



SLT Minutes

November 8, 2006

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| ✓ R. Asher, Principal | * D. Baldwin, UFT Chair | * A. Pollard PA Co-President |
| ✓ C. Bonds, APO | * M. Weiner, UFT | ✓ J. Ewing, PTA |
| ✓ M. Mandery, BTHS Foundation | ✓ R. Hardmond, UFT | ✓ A. Grundman-Cooper, PTA |
| ✓ S. Mahase | * V. McBeth, PTA | * D. Bowman, PTA |
| ✓ I. Yu, Student | Guest: B. Glasse | ✓ G. Hines, PTA |

1. REVIEW OF MINUTES

- October minutes accepted with corrections

2. BUSINESS USE BY EXTERNAL ORGANIZATIONS

- The security cap has been reduced by School Safety so there will be security agents in the building that do not work at Brooklyn Tech during special events.
- Administration is limiting access to the auditorium and gymnasium for external organizations to reduce the security overtime.
- The custodial budget has been reduced, hence, a reduction in the staff and services.

3. FIRE DRILLS

- The response time was improved to seven (7) minutes at the last drill.
- Brooklyn Tech is on target for the scheduled amount of drills for this year.
- There is still a need to reduce congestion when exiting from the south side.
- Cars that are parked on the streets cannot be allowed to drive off once the fire drill has begun.
- Some students are still not staying with their classes during the drill. Teachers are asked to take attendance and to report students on the white cards that are missing

4. ELEVATORS

- The Centennial Elevators Company has been scheduled to set automatic stops on corner elevators for the students.
- The C & G cars to be set to key only for faculty.

5. PROFESSIONAL STUDIES TEAM

- Is reconstituted but not yet at full capacity
- Common Time menu is still up for discussion
- The next Professional Day is January 31, 2007.
- November 7th, Professional Day for the fall term, was meaningful and had an impact on instruction

6. C-6 (PROFESSIONAL PERIOD ASSIGNMENT)

- It must be revisited and changes may or may not be made as a result of the new bell schedule

7. STAFFING

- AP Administration–Facilities & Special Projects: Appointment needs to be made
- AP Administration–Health & Safety: Appointment will be made after AP Facilities has been filled
- Excessed staff still on payroll: AP Social Studies and Lab Specialist have not been assigned or appointed to another school
- Openings for two school aides and one machinist: Two school aides, Mr. McNeil and Mr. Tull, resigned. Their replacements are actively being sought. A machinist has been identified and is coming on board as soon as his paperwork has been resolved.

8. ADMINISTRATIVE NEWSLETTER

- A bi-weekly newsletter is being produced as a voice for administration to disseminate school updates to faculty.

9. PARENT TEACHER CONFERENCES

- Thank you to the Parents' Association for their generous \$13,000 donation for the phone messaging system. Parental involvement in the parent-teacher conferences increased by approximately 20% because of the use of the

phone messaging service. Administration will look at the start time for the spring conferences because many parents are not able to get to the evening conferences until it is almost time to end. Reducing time spent talking to parents was suggested. Also, suggested was utilizing student volunteers to help keep the time for teachers.

- Translational services were available on the evening of the conferences. Although there were several languages available, Cantonese and Mandarin translators were the only ones utilized. The SLT Chair will check to see if report cards can be distributed in multi-languages.
- Thank you, again, to the Parents' Association, for serving dinner to the faculty on the evening of the conferences.

10. SCHOOL BELL SCHEDULE

- Periods will be shortened to forty-one (41) minutes. Tenth period will end around 3:20 p.m. February 2007 is the target date.
- There are many pros and cons so the proposal is not ready to be voted on yet.

11. NEW BUSINESS

- Facilities: A facilities committee, including student government members, will be formed in approximately two weeks to discuss facility problems with Mr. Asher and Mr. Pomaro.
- Office Changes: Offices are still being moved in order to make the best use of space
- Blood Bank: Students will still be able to donate blood to the Blood Bank but only during lunch periods. No student should have to leave class in order to donate blood.
- Lunch Forms: The Principal and Assistant Principal of Organization have tried various options to collect forms. The deadline may be extended to attempt to collect additional forms. Title I funds are contingent upon collection of lunch forms. If Brooklyn Tech is eligible for Title I funds, we would receive much needed monies for instruction and supplemental services in excess of what we are allotted annually.
- Stageworks: There is an active search for a supervisor. If a faculty member comes forward, Mr. Rymer, the former supervisor, is willing to train.

Next Meeting: Wednesday, December 13, 2006 @ 4:30 p.m.