



School Leadership Team Minutes November 18, 2010

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| ★ R. Asher, Principal | ✓ D. Baldwin, UFT Chair | ✓ E. Morano, PTA Co-President |
| ✓ T. Evangelist, AP Science | ✓ R. Lehrman, UFT | ✓ K. Cera, PTA |
| ✓ C. Ying, PTA | ✓ L. Parizman, UFT | ✓ E. Greene, PTA |
| ★ S. Mayham, BTAF | ✓ I. Ahmad, Student | ✓ J. Azrilyant, Student |
| ✓ D. Gold, PTA | ✓ T. Zoughlami | |

Call to Order

1. The meeting was called to order at 4:39 p.m. by Mr. Ken Cera. The previous minutes were reviewed.

Approval of prior meeting minutes

2. Corrections within the minutes were reviewed. Mr. Evangelist will make the necessary revisions. The team discussed item #3 with regards to the addition of a secretary take minutes at future meetings. Ms. Parizman stated that the sentence should read that “some” members at the meeting suggested that they could give up their stipend and that the forfeit could pay for the hired secretary (as a per session activity). It was agreed by members that the sentence should be modified.

Motion to adopt the previous minutes was approved.

Ken Cera invites members to submit ideas and suggestions for the agenda.

New York City Progress Report

3. The team discussed the first bullet of Mr. Asher’s Progress Report with regards to the small teams of 5-6 teams of people to look at the various aspects of the Progress Report. Of major concern was the following:
 - Students who were in the bottom third of each class were not accumulating enough credits
 - How soon would these teams be developed?
 - Is there enough time to prepare the teams in order to assist the students?
 - Parent Carol Ying questioned whether or not there would be time allotted for parental suggestions if committees are held during the day.

Ms. Atkins-Zoughlami briefly stated that Brooklyn Tech did not fare well on the Learning Environment Survey and the school would compensate based on the progress students will make going forward. Mr. Evangelist questioned if the report was equally 1/3 weighted for each population which took the survey. Ms. Atkins-Zoughlami indicated that it was an overall average. Ms. Atkins-Zoughlami further indicated that the student response was not as low. Carol Ying questioned the percentage rate in each category in order to have a better understanding on the low rating of the Learning Environment Survey.

Carol Ying noted that the categories of the survey weigh on the score of student progress. Ms. Lehrman stated that last year, not enough teachers who actually took the survey did so during school time, this issue is not being addressed. Mr. Gold stated that there was no communication regarding the students who were failing. No one addressed the issue. Mr. Cera noted that communication only rated 2 points of a possible 100 points.

Ms. Atkins-Zoughlami re-directed the team and stated that the Principal’s plan should be followed the way that it has already been outlined in order to begin the process. Ms. Parizman stated that she

believed the plan may have already begun but thought it would be a good idea to recruit new teachers. Mr. Cera suggested that Mr. Asher take the first step and send an e-mail with suggestions.

Ms. Atkins-Zoughlami discussed the Quality Review training session that was recently initiated to assist the school and indicated that there would be a follow-up session on Tuesday, November 23, 2010. The session would be used to address issues on the progress report. Mr. Evangelist discussed looking at the progress of other schools and mentioned that Stuyvesant High School received an A. Ms. Atkins-Zoughlami affirmed that Stuyvesant High School just received their A rating. Mr. Cera mentioned that the school must look at the areas where improvement is needed. Ms. Parizman shared with the team that in the past, students who were not doing well in school could be discharged to their “home school” before the “No Child Left Behind” initiative. Ms. Ying questioned why would the school look to get rid of students who tested to get in. Mr. Baldwin stated that many students are forced to attend Brooklyn Technical by their parents. Ms. Parizman indicated that students are not applying themselves and transferring students to their zone school would have been an option for those students who were not excelling.

Ms. Lehrman noted that writing skills are not a requirement for admission to Brooklyn Technical although Stuyvesant High School does require writing skills. Mr. Evangelist agreed that many students do not necessarily want to be here but due to parental stress, those students remain and struggle to excel. Ms. Ming suggested that possibly the bottom 1/3 students should be surveyed. Ms. Atkins-Zoughlami stated that many students have passions in other areas however; they are required to take general courses that do not appeal. Mr. Cera questioned how to best address those students.

