

PS 261  
School Leadership Team  
2007 – 2008  
Meeting Minutes: December 13, 2007

**Attendees:**

Milady Hartmann, Pamela Potischman, Melissa Farran, Monica Christensen, Malissa Smith, Lena Barbera, Kenya McCall, Ramona Fluker, Sonya Prasa, George Sanchez, Vicky Ferguson, Alice Peck.

The meeting was called to order at 6:20.

**The November Minutes were summarized.**

- Malissa asked that we add our discussion of developing an action plan to reach out to parents who are less or rarely involved in the school. The plan would include establishing population, understanding and addressing needs, facilitating involvement (e.g. childcare).
- George asked that we include discussion of the achievement gap within the context of the quality review.
- The November minutes were approved.

**Organizational structure for 2007-08 was ratified:**

Chairperson/Co-Chair Persons:	Deanna Logan, Malissa Smith
Corresponding Secretary:	Ramona Fluker, Pamela Potischman
Recording Secretaries:	Alice Peck
Treasurer:	Kenya McCall

**Distribution of 2006/07 Needs Assessment Survey and Interview Results to school community was reviewed.**

- Deanna will provide one page informational sheet for backpacks.
- Alice will send entire document to Gerry for posting on the website.

## **Action Plan for SLT Objectives 2007-08:**

### Conflict Resolution Committee

- Will meet at 8 am on January 14, 2008
- Committee already has several programs that they are researching.
- Members: (parents) Ramona Fluker, Pam Potischman, Theresa Menendez and Alice Peck; (parent and school aid) Hibba Omar; (teacher) Melissa Farran; (science and social studies coach) Kim Tulloch; (guidance counselor) Christina Camaro

### Nutrition:

- Pam has been in contact with a parent rep from pre-K who wants to know our plans.
- She been playing phone tag with Jay Dines who has started a kind of local market at some other schools including PS 29. Families will be able to order produce, dairy products and meat and pick it up at school on designated days. This doesn't have anything to do with school lunch, but is a nice way to bring nutritious, local food to our community.
- Pam would like someone else to take over this committee. Will send out query to community to ascertain interest.

### Learning Environment Assessment:

- Ratification of subcommittee chair: George Sanchez
- Other members of the committee: (parents) Milady Hartmann, Sonya Prasad, Deanna Logan and Malissa Smith.
- Malissa to review data assessment options with Lena Barbera and establish time frames for receipt of data for first review.
- George distributed excerpts from Pedro Noguera's book *City Schools and the American Dream*
- Discussion of how to gather information regarding achievement gap (including looking at test scores and health records) and what to do with this information (including ways to bridge education between home and school)
- Committee will present update on process at next SLT meeting

**Crossing guard:**

- There is a desire among many families to get a school crossing guard posted at the intersection of Atlantic and Hoyt. Many families who ride the subway cross there to get to school. It was an issue raised in the community assessment.
- It was determined that this would be put on the agenda for the next general PTA meeting.

**Vice Principal's Update**

- Explanation of Quality Review in December and March
- There's a need for data review assistance due to the problems with ARIS. They're still in the process of collecting data, so administration doesn't know when they'll need help.

**Confirmation of next meeting on Thursday, January 17, 2008**