



Granville T. Woods P.S. 335
130 Rochester Avenue
Brooklyn, New York 11213
Telephone: (718)-493-7736 Fax: (718)953-4697
“Learn Today, Lead Tomorrow”

Kathy Polight, Principal

Keyon Armstead, I.A Assistant Principal

School Leadership Team Meeting
Thursday, October 23rd, 2025 – 3pm

Members Present:

Kathy Polight, Principal
Nakia Campbell, UFT
Michelle Miller, UFT
Nicole Petit, UFT
Nicole Stewart, UFT
Karese Howell, Parent Member
Margaret Jackson, Community School Director
Coffey McMillan, UFT Chapter Leader

Members Absent:

April Roy, Parent Member
Karesha James, Parent Member
Faith Smith, Parent Member
Tiffany Harvey, Parent/SLT Chairperson

Silent Attendees:

Dominque Prince, Parent Coordinator
Roberto Serrano (UCS)

The meeting was called to order.

Minutes from the previous meeting were shared by Ms. Miller and approved by the team.

It was noted that meeting notes will be uploaded to iPlan, and official minutes will be posted on the bulletin board next to the main office.

Principal’s Report

Principal Polight opened the meeting by highlighting strategies for strengthening parent engagement. She discussed the importance of being intentional in outreach efforts and

shared that while flyers are effective, additional communication is needed to ensure strong family participation in school events.

Ms. Polight recognized Ms. Prince for personally contacting parents about the recent Fall Festival, which resulted in a successful turnout. The event was praised for engaging both parents and children, and the team agreed that parents are more likely to participate when they feel appreciated and supported by the school.

Ms. Polight encouraged continued reminders to parents during morning arrival and asked for additional ideas to improve outreach.

Suggestions included:

- **Ms. Campbell:** Using phone reminders.
- **Ms. Polight:** Sending emails and creating enlarged posters using the poster maker to display by the school entrances.
- **Ms. Stewart:** Posting a large event banner on the school fence and removing it once the event concludes.
- **Ms. Polight:** Posting flyers two weeks prior to events and considering a “Mommy and Me” event to encourage families to sign up for Girl Scouts (Grades K–3).

Ms. Prince will reach out to parents to promote participation in upcoming events.

Principal Polight reviewed the finalized CEP goals, focusing on Priority #4:

By June 2026, increase student knowledge about college and career readiness.

Students have completed surveys measuring awareness of college and career options. Activities such as the Career Fair and college research projects were completed last year. This year, students will continue to engage in research-based writing and technology projects, including creating PowerPoint presentations about colleges and careers of interest. Ms. Stewart suggested scheduling time in the computer lab for student research.

NY Saves Initiative

- Current activation rate: **0%**
- District goal: **20 parents enrolled by December 2025**
- Ms. Stewart recommended inviting **NY Saves representatives** to support sign-ups.
- Ms. Prince will assist by providing computers for parent registration.

Attendance

- School goal: **85% average daily attendance**
- Procedures:
 - Attendance taken by 9:00 a.m.
 - Follow-up calls begin by 9:30 a.m.

- Classes achieving **100% attendance** will receive a reward.
Ms. Campbell noted that attendance awareness posters are displayed in the main office to reinforce the importance of daily attendance.

Parent Association (PA) Report

Ms. Howell reported that the PA continues to work on fundraising efforts and thanked everyone for contributing to the success of the Fall Festival.

Principal Polight commended the collaboration between teachers and parents and suggested that the school consider transitioning from a Parent Association (PA) to a Parent-Teacher Association (PTA). She noted that PS 335 is currently the only school in the district that still operates with a PA rather than a PTA, and that shifting to a PTA model would better represent the partnership between teachers and parents in planning and supporting school events.

Ms. Polight recommended that Ms. Howell bring this proposal to the PA for discussion at their next meeting. The team agreed that this change would strengthen collaboration and streamline communication between parents and staff.

Additionally, Ms. Polight proposed holding PA/PTA meetings 30–45 minutes before large parent events to encourage higher attendance. Ms. Howell will present this idea, along with the potential transition to a PTA, at the next PA meeting.

The PA is also finalizing the setup of a bank account required for fundraising activities, which will allow them to move forward with upcoming initiatives once complete.

Community School Director Report

Ms. Jackson shared updates on **UCS programs**, which include:

- SMEL (K–5)
- Inside Broadway (K–5)
- Victory Dance
- Tutor Hub (Grade 3)
- Keys for Success (K–3)
- Winter Wishes

She explained that the UCS Strategy Fidelity Inventory survey helps monitor the school's implementation of community school initiatives. The survey will be completed by consensus during an upcoming Advisory Board meeting, held at the end of the SLT meeting, with a separate sign-in sheet.

Looking Ahead

- **Next SLT Meeting:** Thursday, November 20th, 2025
- **Food Distribution:** Day before Thanksgiving
- **Friendsgiving Pop-Up Party:** Wednesday, November 20, 2025
- **Grand Opening of the Snoezelen Room:** Tuesday, November 25, 2025 at 9:30 a.m. Staff are encouraged to wear **blue and gold** (school uniform colors).
- PS 335 received district recognition for achieving **over 90% attendance**.
- Ms. Prince was officially welcomed as the new **Parent Coordinator**.

Ms. Polight reminded the team that SLT membership is composed of **six parents and six staff members**, ensuring shared decision-making in all school initiatives.

Ms. Petit adjourned the meeting.

Next meeting: Thursday, November 20, 2025.