



**Orange Township Public Schools**  
Orange Preparatory Academy  
Carrie Halstead, Principal



Gerald Fitzhugh, II, Ed.D.  
Superintendent of Schools

Oliverio Agosto, Assistant Principal  
Samantha Sica-Fossella, Assistant Principal

Meeting Norms

- Assume good intentions.
- Monitor your airtime! Be succinct, concrete, and explicit when speaking.
- **Please be present for the meeting. Keep cameras on during the synchronous meeting.**
- **Refrain from using cell phones or computers for checking email or sending text messages.**
- **If there is an emergency, please step out of the Google Meet to handle.**
- **Keep what occurs during this session confidential unless otherwise specified.**
- Listen to understand, and ask if you don't understand.
- Be courteous and respectful.

**Orange Preparatory Academy**  
**SLT Agenda**  
**Friday, February 5, 2020**  
**Meet Code: OPASLT**

Time	Item	Lead(s)
5 minutes	1. Call to Order <ul style="list-style-type: none"><li>• Attendance Capture</li></ul>	Ms. Halstead, Principal Alt: Mrs. Fossella
35 - 45 minutes	2. SLT <ul style="list-style-type: none"><li>• 2020-2021 School Based Budget Review</li></ul>	Ms. Halstead, Principal Alt: Mrs. Fossella
5 minutes	4. Reflections / Questions	Ms. Halstead, Principal Alt: Mrs. Fossella
5 minutes	5. Adjournment Next steps	Ms. Halstead, Principal Alt: Mrs. Fossella

**Orange Preparatory Academy**  
**SLT Minutes**  
**Friday, February 5, 2021**  
**Meet Code: OPASLT**

Members in Attendance:

_____	Ms. Salvatoriello, Mathematics Teacher
_____	Mr. Binns, Social Studies Teacher
X _____	Mr. Wallace, Social Worker
X _____	Ms. Dixon, Family School Community Liaison
X _____	Ms. Breitenbach, ELA Teacher / Special Education Representative
_____	Ms. Shair, English Teacher
X _____	Ms. Gomes, English Language Learners (ELL) Teacher
X _____	Ms. Randolph, Parent of Alyssa Cruz (8 <sup>th</sup> grade student at OPA)
_____	Mr. Agosto, Assistant Principal
X _____	Mrs. Fossella, Assistant Principal
X _____	Ms. Halstead, Principal
_____	Other / Guest

- 2021-2022 School Based Budget Review
  - Review of each Workpaper, category and line item
    - Import Summary – Budget is balanced
    - Categorical Page
    - Workpaper M – Stipends
    - Workpaper N – Field Trip Entry
    - Workpaper N-2 – Instructional Supplies and Materials
    - Workpaper O-2 – Social Worker
    - Workpaper P-2 – School Nurse
    - Workpaper Q-2 – Naviance; Guidance
    - Workpaper R-2 – Academic Honors and Rewards
    - Workpaper S-1 / S-2 – Library Media
    - Workpaper U-2 – Administrative Offices
    - Workpaper V-2 – Security / Field Trip Transportation
    - New Positions Request – Spanish and French full time
  - Questions
    - Clubs and activities – survey staff and students
    - Furniture – additional student desks
    - Go Guardian effectiveness – will look into
    - Increased enrollment – what is it a result of – more families and students in Orange and staying in public school through secondary
- For the Good of the Order
  - Parent Ms. Randolph – Will the ECC program be offered again? Yes! And we are hoping to expand the program to more participants. More information, a digital application and virtual presentations are forthcoming.
- Next Steps
  - Staff PD Survey on Google Forms; To be reviewed at the next meeting
  - Action Plan Template Overhaul
  - Planning for next year clubs; survey staff and students
  - Next meeting is on February 11, 2021 from 3:30 pm – 4:30 pm

**School Leadership Team (SLT) Meeting Dates\* Monthly 2<sup>nd</sup> Thursday @ 3:30 – 4:30 pm**

**Google Meet Code: OPASLT**

<b>Month</b>	<b>Date</b>	<b>Members</b>
<b>September</b>	-	<p><b>Admins</b> Ms. Halstead Mr. Agosto &amp; Mrs. Fossella</p> <p><b>Staff</b> Mr. Binns , Ms. Gomes, Mr. Wallace, Ms. Salvatoriello, Ms. Noel, Ms. Breitenbach, Ms. Shair &amp; Ms. Dixon</p> <p><b>Parent</b> Ms. Randolph Parent of: Alyssa Cruz</p>
<b>October</b>	October 15	
<b>November</b>	November 12	
<b>December</b>	December 10	
<b>January</b>	January 14	
<b>February</b>	February 11	
<b>March</b>	March 11	
<b>April</b>	April 15	
<b>May</b>	May 13	
<b>June</b>	June 10	

**\*Additional meetings will be held as needed; Meeting dates are subject to change\***