

## Leadership Minutes

December 11<sup>th</sup>, 2014

- Members Present:
  - Donna Neglia, Principal
  - Joanne Allotta, Teacher/Chairperson
  - Marni Hagel, Teacher
  - Merrie Levine, Teacher
  - Suzanne Olney, PA President/Parent
  - Gina Dellolio, Parent
  - Karen Ercole, Parent
  - Danielle Minetti, Parent
  - AnnMarie Stabile, Parent
  - Alicia Mohammed, Parent
  - Olivia Parker, Edible Schoolyard
  - Helene Selter, Parent Coordinator
  
- Ms. Allotta opened the meeting
- **Approval of minutes:** Karen Ercole and Ms. Levine.
  - There was money in the budget for t-shirts for the staff. The first school spirit day is the first Friday in January after we return from holiday break. Leadership, Parents Association and teachers voted for the Non-Attendance day for January 12<sup>th</sup>, 2015. The day could be rescinded if a reason arises; e.g. Snowstorm. Flyer going out on 12/12/2014. Food drive was for a local food bank this year and not the Our Lady of Grace food bank. An amendment will be going out.
  
- 1. CEP Goals: We are moving to a new template. Our network offered a training that Ms. Neglia and Ms. Allotta attended. 5 Elements of the Capacity Framework are used to form the goals. Various data sources are looked at including the school snapshot, test scores and parent surveys. The CEP is a living document and is constantly changing to reflect new initiatives and relevant data.
  - a. Goal 1: 42% of students are on level in reading and 51% of students are on level in math. We need to increase in reading even though we are above the average citywide.
  - b. Goal 2: We will infuse Universal Design for Learning (UDL) strategies to help the student feel successful in order to support and engage all students including our SWDs, former ELLs and ESL learners.
  - c. Goal 3: Grade teams will continue to work together to plan and implement instruction that engages students in units of study that are common core aligned. Ms. Neglia asked all grade to submit updated pacing calendars in Math and ELA. She also asked the staff to think about what is working & what is not working. Grade 4

will be using the novel Sign of the Beaver as an anchor text and using Hiawatha as a supporting text in Unit 2 of ReadyGEN. Previously, Hiawatha was the anchor text and was not working.

- d. Goal 4: Teachers will have a normed understanding of competency 1e, Designing Coherent Instruction from the Danielson Framework for Teaching and will increase their proficiency in this area.
  - e. Goal 5: Strong parent community, will increase by 10% by increasing activities to invite parents into the school, such as Culture Day and the Go-Math workshop that is being held tonight.
2. **C-30 Process:** Ms. DiMola put her choice in for the new Principal of P.S. 216. The I.A. Principal goes through a C-30 process. A committee was formed of teachers and parents. The process was held on on 12/4/2014 and the committee made their recommendations. The 2<sup>nd</sup> step in the process is for the superintendent to officially appoint a principal.
  3. **Feedback from the Superintendent:** 11/19/2014 Ms. DiMola visited the school. Met with Ms. Neglia. Had a faculty confrence on areas for improvement. Students feeling safe and protocols are in place. Common core planning time during preps. Also the Monday and Tuesday for professional development. New technology boards and projectors need to be either replaced or repaired. The teachers have daily plan up. Classroom discussion, students get more comfortable with each other. During planning time how to support the struggling student, planning for scaffold. Differentiating lesson planning, changing the product or process for student engagement, varying levels how do the teachers keep all the students engaged. Teachers being explicit by posting, taking ownership of unit planning. All are expressed our CEP Goals. Not as much progress in ELA W/SWD, ELL as liked.
  4. **Fall Benchmark Assessments Grades 3-5:** School finished fall benchmark assessments last week. Teacher grading is next. On 12/15 ELA Benchmark Assessments. School uses data to keep with learning gaps and skills. There will be another Benchmark in early spring to see any improvements. Test scores on Aris from Benchmark are not permanent on school record. Ms. Hagel stated that the Benchmark is a teaching tool. This tool is to help teachers instruct better. A lot of similar questions are on the state test.
    - a. Aris as of 12/31/2014 will be closing. Gina Dellolio asked if all information will be transferred to a new system. Possibly Schoolnet? It was mentioned that a system is still needed for the parents to see their Childs progress.
  5. **Garden/Kitchen Update:** Olivia Parker from Edible Schoolyard mentioned today was the last day of the Borscht recipe. Majority of the kids liked it. There will be extra lessons for Pre-K - 5<sup>th</sup>. There was great attendance for the gardens after school program today. There is going to be lots of planning for the spring teacher and parent classes. Ms. Neglia asked if there was anything more to do to engage the parents. Olivia stated she will bring this up at the next P.A. meeting. The garden will host more events. The goal is to have at least 2 after school activities a week.
    - a. Helene has suggested that parents do not come back into the school for garden cooking class. Ms. Neglia states the school needs an official sign in sheet. Ms. Neglia also mentioned a possibility of having a security agent at the garden for the

