**School Leadership Team Minutes (Approved)**

**November 29, 2016**

**In Attendance:**

**Principal:** Monique Paniagua

**Teacher Members**

Janet Geier

Amanda Hoesel

Carmen Rivera

Margot Sawicki

Matt Schneider

**Parent Members**

Matt Borelli

Jaisi DiCicco

Robin Harper

Karen Imas

Soumaly King

Adina Konheim (PA President Designee)

Tom Miale

\*October minutes reviewed and approved

**I. Principal Update**

\*Auditorium renovations: contractors hoping to be finished as soon as possible; expectation is that the job will be completed by the end of winter recess

\*Chairs, tiling, other installations still need to be completed

\*Mrs. Paniagua meeting with contractor on Tuesday

\*Winter concert: Jan. 19, 2017 in new auditorium

\*Book Fair scheduled for week of Dec. 12

\*New student breakfast was successful

\*Teacher to teacher workshops upcoming

\*Thanksgiving community service projects were successful

**II. PA Update**

\*New parent breakfast held by PA; hope to host same breakfast every year

\*Class parents will reach out to teachers to schedule classroom holiday parties

\*Planning for spring afterschool underway

\*Holiday Giving Campaign: goal is to raise $30,000; theme: show your love

\*Scholastic Book Fair, chaired by Jaisi DiCicco, will include new incentives (gift cards) opportunities for students

\*Class parent breakfast scheduled for Dec. 8

\*Square Dancing residencies and event were successful

**III. CEP**

\*Goal 5 (Family and Community Ties): Welcoming new families

\*Monitoring action plan:

\*Next steps:

\*Intake form to be designed and implemented; committee to form made up of the Parent Coordinator, teachers, and parents; PALs to be trained to give tours of the school to new students

\*Changes to action plan:

\*Teachers will reach out to new parents four times a year, instead of once a month as originally included in action plan

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**IV. Sub-Committees**

\*Revised Sub-Committees:

\*Parent Engagement: Carmen, Rhonda, Matt B., Matt S., Sarah

\*Enrichment: Robin, Jaisi, Monique, Karen

\*Math: Janet, Amanda, Tom, Soumaly, Margot

**V. Open Law Meeting**

\*Open Law: revised law requiring SLT meetings to be unrestricted to visitors, draft of minutes must be posted within 10 days of the meeting, media must be notified of meeting dates

**Agenda Building**

**\*Review of Bylaws**