Ms. Atkins-Zoughlami stated that most parents have no real emotional concern about courses offered. Their concern is that their child is enrolled at Brooklyn Technical High School. Those students who represent the bottom 1/3 at Brooklyn Technical are based on the eighth grade assessment. They are not being adequately represented.

**A motion to survey the bottom 1/3 of students in order to obtain a better insight was approved.*

School Budget

4. Ms. Parizman questioned the use of funds acquired by the school through the use of building facilities, i.e. renting out space. Is this money designated to any particular area or set aside for any particular use?

Ms. Atkins-Zoughlami stated that page 9-of the budget needs to be reviewed with Mr. Fanning.

Library renovation and other library issues

5. Ms. Parizman questioned whether the Alumni would be purchasing furniture and computers for the Library. Ms. Lehrman discussed Mr. Asher’s concern/statement about computers being stripped in the back room. She also mentioned that there were no computers for teacher use and no computers to service students in the library. Ms. Lehrman discussed the current procedure in the library where students must save their information on a flash drive then bring it to the librarian to have it printed. At present, the library only has two printers to accommodate the population of students. Ms. Lehrman stated that there is a misrepresentation of students damaging computers.



Ms. Morano indicated that she wanted to put forth a motion for the Library to become a part of the school's Comprehensive Education Plan and begin to have it worked on with short term, midterm and long term goals.

Ms. Parizman mentioned that last school year there was a discussion about having a separate printing station for students. Mr. Evangelist explained that there would need to be supervision of students in a separate printing station. Ms. Atkins Zoughlami stated that there were only three computer technicians on staff and at present, there was not enough support staff to service the labs. In addition, there are not enough skilled personnel to assist with the proposed labs. Mr. Greene mentioned that there were not enough computer terminals to support the population of students. Ms. Atkins-Zoughlami discussed the need for adequate supervision in the library and the fact that students are not allowed to leave the library. Ms. Atkins mentioned that students need a place to be other than the cafeteria, an area where they can unwind. Ms. Parizman mentioned the possibility of a C-6 position. Mr. Evangelist discussed the possibility of a student lounge and Mr. Cera discussed a Technology Room. Ikra Ahmad stated that students primarily use the computers for printing. Carol Ying mentioned that most other schools are equipped with computers in the classroom and Mr. Evangelist reasoned that for safety reasons that suggestion might not be ideal.

Ms. Atkins-Zoughlami asked the team for the goals with regards to the Library and the C.E.P., Ms. Morano motioned to incorporate the issue of the library with a separate technology center and to have it addressed with short, mid, and long term goals in order to better serve students.

**The motion to have the library as a part of the schools Comprehensive Education Plan was approved.*

Ms. Parizman questioned whether or not it would be possible to create a comp-time position to monitor the labs to be developed for the students.

School lunch issues

6. (Will return to this matter)

Participation in SLT meetings by phone

7. Mr. Cera discussed that some members on the S.L.T. at times have difficulty attending the meetings and wanted to propose to have the by-laws amended so that members could attend via telephone. As per Mr. Cera, Mr. Asher had discussed the possibility of conference calls. Ikra also mentioned the possibility of Skype (attendance via visual aide). Ms. Morano asked that the by-laws be amended to count toward a quorum. Ms. Parizman questioned the number of times a person could attend via telephone and Mr. Cera discussed that members must have a good reason to not attend in order to use the phone system as a backup.

