The meeting was called to order at approximately 4:40 p.m. Ms. Baranowski was sitting as UFT designee. Ms. Gorbonosov and Ms. Ying were noted absent. PTA report was moved to first item on agenda to accommodate members who were assisting/supporting with the student production “The Wall”.

PTA Report
- PTA has done a mail out for donations despite numerous issues with contracting a vendor to facilitate the process.

It was noted by Mr. Cera that the SLT By-Laws needed to be consulted regarding the attendance record of members. It is essential that quorum be reached at all meetings to allow official votes to take place.

Approval of 10-20-11 Minutes
- Minutes were amended to include 1 change:
  - Mr. Ludwig stated that his comment about section 4 of the CEP should be worded that he wanted the term “un-needed teachers” to be further defined.
- Minutes were accepted as revised.

Progress Report and Quality Review results
- Progress Report
  - Mr. Asher presented the results of the Progress Report.
  - BTHS received a grade of “B” missed “A” by 3 points.
  - Surveys, Student Progress, and educating hard to reach students were the areas where additional points may be earned.
  - BTHS is getting better each year however so are peer schools which makes it difficult to improve our scores.
  - School data is on posted on the website under “About Us” including Quality Reviews, Progress Reports, Learning Environment Surveys, and statistical performance data.

- Quality Review
  - Mr. Asher presented the results of the Quality Review.
Mr. Asher said that the 2 ½ day process was frustrating and it seemed that the reviewers were not well versed on the concepts and programs that are applicable to Brooklyn Tech. Reviewers were forced to use a mandated rubric to observe the quality of education being delivered.

BTHS found to be a “Proficient School” not “Well Developed” as in the past. Mr. Asher responded to the reviewers that the outcome was not acceptable and that the school would appeal the findings. Mr. Asher has requested a new Quality Review that focuses on the qualitative systems and services of Brooklyn Tech as a “Quality Review” should report. He has suggested that the second review be done by Deputy Chancellor David Weiner.

C-30s

- Mr. Asher informed the SLT that there are currently three (3) C-30 interviews to do:
  - Ms. Crystal Bonds vacated the office AP Guidance to move to HSMSE at City College as Principal. Ms. Gina Paulson, one of our guidance counselors with appropriate credentials has assumed the duties as the Interim Acting AP.
  - Ms. Nicole Culella is the Interim Act AP in the Engineering Department.
  - Ms. Jennifer Sullivan is the Interim Acting AP the Office of Student and Parent Engagement.
- To fill Ms. Paulson’s position in guidance Mr. Asher has hired Ms. Anna Kastanis, an 11 year counselor and college office advisor from Washington Irving H.S. Highly recommended, she seems to be good fit for BTHS and she began today.
- Mr. Asher was asked by Mr. Ludwig about the method for selecting the pool of candidates for the C-30 interviews. Mr. Asher said he has generally chosen 3-5 candidates for each position from a field of 50 to 60 applicants. Screening needs to be done carefully as applicants range from those looking for general positions, those with only elementary school experience, or those that may not have the relevant experience and skill set for the positions available.
- Mr. Asher also told the team that the C-30 Committee composition is:
  - Two (2) UFT members
  - Four to seven (4 - 7) parents
  - Two (2) students
  - One (1) support staff member representing DC37
  - One member of the network support team
- Mr. Asher said that he was inquiring as to whether he could hold the interviews on a combined date to reduce the number of meetings the committee will have to attend.

Celebration of Tech

- Dr. Mandery informed the SLT that the first Celebration of Tech was a huge success last Wednesday (November 9th, 2011). He commented that the weather, food, venue and attendees all combined to make the event a most enjoyable one for everyone. He said it was great to see the vibrant spirit of the school and was proud to see those who were honored for their outstanding contributions to the school so warmly received.
- Mr. Asher concurred with all the comments from Dr. Mandery and it was great to see a celebration of the excellence of BTHS and was sure that this was a tradition in the making that would no doubt grow over the years. He added that in the future he would
like to see the event held on a day where more of the school community, past and present, would have the opportunity to attend.

**Academic Initiatives**

- Mr. Asher informed the SLT that there were two items he would like to discuss that were brought to him by the students.

  - **Holiday Homework Policy**
    - The first is the issue of a holiday homework policy. The matter was discussed and revisited and discussed last year but never came to fruition and there was nothing to bring to SLT to vote on to make into policy.
    - The issue is now once again being discussed as December holidays approach.
    - The general goal of the policy is to ensure that students have a respite from work as is intended by the DOE granting holiday breaks. Many students travel during the holidays and currently assignment length, lead times and due dates multiplied by all teachers giving assignments do not allow for students to have much down time during their days off.
    - Mr. Ludwig wanted to know what the feedback from faculty was last year about the idea of a policy. Mr. Asher told the team that the faculty wanted more autonomy to make decisions on assigning work. Mr. Asher said that not being in the individual classrooms himself, he did not feel right to make an administrative ruling on the situation therefore a policy voted on by SLT would be a fair approach. Mr. Asher said he would circulate notes from the last discussed draft and perhaps something could be solidified and voted on at the next meeting. If this policy is to take effect this holiday period it needs to be voted on at December 15th meeting or tabled once again.

