



QUEENS GATEWAY TO HEALTH SCIENCES SECONDARY SCHOOL

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School Leadership Team MINUTES

October 22, 2015

Call to Order at 6:10 p.m. - This meeting was called to order at 6:10 p.m. with Ms. Williams asking Mr. Akomodi, the UFT Chapter Leader, what was the resolution regarding the UFT members. Mr. Akomodi acknowledged the presence of Mr. Tyrone John and stated, "The matter has been resolved as Mr. Krzesaj and Mr. John are both present."

Present: Judy A. Henry, Joseph Akomodi, Janusz Krzesaj, Tyrone John, Sandra Williams, Bisnath John, Cheryl Rochelle, Saty Persaud, Tanya Bloomfield, Ashaleigh Worrell, Brittney Moncrieffe

Absent: Shirley Black

Agenda: See Attachment
Constituent Update

Minute Takers for SY 2015-2016

Minutes will be done by the following members:

| | |
|----------|-------------------|
| October | Ms. J. A. Henry |
| November | Ms. S. Persaud |
| December | Ms. T. Bloomfield |
| January | Mr. T. John |
| February | Ms. C. Rochelle |
| March | Ms. B. Moncrieffe |
| April | Ms. A. Worrell |
| May | Mr. J. Krzesaj |
| June | Mr. B. John |

It was noted that Ms. Black's term is up, and the question arose as to whether she will continue to serve as the D.C. 37 representative. We will consult the Union and Ms. Black.

Bylaws Review

The bylaws were reviewed:

Article II – Objective and Purpose as a Team – No Change

Article III – Mission/Vision Statement – No Change

Article IV – Team Composition – No Change

Article V – Election of Team Members

Change e – DC 37 members shall be elected every two years instead of annually

Change g – Members may seek re-election upon completion of their two year term. The member shall serve for the remaining duration of the two years.

No Change – 2, 3.1 and 3.2

Change 3.3 – “above member” was changed to “absentee member”

A) Team decision regarding the removal of the absentee member shall take place during regularly scheduled meetings.

B) Deleted

C) C changed to B – Certified letter and email to the absentee member will be sent by the SLT chairperson and signed by all SLT members. The absentee member will be expected to respond within five (5) business days of receiving the letter. Otherwise absentee member will be removed.

Article VI – Role and Responsibility of SLT Members

Change 1.1

- There shall be one chairperson, one financial liaison, and one timekeeper selected by the SLT

Change 1.2

- Last sentence: The chairperson is responsible for posting the approved minutes on the school’s website.

Change 1.4

- The responsibility of the timekeeper is to utilize the open-narrow-close protocol to ensure the smooth running of the affairs of the SLT agenda.

New 1.5

- If the financial liaison is absent, the chairperson will assume the duties for that meeting.

Article VII – Team Meeting

Change 5b – Approval must be given by the chairperson with the consensus of the CORE members ...

Change 5c – Approved party must address his/her agenda items and speaker comments will be limited to five minutes.

Article VIII – Decision Making Process – No Change

Article IX – Committees

Change: - There shall be one committee, the SLT, that will examine academic success, safety concerns, student discipline, attendance and lateness.

At 7:55 p.m. we completed the review of the bylaws.

Selecting Chairperson/Timekeeper/Financial

Ms. Sandra Williams was selected as chairperson. The Team accepted by consensus.

Ms. Tanya Bloomfield was selected as the Timekeeper with Ashaleigh Worrell as the assistant timekeeper. The team agreed.

Writing our Goals / Action Plan

Ms. Williams then distributed the following documents:

- 2013-2014 – Middle and High School Quality Snapshot
- 2014-2015 – NYC School Survey Report
- 2013-2014 – Progress Report

These documents are to be used to address the school’s Learning Environment.

Mr. Krzesaj stated that the school scored so badly on the survey because of the administration and there is a high teacher turnover.

Ms. Bloomfield then commented that we should be looking at the school as a whole student leadership, teacher leadership and administration leadership.

Members began asking questions:

Ms. Williams asked the question, “Why are our parents not doing the survey?”

Ms. Saty Persaud – “Only a few are responding to the survey, what about incentives for filling them out prior to the parent conference?”

Ms. Williams mentioned that there is a tracker to see how many parents respond, e.g. 20% etc. We should encourage them to increase the percentage and do updates.

Incentives such as: Pizza party for the class with the most returned survey, raffle, donuts for parents and students were suggested. It was noted that the teachers were not completing the survey and the Teachers Action Plan should be: Reminders at the monthly meeting, emails reminders, a centralized time to do the survey, progressive reminders for the survey.

Establish a hiring committee that includes teachers of particular subject area and related content area.

It was stated that there are no plans in place to request needs. Individual department needs are not met and the budget is not known. The students stated they did not receive text books for their AP classes.

Ms. Williams said the gap is with the information going to middle school and not the high school. There should be a process in place where the teachers can get their resources. The date of the next meeting was set for Tuesday, November 10, 2015. Agenda items were discussed.

The meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Judy A. Henry
Principal