**The motion to attend meetings via the use of electronics was approved.*

New business from SLT members

8. Liz Morano briefly discussed P.T.A matters

Ms. Morano spoke of the P.T.A. working to get more parents involved. She also discussed the following items:

- The Gala Auction to be held on March 26th, 2011

- Ms. Debra Wells will chair the auction. Ms. Wells assisted another school raising \$200,000
- The Alumni is on board and will assist
- Tickets would be \$25.00 in advance and \$30.00 at the door
- Music would be played in school lobby

Ms. Morano spoke of items being creative enough to generate interest. There are currently sixty parents on the committee and they are seeking help from students to assist with a Face book page. The P.T.A currently has their own website at www.bthspta@bths.edu Ms. Morano stated that the fundraising goal for this school year is \$75,000. Thus far \$8,205.00 has been raised. Ms. Morano also discussed ways in which the PTA was trying to reach out to parents however, different ideas presented its share of difficulty such as: Direct mailing (costly) interpretation unit (how effective); translation on website (availability to all parents); bulk mailing by zip code (preparation and timely). Ms. Lehrman suggested back packing the material and offer an incentive to students.

Ms. Morano also discussed the concern of parents regarding student lockers. Lockers are not available for all students and freshmen are primarily left out. There are also several broken lockers in classrooms. Ms. Parizman mentioned that not all classrooms have lockers. Ms. Lehrman stated that not all students are aware of first come first serve with regards to lockers and thought it should be discussed in orientation. Ms. Parizman mentioned in the past ninth period students received lockers. Mr. Evangelist acknowledged that the school has several broken lockers in classrooms. Mr. Gold stated that the school should begin a lottery and Jacob Azrilyant suggested that an inventory be done on all lockers. Mr. Cera stated that an inventory should be done on all lockers; students should have lockers for ½ semester only and all broken lockers should be fixed.

**The motion to inventory and fix broken lockers was approved.*

Students Ikra Ahmad and Jacob Azrilyant discussed the Brooklyn Tech's exam procedure

Ikra and Jacob presented two models prepared for the possible implementation of testing procedures. They explained that the exams would be spread out over the 10 day cycle. The preferred model by the students would be the department model.

Ms. Lehrman explained that the model would depend on different variables by teachers and students. Irka explained that other schools are using the proposed model. Ms. Parizman stated that the model does not necessarily work for classes who do not meet regularly or for five days. Ms. Atkins-Zoughlami indicated that the English team meets every other day. She also mentioned that at home assessments were discussed. Ikra stated that the assessments should be counted as exams. Mr. Lehrman stated that rotating the schedule to balance the testing schedule is done in the English department. Mr. Cera asked students to revise the exam plan. Ikra asked if a policy could be implemented where there would be little homework during breaks and no exams upon the first day of return. Ikra stated that students are overwhelmed during breaks. Mr. Evangelist explained that teachers work just as hard for students as well. Jacob asked about implementing a syllabus for students to review the course of work for the semester. Mr. Evangelist thought this was a fair request or at least to prepare something a week at a time. Mr. Parizman thought this might be easier for classes with textbooks. Mr. Evangelist and Ms. Parizman agreed with the syllabus. Irka addressed homework given over holidays and Mr. Evangelist explained that assignments are given to address weak areas based on periodic assessment.



ELA Exam

Ms. Atkins-Zoughlami indicated that based on the Regents schedule and number of exams that student are taking a compromise may be in order to give students a needed break. Ms. Parizman asked for that information to be put on advance notice. Mr. Lehrman acknowledged that southern schools have more time in their schedule due to their early return to school in August. Mr. Evangelist indicated courses that have a standardized exam could hold off.

Ms. Atkins-Zoughlami shared with the members that on January 11, 2011, Brooklyn Technical will be administering the English Language Assessment Exam. Although other schools have opted out, Brooklyn Technical will administer it. Approximately 800 students will take this exam. Mr. Evangelist question whether or not Brooklyn Tech could have opted out. Ms. Lehrman questioned whether or not the exam could be given in June.

Ms. Atkins-Zoughlami explained that there were many factors with regards to the ELA. Although there was no question of as to whether or not the students would be prepared for the exam, however, preparation for a school of this size creates additional work, especially with students being prepared for Regents. Ikra stated that the exam does not coincide with the A.P. exams.

School lunch issues

Mr. Evangelist shared with the committee that as per Mr. Williams, the school has approximately 80% of the lunch applications.

The next meeting is scheduled for December 16, 2010

The meeting was adjourned at 6:13 p.m.

Respectfully submitted,
Sharon Mack, Secretary