



#### **Administration Team**

Debra L. Rudolph, Principal  
Matthew Brownstein, Assistant Principal  
Sheryl Weatherspoon, Assistant Principal

### **School Leadership Team Meeting Minutes**

**September 21<sup>st</sup>, 2023, 3:30pm – 5:30pm, via Zoom**

#### **I. Welcome New Members**

- We have new members on SLT this year. We welcomed Ms. Diaz, Ms. Guillermo, Ms. Castillo, Ms. Chan, Ms. Nunez, Ms. Ramirez, and Ms. Flores.

#### **II. Norms and Expectations**

- We reviewed our norms and expectations for SLT meetings.
  - Attend monthly meetings.
  - Be on time.
  - Turn your camera on
  - Sign the attendance sheet.
  - Be an active participant: First & Second Motions
  - Share your thoughts!

#### **III. Chancellor's Regulation A750 (Mandatory Child Abuse Reporting)**

- All school personnel are considered mandated reporters.
- Abuse- Can be physical, sexual, or maltreatment.
- If DOE employees have reasonable cause to suspect child abuse or maltreatment, as mandated reporters we must personally make the report by calling the State Central Register (SCR) at 1-800-635-1522.
- DOE employees are obligated to report, not investigate.
- There are policies and procedures for escalating absence concerns regarding elementary and middle school students with child welfare involvement ([tiered response protocol](#))

#### **IV. Calendar SLT meeting dates**

- We will meet on the third Thursday of each month from 2:30-4:30, when meetings are in person.
- Calendar Dates: 10/19/2023, 11/16/2023, and 12/14/2023, 1/18/2024, 2/15/2024, 3/21/2024, 4/18/2024, 5/16/2024 and 6/13/2024.
- Meetings will be held in person, unless otherwise agreed upon by the committee members. Virtual meetings may be held due to hazardous weather conditions.
- Committee work would be separate dates on flex time.
- Ms. Raio will post the dates in the main office and a copy in the PTA office.



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## **V. ByLaws**

- Mandatory SLT members- School principal, PTA president, and UFT chapter leader. If any of those 3 members are absent, a delegated member could be used especially if there are core topics to be discussed during the meeting.
- Ms. Rudolph and Ms. Raio will be the Co-Chairs for the SLT.
- Secretary (Keep note of the minutes and make a copy for the office and PTA)- Emilia Diaz
- Financial Liaison (Keep track of the attendance for financial purposes to ensure we get paid.)- Elizabeth Guillermo
- Timekeeper (Keep us on track of the meeting and ensure we discuss all topics from the agenda.)- Kristy Cornejo
- Term limits- 2-year term. Exceptions for UFT chapter leader, principal, and PTA president.
- Open Meeting Law- The public may listen to, observe, and record the deliberations and decisions of the SLT meetings. The public, press, and community are not allowed to vote or participate however, they may be allowed to speak.
- Minutes- All SLT meetings must be recorded.
- Attendance- If not able to attend a meeting reach out to either co-chairperson which is Ms. Rudolph or Ms. Raio
- Committee work- 10 hours required to meet separately than the SLT meeting dates. Committees can work around their availability.
- Removal- If someone misses 3 or more consecutive SLT meetings or fails to perform their roles and responsibilities, the team member may be removed by consensus of the remaining team.
- Filling a vacancy- If someone cannot be a part of the SLT anymore, there will be a vote to fill that spot. If there is no other option than whoever is interested will be chosen.
- For decisions to be made, we need a 70% majority.
- DLT (District Leadership)- If we cannot agree on a topic then we will have to reach out to the Superintendent, UFT rep for district 24, parent voice from across the district, and administrators from across the district for their opinions on the matter.

## **VI. District 24 Grading Policy**

- Updated annually for report cards.
- Last year during SLT, we divided all areas into 2 components: summative assessments make up 30%. Classwork, active participation, feedback and homework make up 70% of the grade.
- Report card scale is fixed by the DOE. We will use (E-U) for all academic subjects.
- E-U correlates to a % so the lowest grade a child can receive is a 55% (U).
- The report card will contain a label to communicate the percentage equivalency to the report card scale.



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- This percentage equivalency and report card scale will be communicated on Parent Square, a label on the report card and a discussion point at Ms. Rudolph's Town Hall.
- First marking period runs from 9/7/23-10/31/23.
- Students will receive grades for all subject areas as well as Personal and Academic Behavior.
- For Physical education, Music, science and Art, students will receive a grade from the E-U scale.
- We have two new codes for report cards:
  - NX for students who experience a personal tragedy or are medically ill. This code can only be given with principal permission only.
  - NL for a student who is a new admit on or after 9/21/23.