

Leadership Minutes
January 14th, 2013

* Joanne Allotta opened the meeting.

1. School Safety Committee

*Ms. Kaplinsky addressed soft and hard lockdown drills. We have had one lockdown so far this school year. We have been notified and mandated to make an announcement before each lockdown and a letter must go home to the parents 24 hours before the lockdown.

*Yvette Abreu asked for clarification on soft/hard on soft/hard drills. Ms. Kaplinsky advised us that on a soft drill, those designated to sweep the floor for children will versus on a hard drill when we are advised to lock our doors and remain in our classrooms.

2. Review Minutes from Last Meeting

Doreen and Maria approved the minutes.

3. Comprehensive School Plan (CEP)

*The purpose of the SLT is grounded in the CEP. The CEP is a plan based on the instructional expectations of the city and tailored to our school based on data.

The 2012-2013 Comprehensive Education Plan (CEP) template has been completed. The annual goals and action plan were reviewed with the team members. Mrs. Kaplinsky will be submitting the CEP in the next few days and will wait for feedback and suggested revisions. Once final revisions are made, if necessary, the plan will be made public. A copy of the CEP will be kept on file in Mrs. Kaplinsky's office. All members of the School Leadership Team signed the CEP.

The goals for the 2012-2013 school year are as follows:

Annual Goal #1 – By June 2013, teachers will design and ask open-ended, text dependent questions to help students access complex text and close analytical reading.

Annual Goal #2 – Throughout the 2012-2013 school year, 100% of at-risk students will have access to intensive, small group intervention and support, resulting in marked progress in students' mathematical thinking.

Annual Goal #3 – By June 2013, students in grades K-5 will move up at least one level in a grade appropriate rubric, demonstrating progress in their completed tasks that required them to read and analyze informational texts and construct viable arguments.

Annual Goal #4 – By June 2013, the RtI approach to providing services and interventions to students whose academic and behavioral needs are not being met will fully be implemented.

Annual Goal #5 – By June 2013, teachers will demonstrate a measured improvement in teachers' practice as a result of a minimum of five classroom visits providing effective formative written and/or verbal feedback aligned to the following three competencies: 1e- Planning and Preparation; 3b – Questioning and Discussion Techniques; 3d – Instruction/Assessment.

4. Quality Review: April 2013

*Our QR will take place April 2013. The superintendent will come to our school and meet with Ms. Kaplinsky for questioning and discussions. Some classes will have formal observations, some classes will be visited with a brief walk-through. The QR is a 2-day process. The superintendent will ask parents about the rapport with the principal to get their point of view. Some of those parents should be from the SLT so that they are knowledgeable about school issues. The superintendent will also speak to students. She must use a rubric to rate our school and must call in our score. If she gives a good grade, she must defend it with evidence.

5. Garden Update

*Progress is being made with the outdoor kitchen. The fence was put up and construction is underway. Gravel and pavers will be next. One fourth of our garden will be back for use in February. We are not sure how much spring planting will be able to be done due to the construction.

*Ms. Kaplinsky reminded Marianne Dilauro to take photos of the garden at various stages of construction for the “photo journey” so that we may see the before the after.

*Ms. Kaplinsky reminded Miriam to get teachers notified when they are going to the garden in advance because some teachers are not comfortable going to the garden for various reasons. The garden staff must also know in advance to plan accordingly.

*Miriam advised us that the official executive director of the Edible Schoolyard is Kate.

*Miriam is looking forward to starting meetings. On Friday, January 18th, 2013, during both lunch periods there will be a teacher meeting with the garden teachers to get and give feedback.

*Mr. Jason, the Puppetry in Practice instructor, will be meeting with kindergarten parents, for two sessions. They will be using fabric on canvas to create an image/collage of the garden. Ms. Kaplinsky suggested for it to be hung in the new kitchen.

6. “Make and Take” Parent Workshop TBA

7. New Business

*Doreen informed us that on 1/15/13 is picture retake day.

*PA Meeting 1/17/13

*Snack Sale 1/25/13

*Coming up is the Valentine’s Day Bake sale

8. Next meeting date: 2/4/13

*Ms. Kaplinsky closed the meeting.