  - **Academic Integrity Policy**
    - The second is the issue Mr. Asher wanted to present is a policy to deal with the issue of academic misconduct and cheating.
    - There was an incident of cheating that brought the matter to the forefront. A student was caught cheating and the teacher took sanctions without contacting the parents. The student did not report their misconduct to their family and the parents only became aware when they saw the failing grade on Skedula and the report card.
    - Mr. Asher consulted the Chancellor’s Regulations and Discipline Code and neither stipulated explicitly that parents needed to be contacted in matters of academic misconduct. To avoid any future ambiguity on the matter of academic misconduct it would be good to have a policy in place.
    - The idea is not a new one for BTHS but just never became a concrete policy.
    - Mr. Asher researched sister schools and found the Staten Island Tech policy to be a comprehensive model to use as a foundation.

- He liked the points of their policy on plagiarism and cheating. He wanted to clearly outline the school’s position on the ideas; give the sanctions available for the infractions; present a CLEAR procedure for faculty to follow in all matters of infractions.
• Mr. Asher read his ideas for a draft that he has shown a few faculty for general feedback. He will send the draft to all SLT members and hopefully this can be solidified and molded into the BTHS policy that will be voted on.

CEPT Section IV
• Mr. Ludwig mentioned that the wording of his comments last meeting will be corrected and that any further explanation about the existence of the wording would be helpful to him understanding the section.
• Mr. Asher explained that the section pertained to issues of resource use like providing the same funds to schools for a parent coordinator whether a school has 5,400 students or 400. That current method of allotting funds does a disservice to our parents and students. The other reference applied to issues of excessing and redeploying teachers for example teachers teaching languages students didn’t choose in a particular year may be considered “unneeded teachers” and they would need to be placed in excess or redeployed to another area depending on license and qualifications to teach in other areas. To have teachers on payroll that are in excess ties up money to pay for a teacher that can’t be used in the school rather than hire the one that is needed.
• Mr. Asher agreed that the piece does need to be rewritten. He also made the SLT aware that there is a new CEP layout and electronic submission process. Now they want a specific needs assessment for each goal you must explain the why of choosing a goal to include. He just received the new changes and is cutting and pasting into the new layout.
• Mr. Ludwig was satisfied with the explanations and feels more comfortable with the solutions to correct the passage.

Skedula Update
• Mr. Asher informed the SLT that Skedula had some growing pains but overall the reception by staff, parents and students is good.
• Skedula seemed to change the tone of the parent conferences where more discussion was done on achievements that all parties were aware of before the meeting. Many parents were using language that asked “I saw X on Skedula, what can I do to help my child?” Meaningful parent engagement was one of the goals of rolling out the program.
• Usually there are 300 or more missing grades (files incorrectly uploaded or somehow misdirected or other technical problems) out of the 30,000 or so that are entered. Using Skedula to collect grades, a total of 28 grades were missing, most being due to student discharges and transfers.
• Mr. Asher said that teachers expressed that the program was easier to use than they thought it was going to be. Mr. Ludwig felt that teachers felt overworked by the requirements of using Skedula. Mr. Asher said that there is a misconception that there is more work being asked to be done, but Skedula is a tool for the collection and recording of the grades not that more work has to be generated to input to the program. Overall the program has had a positive impact on the communication of the grades between families and teachers and has greatly reduced the number of calls inquiring about grades and perceived discrepancies. After the transition period, as everyone gets more comfortable
using the program and the hiccups are worked out the benefits will also be seen more clearly.

**Principal’s Report**

- Mr. Asher wanted to inform SLT about a few accomplishments at Tech.
- A BTHS Senior, swimmer Annie Zhu was invited to the 2012 Olympic trials and she has been given a modified schedule to accommodate her need to train 5 hours a day to prepare herself. She is being recruited by all the top colleges across the country and hopefully she will be participating in London in the summer.
- BTHS Junior Rochelle Ballantyne will be leaving for Brazil to represent the United States at the World Youth Chess Championships as the top U16 girl. Mr. Asher has contacted alumnus Maurice Ashley, the first US African-American Grandmaster, to see if there is a chance for him to come to the school and meet with Rochelle.
- The Wall is being put on today in the auditorium which is the first student produced and directed production.
- Boxing’s Golden Glove Championships will be held at BTHS on February 8, 2012.
- Dr. Mandery announced that the Faculty grants have been awarded to the applicants in the amount of $120,000.
- A social studies lab is also finally going forward after receiving the grant over two years ago. The grant required the school to put $100,000 out upfront to fund the project but the school did not have the resources. The financing has been worked out and the project will now go into production.
- The Courtroom was dedicated and officially opened at a ceremony with senior students.

**New Business from SLT Members**

- Mr. Barclay is recommending that teachers be informed about the Naviance system for writing letters of reference for college. The system is very efficient and easy to use for writing and tracking the letters both by students and teachers. Mr. Asher agreed that there will be a push to roll out the use of Naviance to the BTHS community.
- Ms. Prasannan had some student issues to bring to the table in consultation with Ms. Gorbonosov and the SGO executive.
  - **Will printers be put in the Library?** Mr. Asher said that there will not be printers in the library because it was too abusive with the volume of printing and disruptive with the numbers of students using the services. That was why the solution was made to create the 7th floor copy print center.
  - **Can there be a teacher evaluation form? Students have complaints about teachers but no way to convey them.** Mr. Asher said he likes the idea of teacher feedback and would like the SGO to investigate the ways that other schools do evaluations to find a system that might work well at BTHS. When a draft is ready to present he will be open to discussing and finalizing the document for voting by SLT.
  - **Will grab and go breakfast be returned to students?** Mr. Asher said that it will not due to the volume of garbage it created in the halls and classrooms and in turn roach and rodent problems. Breakfast will continue to be provided for free in the
cafeteria and must be consumed in the cafeteria, the area of the school best equipped to feed the large student population.

Meeting adjournment 6:33pm and reminder of next meeting date December 15, 2011.