

## **SLT Meeting for Thursday, October 17, 2024:**

**Present:** Yi Law Chan, Max Chin, Kevin Lo, Lisa Schultheis, Erin Young, Beatriz Martinez, Lillian Moy, Susana Gough and Jenny Yu

**Absent:**

**Guests: Elaine Yee**

**Meeting start: 2:45 pm**

**Meeting adjourned: 4:00 pm**

1. 2:40-2:45 Roll Call
2. 2:45-2:50 Approve [September Minutes](#)
3. Assign Parent Roles for SLT - Parent representative for grade bands
  - Pre-K, 2nd - Jenny Yu
  - K-1st - Max Chin
  - 3rd - Kevin Lo
  - 4th-5th - Susana Gough
4. Feedback about Chat Feature on Dojo
  - a. Chat is being used to share photos on fieldtrips and homework help. WeChat is still active, so some things are double-posted.
  - b. Bullying was being reported in one class, one parent posted the link to DOE Respect for All website as guidance; parents volunteered to speak with their students.
  - c. Reminder: bullying needs to be resolved within the school, so student privacy is protected. It may be helpful to use a naming convention, which is forthcoming from the school.
  - d. Parents like that there is more family reach on Dojo than with WeChat and the chats are specific to the class.
  - e. Leadership considering whether or not to create a grade-specific chat for parents.
5. Final review of [Parent Handbook](#)
  - a. Page 15 health and hygiene section added, allergy forms are linked there. This information comes from the DOE infohub. Some topics touched on are - head lice, outdoor recess, masking, respiratory illnesses, what to do when your child is sick.

- b. Can we include a bit about how allergies are handled in the cafeteria? How are they identified and what food options do they have?
  - c. This is a first pass, and we know not everything is covered. Once it is out there, we will hear feedback and continue to revise.
  - d. After the allergy information is added, YC will start sending it out for translation (Spanish and Chinese) and the goal is to send it out by December 2024.
  - e. Changes or additions will be difficult to do quickly because it needs to be done in all three languages. Minor changes like spelling could be completed quickly.
  - f. Are there procedures established for early pick-up or pick-ups for appointments? How is this accounted for in attendance? Leadership will add language to the document. School admin codes absences specific to the circumstances, and will add language about attendance, lateness, doctor's notes, when to bring them in, etc. May be appropriate for 'norms of conduct' section.
  - g. Is mandated reporting by staff a relevant topic to address in the document? Leadership will add under 'respect for all' section re recording student injuries for school reference.
6. CEP - Safe Environment action steps on anti-bullying
- a) Section Priority 2 is about making sure all students are safe.
  - b) New York City Survey showed a perception that students are exposed to bullying
  - c) Last year 12 entries at level 3 and 4 infractions (this is higher level situations), the goal is that we bring that number down to 8. We are spending more time addressing this.
  - d) Action plan - strengthen training for teachers and families, everyone understands the difference between bullying and conflict, assemblies for students, community circles, counseling (Ms. Moy is our respect for all liaison), digital citizenship and bullying lessons throughout the year in the classroom, student council - student leaders will discuss safety and possibly create messages for peers.
  - e) If a family files a complaint about bullying the school will investigate.

- f) Townhall of last week included the bullying, but decided it might be more effective to have a separate meeting. Students are meeting with Leadership to discuss behavior expectations. We will also increase family engagement activities, which has been shown to improve connection and communication among students.
  - g) Student Council will be starting soon, 4th and 5th graders, led by YL and Mr. Chu to support restorative practices involving the students to increase student buy-in to school initiatives.
  - h) What are the disciplinary responses from Leadership regarding bullying? Discipline is typically along the lines of restorative activities, e.g., community service, but none of the 12 bullying incidents resulted in suspensions on any level. Bullying behavior has not typically repeated, so there has not been a need to escalate discipline to this level.
  - i) Can we periodically post (on Dojo) useful information regarding common questions regarding bullying? Our parent coordinator posts such resources very early in the school year, but perhaps our standard posts get buried.
  - j) Parent Workshop TBA
7. New Business - Nothing at this time.
8. Set Agenda for November 2024
- a) 2:40-2:45 Roll Call
  - b) 2:45-2:50 Approve October Minutes
  - c) Budget and Enrollment Update
  - d) Wit and Wisdom Parent Workshop Feedback  
(Workshop is scheduled for 10/25)
  - e) Update on the MOCA partnership, and other partnerships
  - f) New Business
  - g) Set Agenda for November 2024  
Next Meeting December 19, 2024

**Future Meeting Dates:** November 21, 2024

**Link for next meeting:**