events. Protocol is that all parents stop in the main lobby and sign in. Discussing to how to change the process for the afterschool garden programs. Also mentioned that Robo calls are working in getting parents involved with their child's school. Helene will be sending out notices just in case you couldn't hear the whole robo-call message.

6. **Construction update:** The door on E. 1<sup>st</sup>, part of the sidewalk needs excavation work, which will narrow the sidewalk. Possible changing the doors for dismissal to possibly West Street or the front door.
7. **New Business:**
  - A. Ms. Neglia spoke of the school having a new custodial engineer. His name is Tom McGeeney. He will meet with the administration next week. Concerns; are the construction outside, maintaining the schoolyard for snow. Also, explained that the construction should take care of the water issues on the upper floors.
  - B. Dismissal of Students: Why isn't the auditorium door being used for dismissal? Try dismissal on West Street for Pre-K only. Possible solution is to have a Safety Agent stand by the chickens? Helene stated use back exit for dismissal because it's remote and allows the parents time to walk around if necessary. All 5 pre-k classes will be released from the Garden exit. Dismissal to be changed next week.
  - C. Boy's bathroom smells on the 3<sup>rd</sup> floor. Gina mentioned the problem. Reason given by Ms. Neglia was that the boys urinate in the radiator. Ms. Neglia has spoken to Anthony about maintaining soap and towels in the bathrooms. New custodial engineer will start a schedule. Ms. Selter also mentioned that there is an odor in her bathroom as well.
  - D. Field day maybe at a park? Concern is security for the children.
  - E. 1/14/2015 Non Attendance Day
  - F. **Parents Association:**
    1. 12/18 – 12/19 Holiday Sale
    2. 1/13/2015 Parents Association Meeting @ 8:30 am
    3. 1/16/2015 Snack Sale
  - G. Assemblies with a dress code will begin once a month. We will begin by rolling out free activities. At the next PA meeting, a sample of a crisscross tie will be available. It will be strongly suggested that students wear assembly attire.
  - H. Students will have an opportunity to purchase a school shirt for school spirit day.
  - I. Monday is the final day for the toy drive.
  - J. Student lateness. 8:05 A.M. is the cutoff. Any child arriving to class after that time will be marked late. For the safety of the children, if they are having breakfast, they eat. If not they sit in the cafeteria. Then groups of children are taken to the gym or the auditorium. No one leaves the auditorium until the doors are shut so that they children are not going up to classes alone. The cut-off for breakfast is 7:50. By 7:55, breakfast ends. We would like to begin a 100% attendance and an on-time initiative. We can have a poster contest, "Attendance Matters."
  - K. On 1/2days we can have silly sock day, crazy hat day, backward day, etc.

- L. The parents asked for clarification on what is permissible for the holidays in terms of decorations – Frosty, Frozen Theme were offered as suggestions.

The next meeting will be held on January 8, 2015.  
Ms. Neglia and Ms. Allotta closed the meeting.