

Ben Sherman, Principal
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SLT Meeting Minutes 9/20/2016 7:00 AM

Present:

Principal: B. Sherman
Parents: C. Wong, K. Curzio, J. Eckartz
UFT: G. Nicodemi, M. Markinson D. Ganpat, J. Lee
Students: N/A
Observer: D. Bantz

AGENDA

1. SLT Members for 2016-2017:
 - Review and document membership & contact changes
2. SLT Meeting Schedule for 2016-2017:
 - Review calendar and schedule days & time for this school year
3. SLT responsibilities:
 - Review jobs (Chairperson, Timekeeper, Secretary, etc...)
 - Distribute responsibilities
4. CEP Update
 - Review & revise 2016-2017 goals
 - School Compact and Parent Involvement Policy
5. New Business

OPENING 7:10AM

Meeting called to order. Reviewed and approved prior meeting's minutes with amendments to typos.

DISCUSSION:

1. *SLT Members for 2016-2017:*

PURPOSE of the CEP:

First draft of CEP for the school year occurs in June/July prior to the start of the school year. B. Sherman is responsible for creating the action plan to meet the CEP goals. SLT disseminates info re: citywide school changes, administration changes, etc. SLT grows leadership and team. Budget is very tight due to unplanned hires. Team reviewed CEP portfolio and it's content.

2. SLT Meeting Schedule for 2016-2017:

Meetings are held during the third Tuesday of every academic month.

Future SLT Meetings (all meetings begin at 7:00AM):

- October 18, 2016
- November 15, 2016
- December 20, 2016
- January 17, 2017
- February 28, 2017
- March 21, 2017
- April 25, 2017
- May 16, 2017
- June 20, 2017

3. SLT RESPONSIBILITIES:

Chairperson: B. Sherman

Timekeeper: M. Markinson

Secretary: J. Lee

4. CEP Update:

CEP 2016-2017: Names will be changed to reflect new SLT members.

Parent Involvement Policy (PIP) and School-Parent Compact (SPC) will be distributed to families post-SLT meeting. Ensure goals are achievable.

City-wide timeframes for CEP submissions need to be met. Preliminary indicators, based on previous years, indicate that a preliminary document must be sent to the superintendent by the end of October. Five goals must be provided, although in some years, 3 goals are acceptable. Each goal has a mid-year benchmark. In the 2015-2016 school year, there was a January email that reminded E-W that mid-year benchmarks were due.

With regards to the 2016-2017 CEP goals, the parent invitation goal was met, the goal of 95% HE teachers was almost met, the 10th grade struggling students goal was almost met.

Framework for Great Schools Report 2016. Survey response rates reviewed. Learning environment survey seems to drive the Framework.

Next Steps:

- Send 2016-2017 Parent Involvement Policy and Parent-Compact letters to parents
- Update SLT membership on all official documents
- Request for updated Learning Environment Survey
- Continue to Review Learning Environment Survey. SLT members will be reviewing the surveys prior to next meeting

Motion to Adjourn: 7:58AM

NEXT MEETING: Tuesday, [OCTOBER 18, 2016, 7AM](#), Room 411