

P.S. 33Q – School Leadership Team Meeting Minutes

Date: Tuesday, January 20, 2026

Time: 2:45 p.m. – 4:00 p.m.

Location: Room 211

Meeting Type: In Person with Virtual Participants

1. Attendance

Members Present:

- **Crispen Thielen** – Principal
- **Kristian Lisowski** – UFT Representative / Social Studies Teacher
- **Patricia Vaughn** – Parent (Chairperson) (*Virtual*)
- **Robeena Darr** – ENL Teacher (Secretary & Minutes Taker)
- **Michelle Hyatt** – Parent
- **Jessica Sherry** – Parent
- **Elaine Simpkins** – School Aide Supervisor
- **Alexa Toto** – 3rd Grade Teacher
- **Alex McAlpine** – Parent

Guests / Advocates:

- **Venus Ketchen** – Advocate (*Virtual*)
 - **Dr. Dixon** – D29 Executive Director (*Virtual*)
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2. Call to Order

The meeting was called to order at 2:45 p.m. by Principal Thielen. Quorum was established.

3. Opening Remarks & Review of CEP

- Principal Thielen opened the meeting by reviewing the December SLT minutes and providing an overview of the CEP.
 - He referenced prior work with Mrs. McAlpine and noted that future meetings will take a broader, schoolwide look at the CEP.
 - Mr. Thielen explained that several CEP items have changed and been amended, and his current work is to ensure alignment with updated CEP goals and identify instructional and programmatic shifts.
 - He emphasized that the CEP is a collaborative document, and now that progress monitoring data is available, the team can analyze BOY data, review growth, and align that data to CEP goals.
 - He shared that goals for next year will be created collaboratively as a team.
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4. Budget Overview & Extracurricular Programming

- Mr. Thielen reiterated that the school budget is accessible and transparent, referencing prior discussions.
 - He shared that a significant portion of the budget has been invested in extracurricular activities, and student response has been very positive.
 - Plans for a second round of extracurricular programs were discussed, including how to strategically utilize available funds.
 - Mr. Thielen stated that the school has the budget capacity to expand programming and wants to incorporate parent and student voice in decision-making.
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5. Grants, Donations & Funding Clarifications

- Mr. Thielen shared that the school was awarded an Arts Initiative Grant, which can be used for:
 - Teacher professional development
 - Artistic supplies
 - Other arts-related initiatives

- The school also received a Food Services Garden Grant of approximately \$5,000 to enhance the front garden area.
 - P.S. 33's Green Team was established to spearhead this project.

Funding Transparency Discussion

- Mrs. McAlpine asked how donations are reflected in Galaxy.
- Mr. Thielen clarified that donations do not appear in Galaxy; they are reflected in PTA or school accounts, while grants appear on specific Galaxy funding lines tied to designated purposes.
- Ms. McAlpine shared concerns about the NYCPS donation website, noting it is vague; she will continue researching.
- Mr. Thielen stated the team will circle back with NYCPS for clearer guidance.

Parent Funding Questions

- Ms. Hyatt asked about parents funding specific events.
 - Ms. McAlpine explained that donations up to \$5,000 typically require less city review, but donations must be clearly designated to a school and purpose.
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6. Technology & Reso A Grant

- The school is currently in the application period for the Reso A Grant.
 - If awarded, the grant would fund individual Chromebooks for all students.
 - Mr. Thielen explained the instructional rationale:
 - Students are reaching 3rd grade without sufficient typing skills
 - Early access to devices will build foundational digital skills
 - The school already provides Chromebooks to 4th and 5th grade students, and the goal is for all students to have access to technology.
 - The Reso A Grant would support this expansion.
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7. Staffing & Class Size Reduction

- Mr. Thielen shared that a class size reduction plan has been submitted for next year, including requests for:
 - An additional Assistant Principal
 - An additional Guidance Counselor
 - He explained that projections are made by analyzing historical enrollment and staffing data.
 - Class size reduction may create the need for additional classrooms.
 - The plan has been submitted, and outcomes will be reviewed with SLT at a future meeting.
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8. Family Engagement & School Events

- Mr. Thielen reviewed current and upcoming family engagement initiatives, noting several he would like to launch:
 - Breakfast with the Principal once a month
 - Future in-person PTA meetings
 - He shared that he typically hosts a family testing workshop (usually via Zoom) to provide information about state exams, which are scheduled to begin in February.
 - A testing coordinator has been assigned.
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9. Instructional Programs, Data & MTSS

- **Science Fair:**
 - Science teachers are actively preparing students.
 - Kindergarten projects will be collaborative, class-based projects.

Academic Data Review

- Mr. Thielen reviewed MOY assessment data:
 - i-Ready (Grades 3–5)

- Acadience (Grades K–2)
- Approximately 50% proficiency across grades was noted.
- Growth from BOY to MOY was evident, though approximately 200 students remain below reading proficiency.
- Math data showed similar trends.

Attendance Overview

- Current schoolwide attendance rate is 92%.
 - Approximately 200 students have more than 10 absences.
 - Attendance incentives and monthly recognition were discussed.
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10. ILT & Instructional Priorities

- Mr. Thielen explained the role of the **ILT**.
 - New instructional priorities include:
 - Explicit instruction
 - Intentional student discourse
 - Data-driven small-group instruction
 - Gradual Release of Responsibility
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11. Planning Ahead

- Upcoming state assessments were discussed.
 - Family engagement events and career readiness assemblies were discussed.
 - Teachers are providing Tier 2 instruction two days per week for targeted students.
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12. Adjournment

The meeting adjourned at 4:00 p.m.