

Cynthia Chory

Principal

Nilda Marrero and Robin Edmonds

Assistant Principals

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School Leadership Team Meeting

September Meeting

Wednesday, September 21, 2016

Minutes

Present: Aimee Colon, Casey Melilli, Gerry Goss, Isabelle Elton, Lori Uysal, Jessica Mitchell, Johanna Garcia, Marianne Kugler, Cynthia Chory, Quetzali Torres, Sarah Durham, Tom Canning

Review and approval of minutes

The SLT Chair Lori Uysal called the meeting to order. The June meeting minutes were reviewed and approved.

Administrative Report

- Ms. Chory provided copies of the budget overview and gave a summary of figures which included a breakdown of employees currently staffed by positions as well as number of students currently enrolled in the school.
- At present time, the 6th grade class consists of 33 students in each section.
- Edmonds' office is now the Administrators' Office.
- A "Chain of Command" memo is being prepared for distribution after the new Parent Coordinator is in place on 10/6. Advisory teachers will be having a discussion with the IS students, so they have a better understanding of what is happening upstairs.
- Ms. Chory announced Isabelle Elton as the new Parent Coordinator.

SLT Elections

- Co-Chairpersons: Johanna Garcia and Lori Uysal
- Secretary: Isabelle Elton
- Time Keeper: Tom Canning

Comprehensive Education Plan

- Ms. Chory gave an overview of what the CEP is and who works on putting it together.
- SLT agendas are based off of the CEP goals. We discuss things that affect the school.
- This year's instructional focuses are as follows:
 - ELA**
 - * K-2 Phonics
 - * 3-6 Emphasis on vocabulary
 - * 7-8 Inferencing
 - Math**
 - * Fluency in computation
- Ms. Chory spoke to the use of the Danielson Rubric for teacher evaluations. The goal of the administration is to have completed 4 teacher evaluations by 3/2017. Following the evaluations, the administration will do norming exercises with the teachers. The DoE has a 30 day deadline for evaluations. Typically, our administration turns them over in 48 hours.
- Lions Quest curriculum is currently being used in our IS Advisory lessons. A parent has made a request for there to be more drug and alcohol prevention in the Intermediate School. The suggestion was made for a sub-committee to be formed to work on this specific matter, as well as social media and its effect on IS students. Ms. Chory nominated Ms. McCullough to chair it with Ms. Torres, Gerry Goss, and Johanna Garcia as its members.

Other Business

- Ms. Torres is scheduling an October painting event (dia de los muertos) and November (gift workshop).
- Ms. Chory mentioned meetings must be conducted under Robert's Rule of Order: Parliamentary procedure.
- Meeting Times: SLT 7:00 a.m. Voted and approved. Snow dates to follow.
- Motion to adjourn @8:10 am
- Meeting concluded.