**SLT Members in Attendance:**

|  |  |  |
| --- | --- | --- |
| **Other SLT Positions** | **Teacher Representatives** | **Parent Representatives** |
| Elana Elster, Principal | Briana DeSantis | Barbara Denham |
| Deirdre McEvoy, UFT | Dan Fagen | Alison Gardy |
| Jerome Kramer, PTA Co-Pres | Sara Lichtman (co-secretary) | Stefanie Goldblatt - absent |
| Katie Miller, PTA Co-Pres | Elizabeth McNulty (co-chairperson) | Karen Saltser |
|  | Alexis Ritter | Patricia Saydah (co-secretary) |
|  |  | William Reinisch (co-chairperson) |
|  |  | Liz Wedlan |

*Meeting convened at 7:25am at Booker T. Washington*

**Minutes:**

Nov 2017 Minutes were approved. SLT secretaries will send to Joanne to be posted.

**Discussions:**

Reflection on Open School Week:

* Overall sentiment was that it went well; Positive comments were shared.
* Some questions raised/challenges discussed:
	+ Was 4-6 parents the right number to allow in each class?
	+ Was the Monday after a holiday weekend a good day to do this?
	+ Some parents who registered didn’t show up. Can we keep registration open until the day before so that other parents fill the open spots?
* Next time: Have clearer communication of when sign up opens and sign up closes; Remind parents that it is an opportunity to see classes in session; it is not a parent/teacher conference.

Quality Review

* The Quality Review is a 2 day review and is schedule for December 19, 2017 and December 20, 2017.
	+ The last quality review was in 2014
* School will get a rating across 10 Indicators –
	+ 3 Instructional Core Indicators, 2 School Culture Indicators, and 5 Systems for Improvement Indicators
	+ The school will get Well Developed, Proficient, Developing, Ineffective.
* The Quality Review includes: 10-12 Classroom Observations and Debriefs; Meetings with Student Groups (large and small; selected by Principal and Reviewer); Observations of Teacher Teams; Meetings with Teacher Teams; Meetings with General Groups of Teachers; Meetings with a Parent (Wednesday, December 20th); and Meetings with the School Leaders.
* Dr. Elster has submitted a self-reflection/school-reflection prior to the Quality Review.

Student-Led or Student-Involved Parent Teacher Conferences (topic revisited from prior SLT)

* The question of Student involvement is coming from school Chancellor
* SLT discussed pros and cons of involving students. General agreement that student involvement is a good idea (supports Booker T values that students are responsible for taking charge of their education).
* Only challenges raised were constraint of 5 minute conferences (will be more challenging if both parents and students are involved) and the number of people who could potentially be in the building.
* Resolution: Make it clear that conferences are open to parents AND students. Up to each family to decide who to involve in the meeting. Encourage students to meet with their teachers during early academy prior to the Parent-Teacher meetings.

Reflection on World AIDS Day event

* SLT shared feedback on day and speakers invited for each grade.
* Overall, positive feedback on the event (6th grade presentation was organized and informative; 7th/8th grade presentation was impactful and real)
* “Beautiful triangulation of policy, committee, and community working together to make the event a successful one”

Upcoming Meetings that are relevant to Booker T. Washington

* CEC3 Meeting on Blind Admissions to Middle School will be on Wednesday, December 13th at 6:30 PM at PS 241.
* WSFSSH Meeting regarding the 108th construction project will be on Wednesday, December 13th at 8:00 AM in the Booker T. auditorium.

SLT Survey

* Reminder to SLT members to complete the Biennial Review Survey the provides feedback on the “effectiveness of shared decision making and school-based planning among teachers, parents, and administrators” by Friday, December 22nd

Review of CEP goals

* CEP Goal 5: STRONG FAMILY TIES –
	+ Parents of the 12:1:1 Students were called to schedule Parent/Teacher conferences.
		- Follow up to find out how many parents came.
* CEP Goal 2: SUPPORTIVE ENVIRONMENT –
	+ Plans for 6th graders to reconnect with their buddies in December
	+ Peer Tutoring is up and running
	+ 8th grade students are visiting 6th grade students.
	+ Discussion about 8th grade tutors meeting with 6th graders in ELA & Math

New Business

HS Admission Process

* Discussion about 8th grade HS admission process for Booker T students. Is there a way to further support families?
* School does a good job to encourage families to list 12 HS options so they don’t go to appeal, yet some families still don’t do this.
* Could school do more education about new/other school options (i.e. providing info beyond the specialized and other well-known schools)?
* It’s tough to keep track of all the dates/deadlines during the HS application process. SLT agreed it would be a good idea to find a parent volunteer to publish/share key dates for admissions/tests for Specialized HSs, Bard, NEST, Columbia Secondary, etc. There is a service which shares key dates (can we get access)?
* Add a parent panel, along with the student panel, at the spring PTA meeting.
* Organize informal parent gatherings to share information about the schools and process.

*The meeting adjourned at 8:40 am.*

*Meeting minutes submitted by SLT co-secretaries Sara Lichtman (teacher) and Patricia Saydah (parent)*