

SLT MINUTES

SLT Minutes: Tuesday, September 25, 2018

Attendance: Elizabeth Garraway, Annie Giovino, Victoria Morey, Teresa Bazzi, Heidi Sauberg, Ronni Horowitz, Colleen Cruz, Roophy Roy, Kim Landman, Kass Minor, Maria Heredia (Visitors: Delia Awusi, Kim Leveille, Eba Taylor)

- 1. Brief By-Laws Overview & New Meeting Start Time:** We've designated Maria Heredia as the Time Keeper this year. Heidi Sauberg writes the minutes and sends to the UFT Chair (Victoria Morey) to be distributed to SLT Members prior to the next month's SLT meeting date. Agenda items may be added up to 48 hours before the next meeting. Our meetings for this school year will take place on Tuesdays starting at 4:00pm in Room 317. We changed the start time from 3pm to 4pm this year due to staff Parent Engagement responsibilities on Tuesdays. Actual agenda item discussions will end at 5:15pm and there will be 15 minutes allotted for any non-agenda items or visitors who wish to speak. Furthermore, each visitor will be allowed up to 5 minutes maximum to speak. Meetings end (hard-stop) at 5:30pm.

We chose the following meeting dates for 2018-19:

10/30, 11/20, 12/18, 1/22, 2/26, 3/26, 4/30, 5/28, 6/18

- 2. 5th Grade Graduation:** We have several events in the works for our first PS 118 graduating class! A meeting to discuss graduation events will be held in October. – Date TBD. A 5th grade trip to Washington DC, a photo project, drumming and Together In Dance student performances are a few of the possible events. Celebrations to coincide with Maurice Sendak's birthday are planned for June 10th with a possible event at The Bell House. Parents have expressed an interest in arranging a trip to Frost Valley. The graduation ceremony

will take place at the end of the last full week of school in June (6/20 or 6/21.) More details to come!

3. **Dismissal:** The yard gate does not open until all classes are outside. Both Teresa and Annie are stationed at the gate during dismissal and they oversee anyone leaving the yard. All teachers have a list of who picks up each child in their classes. Kids will not leave until telling and high-fiving their teacher when they spot the grown-up picking them up. The teacher will make eye contact with the grown-up who is inside the yard (not outside the gates) before the child is dismissed to them. Dismissal procedure will be reinforced in Teresa's communications to parents, will be reinforced by teachers to students, and will be included in teacher's sub plans for sub-teacher dismissals.