

**PS 41 School Leadership Team Minutes**  
**Monday, September 19, 2016**  
4:45 – 5:45  
PS 41 Library

**Members Present:** David Allee, Stella Chang, Amy Frisch, Jamie Hillegass, Matthew Horovitz, Josephine Koh, Michael LaRocco, Maud Maron, Kelly Shannon

**Members Absent:** Michelle Caldwell

**Minutes prepared by:** Jamie Hillegass

**Business:**

- Meeting dates
  - Meetings will be held the first school Monday of the month at 4:45 in the library
  - We scheduled September through January's meetings
  - The dates will be posted on PS 41's calendar
  - Jamie will send calendar reminders to the team
- SLT Roles
  - Jamie and David will serve as Co-Chairpersons for the year
  - Michelle will serve as the Secretary
- Bylaws
  - Every September we review the bylaws to see if updates need to be made in accordance with Chancellor's Regulations
  - Jamie proposed an update to address the role of the observer and who speaks at meetings
  - The bylaws will be voted in at the October meeting

**Principal's Updates:**

- MS 297/75 Morton Street is our new zoned middle school
  - Jackie Getz scheduled a meeting to meet with 5<sup>th</sup> grade families on Wed, Oct 26<sup>th</sup> at 8:30am
  - In the spring she will do something for 4<sup>th</sup> grade families.
- We are waiting to hear from the city before planning a meeting for parents about middle school
  - We'll have a whole grade email and individual class emails
  - Hopefully Jimmy Buchen will be able to attend the larger meeting
  - The middle school directories went home with 5<sup>th</sup> graders today
- School counseling
  - Jessica Storrer is on childcare leave this year
  - Pat Hunter Bunyon is back part time to alleviate Bob's caseload. Bob will work with students in grades 2-5 and Pat will work with PK-1<sup>st</sup> grade students.

- Don Duerr is our Pre-K social worker and will take over a lot of the workshops that he and Jessica did together.
- New Pre-Kindergarten teacher
  - Chelsie Younger
- New Physical Education teacher
  - Karen Berlind, who is a former PS 41 teacher
  - Brad Gitlin is now a P.E. coach who will train new P.E. teachers
    - We'll put together a running club to replace the track club that Brad lead.
      - There will be a day of the week after school that the yard will be closed to accommodate the running club.
- Budget constraints
  - We are funded at only 84%.
  - DOE allows and funds 32 kids in 1<sup>st</sup> and 2<sup>nd</sup> grade classes
    - Admin didn't want class sizes that large, but consequently there are financial penalties for having lower numbers in 1<sup>st</sup> and 2<sup>nd</sup> grades
  - Numbers in the school have also dropped since rezoning, which impacts the budget
- Michelle Amato is co-facilitating the Assistant Principal Institute this year
- Kelly was selected as a master principal for District 2 and she is coaching three new principals in the district

**Meeting adjourned** at 5:45 p.m.

**Next meeting date:** Monday, October 17<sup>th</sup> at 4:45pm