order: The meeting was called to order at 3:45 p.m.

Attendance:

Name	Constituency	Attendance Status
Elizabeth Mitchell	Principal	Present
Tara Cortes	Teacher	Present
Kimberly Richardson	Teacher/UFT-designee	Present
Christina Dans	Teacher	Present
Yolanda Nazario	School Aide/DC 37 Representative	Present
Shakia Ahmed	PA President	Present
Laila Ahmed	Parent	Present
Afroza Nila	Parent	Present
Mossamat Aktary	Parent	Present
Aysha Begum	Parent	Present

Reading and Approval of the Minutes:

- The minutes from the May 11th meeting were read by the secretary.
- The minutes were approved by Christina Dans and Tara Cortes.

CEP Chronic Absenteeism Attendance Goals for 2019-2020:

Summary of Goals

- Use bi-weekly attendance meetings to develop tiered interventions across the school community.

- Use bi-weekly attendance meetings to develop tiered interventions for students who are chronically absent.

Action Steps	<ul style="list-style-type: none"> • An attendance team is the primary structure for addressing student attendance issues. • The team has developed a routine of collecting and reviewing classroom and school-level attendance and chronic absence data at the attendance team meetings. • The use of online communication tools have been put in place to better communicate with parents. <ol style="list-style-type: none"> 1. The school wide implementation of Class Dojo 2. A new parent-facing school website
Pros	<ul style="list-style-type: none"> • The school's attendance teacher and guidance counselor lead attendance teams. • The attendance teams hold bi-weekly attendance meetings. • The school recognizes good and improved attendance each month. • Personalized early outreach is provided. • When the student misses school, assigned personnel follows up on each absence. • The attendance teacher conducts home visits as needed. • The team provides referrals to outside agencies as needed. • Parent conferences are scheduled with the principal, parent coordinator and guidance counselor to discuss absences. • The school wide implementation of Class Dojo has helped us transition into remote learning as one way to get information out to parents. • A new school website has been created and is translated in various languages so information is more accessible to parents.
Cons	<ul style="list-style-type: none"> • Despite the school's attempt to share the impact of long term absence, school personnel cannot control a parent's decision to keep their child out of school for extended travel. • There are no consequences for parents' actions and decisions concerning children's poor attendance.
School/Staff Support	<ul style="list-style-type: none"> • Professional development will be provided to all staff to inform them of the school wide attendance practices and structures being implemented.

Action Plan/Next Steps	<ul style="list-style-type: none"> • There will be school wide staff training on the connection between the structures in place and how they support student attendance and student achievement. • <u>Parent Engagement</u>: Shift parent perception so that it is understood that every day of school matters in every grade, including 3K and Pre-K.
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Other Business:

- SLT members should begin to fill out their electronic renumeration forms.
- The renumeration forms will be due on June 8th, our final meeting date for the school year.
- Any information related to Covid-19 that is delineated to parents should come from the DOE and/or the school nurse.
- The SLT should begin forward thinking about the new CEP Goals for 2020-2021.
- It was suggested that a list of literacy resources for the summer should be uploaded onto the school's website.
- Each grade will be working on end of year activities to close out the school year.

Adjournment:

- A motion to adjourn the meeting was made by the chairperson at 5:45 p.m.
- The motion was accepted by Laila Ahmed and Afroza Nila.
- The next meeting will be held on June 1st, 2020.
- The focus for the next meeting will be:
 - ~Using Smart Builder to craft school goals.
 - ~Focus on goals for the following school year, 2020-2021.