



- **Treasurer’s Report (by Marissa Fennell)**

- **Account Balance**

Starting Balance:	\$20,697.83
Ending Balance:	\$24,781.92

- **See Treasurer’s Financial Statement**

- **Principal’s Report (by Ms. Annio)**

- **Class Size Reduction Plan**

With UFT partnership, schools can apply for funding to create smaller class sizes. The Application submission is due by 12/20. The size reduction will be mapped out in the next 3 years. The goal is to have a maximum class size of 20 students for Grades K-3 and 23 students for Grades 4 and 5. We started this process with our Kindergarten classes this year, so our Kindergarten classes are in compliance. Next year, we will have K and 1. Not all schools that apply will receive funding. We will know in the Spring if we will receive funding.

- **Winter Concert**

Winter Concert will be on 12/20. More information will be sent home.

- **Annual Town Hall Safety Meeting (by Ms. Guido)**

- Ms. Guido is the Building Response Team (“BRT”) Leader. The BRT consists of out of classroom personnel mostly. The BTR have been through training and their role is to ensure all children and staff are safe during any emergency.
- During an evacuation drill, the fire alarm sounds and teachers will lead students to the nearest exit. Sometimes, stairwells will be blocked and students will practice both stairwells. Everyone will go outside and cross Benson Avenue. Teachers bring their to-go bag, which has the class attendance sheet, assembly sheet, blue cards, and any medication. The assembly cards will inform BRT if any children are missing from the class. BTR will also sweep the halls for people who have not exited.
- Soft Lockdown is when there is danger inside the building and the safest thing to do is to lock down and stay inside the classrooms and move out of sight. The Teachers will check hallways for students, lock classroom doors, wait for the Fire Department to respond or wait for an announcement that the Lockdown has been lifted. All classrooms have one window covered by paper and one window uncovered, so if an intruder looks inside, they do not see anyone in the

classroom. In case of a real emergency, the Fire Department will have to break the door.

- Shelter In Lockdown is when there is danger outside of the school. All doors inside are locked and no one is allowed in or out until the Lockdown is lifted.

**Meeting Adjourned:**

**4:33 PM**

**Next Meeting:**

**January 2, 2025**

**Minutes by:**

**Donna Lee**