

P.S. 33Q – School Leadership Team (SLT) Meeting Minutes

Date: December 15, 2025

Location: Room 211

Time: In Person (2:45p.m.)

1. Attendance

Members Present:

- **Vanessa Copin** – Principal
- **Kristian Lisowski** – UFT Representative / Social Studies Teacher
- **Patricia Vaughn** – Parent (Chairperson)
- **Robeena Darr** – ENL Teacher (Secretary, Minutes recorder)
- **Michelle Hyatt** – Parent
- **Jessica Sherry** – Parent
- **Elaine Simpkins** – School Aide Supervisor
- **Alexa Toto** – 3rd Grade Teacher
- **Venus Ketchen** – Advocate

Guests:

- **Dr. Davson** – Superintendent (Virtual, joined at 3:35 p.m.)
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2. Call to Order

The meeting was called to order by **Principal Copin**. Quorum was established.

3. Superintendent & CEP Review Planning

- Ms. Copin informed the SLT that the **Superintendent will meet with the SLT** around 3:45p.m.
- SLT members were asked to **select three other schools** to review their **Comprehensive Education Plans**.

- Ms. Copin demonstrated how to **access and review CEPs from other schools** for comparison and analysis.
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4. Budget Transparency & Galaxy Review

- Ms. Copin reviewed selected **Galaxy budget lines** to promote transparency.
 - The team reviewed parts of the **2024–2025 school year budget**, including:
 - Per diem and substitute funding (noted as a trending cost annually)
 - Fair Student Funding (FSF) allocation considerations
 - Average teacher salary was noted to be approximately **\$125,000**.
 - The school currently operates with approximately **\$12 million** in total funding from multiple sources.
 - Budget priorities were explained in order:
 1. Teacher salaries
 2. Special services
 3. Paraprofessionals, guidance, ENL
 4. Remaining funds for supplies, books, and materials
 - As a **Title I school**, P.S. 33Q receives an **additional \$350,000**.
 - Specific funding lines for **ENL** and **Special Education** were highlighted.
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5. Title I & Family Engagement

- Ms. Copin shared that the school **met the lunch form benchmark** and officially qualified for **Title I funding**.
- **\$3,700** is allocated specifically for **family engagement**, as outlined in the **CEP and iPlan**.
- A **new Parent Coordinator** has been hired.
- Funds have been set aside for **per-session** work related to family engagement.
- Monthly family engagement activities are required:

- **Family Nutrition Night** will be facilitated by the Parent Coordinator
 - Partnership planned with the **Edible Gardens Program** for lower grades
 - Title I family engagement funds may be allocated to support these initiatives.
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6. Literacy & Testing Anxiety Workshops

- Ms. Copin proposed a **Literacy and Testing Anxiety Workshop** for families.
 - The workshop will address:
 - Testing anxiety
 - Strategies for supporting children at home
 - Teachers will be compensated at the **per-session rate**.
 - Title I family engagement funds will support this initiative.
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7. Partnerships & Schoolwide Events

- The school has partnered with **Panera** to fund **family breakfasts**, including a holiday breakfast with **Pre-K families**.
 - The **Science Fair** will be hosted at **P.S. 33Q** this year.
 - Ms. Copin reviewed **afterschool programs and funding sources**.
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8. MTSS Plan (CEP – Section 6)

- Ms. Copin reviewed the **MTSS section of the CEP**, focusing on:
 - **Tier 2** and **Tier 3** supports
- **Tier 2:**
 - Supported by **Teaching Matters**
 - Students identified using **Acadience surveys**
 - Data-driven selection for interventions
 - **SPIRE** program used during **station teaching**

- **Tier 3:**
 - ICT teachers will pull small groups to work with students in a separate location
 - **Saturday MTSS** is approved.
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10. Adjournment

The meeting concluded around 3:30 following open discussion. At this point Superintendent, Dr. Davson along with Dr. Vaughn joined the meeting virtually. Ms. Copin exited the room.

Minutes Prepared By:

Robeena Darr

SLT Secretary, P.S. 33Q