



**P.S. 64Q**  
**The Joseph P. Addabbo School**

**82-01 101<sup>st</sup> Avenue, Ozone Park, NY 11416**

**Phone 718-845-8290 Fax 718-848-0052**  
Elizabeth Mitchell, Principal Regina Capowski, AP  
*“Learning and Leading in the 21<sup>st</sup> Century”*

## School Leadership Team Meeting

Monday, April 27, 2020 Google Meets

### Minutes

#### Call To Order:

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

#### Attendance:

<u>Name</u>	<u>Constituency</u>	<u>Attendance Status</u>
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
Afroza Nila	Parent	Present
Mossamat Aktary	Parent	Present
Laila Ahmed	Parent	Present
Aysha Begum	Parent	Present

#### Reading and Approval of the Minutes:

The minutes from the previous meeting held on 2/24/20 were read. The minutes were accepted by Shakia Ahmed and Afroza Nila

### **Make Up Meeting Dates For March:**

- The make-up dates for the two meetings missed in March will be May 11<sup>th</sup> and June 8<sup>th</sup>.
- The next five meeting dates will be as follows: May 4<sup>th</sup>, May 11<sup>th</sup>, May 18<sup>th</sup>, June 8<sup>th</sup>, and June 15<sup>th</sup>.

### **Success and Pitfalls of Remote Learning:**

#### **Cons/Pitfalls**

- The first two weeks of remote learning were challenging because of the heavy workload that was assigned.

#### **Successes**

- The amount of assignments have become more manageable.
- Teachers are staggering the assignments over several days.
- Classroom teachers and cluster teachers have come up with a plan to schedule and post their assignments within a more manageable time frame.
- The parents' feedback is that Classdojo is an easier remote learning platform than Google Classroom.
- Teachers are finding different ways to live teach by using Google Meets, personal phone calls, or face time, for example.
- The goal of using different platforms is for teachers to provide more explicit teaching during remote learning, in addition to just posting assignments.
- Support staff is available for additional parent outreach.
- There is a new tab on the school's website (**[www.ps64q.org](http://www.ps64q.org)**), *Virtual Parent Workshop*, which contains the following:
  - Audio Power Point slides from the Literacy Coach on how parents can support their children during remote learning**
  - An English language course for parents**

### **Review of CEP Goals for 2019-2020:**

- Guidelines for the CEP for the remainder of this school year will be forthcoming from the Chancellor.
- Members must update their iPlan passwords in the meantime.

### **Other Business (Protocols for Virtual School Leadership Meetings):**

1. SLT meetings to be held virtually via tele- or video-conferencing, provided that the public has the ability to view or listen to the meetings and the meetings are recorded and later transcribed.
2. Notice of the date and time of any SLT meeting has been made public 10 days before the meeting.
3. **Facilitation:**
  - Agenda should be emailed to all SLT members and posted on the school's public website before the meeting.
  - Virtual platform must have the ability to allow SLT members to speak or provide written comment through a moderated chat.
  - While a public comment period is not required, SLT meetings are an opportunity to hear from members of the school community.
  - The chair, or designated meeting facilitator, should announce the meeting norms at the beginning of the meeting and periodically throughout. (For example, speaking order will be established, mute all mics, ).
  - The chair, or designated meeting facilitator, should endeavor to ensure that all members have the opportunity to speak and be heard during the meeting.
  - Minutes of the meeting should be recorded by the secretary or the videoconferencing application and shared with the membership as soon as possible.
  - **Additional Requirements:**
    - SLT must continue to make decisions through consensus.
    - All members must be provisioned to view their school's CEP through iPlan.
    - SLT members are eligible for annual remuneration of \$300, if they complete 30 hours of service, including remote service, on the SLT and attend a mandatory training session relating to CEPs and budget issues each year. SLT members who attend training but serve less than 30 hours may request remuneration on a pro-rata basis.

### **Adjournment:**

- The meeting was adjourned at 5:45 p.m.
- The next meeting will be held virtually on Monday, May 4, 2020 at 3:45 p.m.
- The focus for next week's SLT meeting will be:

***-Updates to the CEP for the remainder of the year (if new information becomes available).***

***-Social-Emotional support needed during remote learning.***

