

Community School District 3 District Leadership Team Minutes
Thursday, September 20, 2018 9:00am - 11:00am
Joan of Arc Complex: 154 West 93rd Street, NY, NY 10025 Room 204

Attendees: CSD3 Superintendent, Ilene Altschul; Manhattan High School Superintendent, Vivian Orlen; Manhattan High School Superintendent Designee, Karla Chiluzia; CSD3 CSA Representative, Charles DeBerry; CSD3 UFT Representative, Elizabeth Espert; CSD3 DC 37 Representatives, Andre Bullock and Adrainer Coleman; CSD3 Title I Representative, Jimmie Brown; CSD3 Principal Leadership Facilitator, Cynthia Dickman; CSD3 Manhattan Field Support Liaison, Matthew Angell; CSD3 Teacher Development Coach, Russell Gonzales; NYCDOE Senior School Improvement Liaison, Tami Sturm; Manhattan High Schools Family Support Coordinator, William Mark and CSD3 Family Leadership Coordinator, DJ Sheppard.

Meeting called 9:10 am.

Welcome and introduction of all team members. Recognition of the new Acting Manhattan High School Superintendent, Vivian Orlen, her designee to the D3 team, Karla Chiluzia and William Mark, the High School Family Support Coordinator. Andre Bullock, District 3 DC 37 Representative, introduced the new District 3 DC 37 Representative, Adrianer Coleman.

June 2018 minutes approved with minor correction.

Nothing to add to agenda.

Superintendent Report by Ilene Altschul:

- District 3 school administrator updates. There are no new principals; there are two new interim acting Assistant Principals - Sharon Chung at PS 199 and Anav Cohen at PS 166.
- Not filling the District 3 School Renewal position.
- District 3 Family Support Coordinator, Tracy McClaire, is on a leave until about mid-October.
- Smooth opening of this school year. All D3 schools were visited by district staff on opening day. Chancellor Carranza visited MS 180. He served lunch and talked to the students.
- Congratulations to the following schools on their State Accountability Status as a Reward school -- 03M163, Alfred E. Smith; 03M199, Jessie Isador Straus; 03M243, Center School and 03M859, Special Music School.
- Congratulations also go out to:
 - 03M165 – Showcase School for math – noted this school no longer has middle school – now a Pre-K to 5th grade school.
 - 03M163 – Learning Partner Host School;
 - 03M185, 03M191, 03M247 – Learning Partner Schools;
 - 03M191, 03M247, 03M250, 03M256, 03M421 and 03M862– MSQI schools- part of the Middle School Quality Initiative.
- Wadleigh School for the Arts in no longer under CSD3. It is now under supervision of New Visions High Schools Superintendent, Richard Cintron.
- 03M149 is the only District 3 Renewal School with 03M145, 03M149 and 03M191 currently designated as focus schools.
- District Goals and Priorities for 2018-19 were shared. The document with details was given to the team as well as CEC3 members and Presidents' Council Executive Board at previous meetings. See attached.
- Dates for the District events was shared. See attached.
- Kindergarten waitlists are as follows:
 - PS 9 has 12 with overflow going to PS 84
 - PS 166 has 6 with overflow going to PS 84
 - PS 199 has 17 with overflow PS 191

- PS 242 is beginning an Italian Dual Language (DL) program. The school will be able to hire an Italian DL teacher as the Office of English Language Learners approved the hiring. We realize we started student recruitment late in the year and therefore the school does not have a full program. However there will be a teacher to support Italian families in Pre-K and K.
- A meeting of Harlem Visioning Stakeholders will be set up the first week in October. Members will include Harlem principals, UFT chairs, PTA Presidents, SLT Chairs and CEC3 members. An email was sent out to Harlem principals stating that the Superintendent plans to attend a PTA meeting. The intent is to learn directly from parents about their concerns and what they would like to see going forward.
- Goal of the Mayor's and Chancellor's Universal Literacy Initiative which is part of the Equity and Excellence for All Agenda, will ensure that all students are reading on grade level by the end of second grade. The initiative states that at least two-thirds of students will be reading on grade level within six years (2022) and all students will reach that goal by 2026.
 - District 3 is in Cohort 3. This allocation was based upon 3rd grade state ELA proficiency and enrollment in kindergarten, first and second grades.
 - These schools will have full-time universal coach -03M075, 03M076 and 03M145.
 - 03M149& 03M185; 03M191 & 03M180; 03M242 & 05M517 are sharing a coach between the two schools.
 - 03M084, 03M163, 03M165, 03M241 and 03M333 all share a coach among five schools.
 - Responsibilities include: supporting all K to 2 teachers by visiting, debriefing, co-planning, modeling/demonstrating lessons, co-teaching, side-by-side coaching, planning and facilitating PD workshops, planning and facilitating team or grade level meeting and creating coaching cycles.
- Update on Special Music School (SMS) and Kaufman Center. The new Kaufman Center Executive Director Kate Sheeran, and Board of Directors met with Principal Banucci-Smith and Superintendent Altschul on August 28th. Discussed programming and possible budget cuts. It was noted that the current model is not financially sustainable. Compromise is cutting \$90,000 which will result in no longer offering a conducting class and the high school will not offer a graduation project class. SMS will save funding allocated to admissions by being the first point of contact and will take over the scheduling of auditions. School administration is looking to increase the diversity of the applicants. One method will be to do outreach and recruiting from Harlem based Pre-Ks.
- West Prep Academy will begin a middle school NEST program in 2019-20 school year. Preparation will begin this year.
- Implementation Plan of Middle School diversity update
 - A copy of the approved admissions plan was handed out. Noted that there will be a change in screening processes in 03M054, 03M245, 03M291 and 03M862.
 - Parent Coordinator and Guidance Counselor will tour all middle schools, so they have knowledge of all programs and curriculum offered.
 - All District 3 staff will attend professional development on equity and access.
 - Matt Brogini is attending the MS committee meeting on Monday September 17th to discuss the screen process for schools.
 - The Middle School Principal Forum is being held at IS 180 on September 25th. There are currently 400 attendees enrolled. The format of the forum will be different from previous years. Attendees will be assigned a room and principals will rotate between the 16 rooms. This allows every principal equal opportunity to speak about their schools and for all attendees to ask questions of all principals.
 - The District Middle School Fair will be held at PS 242 on October 11th.
 - All middle schools will offer Algebra and one Science Regents and a strong curriculum.
 - A District 3 community event is being planned for October 26th. The New York Historical Society will provide fun family activities. As part of the District 3 branding effort, D3 branded take-aways will be given out. Dinner will be served.
- State Integration Pilot Planning Grant update
 - The District team will meet this afternoon.

- The team attended meetings in Albany in June and August where the value of integration and diversity in schools was discussed.
- Superintendent met with Office of Equity and Access to develop a district equity team. Starting on October 4th Jonathan Foy will support the District team to develop its focus. Noted that all District 3 schools will develop an equity team charged with this year's needs and looking at disproportionality of students in the school.
- Team bylaws review was tabled for the next meeting.
- CEC3 will host a Town Hall with Chancellor Carranza at 03M163 on September 26th

High School Superintendent's Report by Vivian Orlen:

- Marisol Rosales has been promoted with Ms. Orlen being the acting superintendent. She has been on the job now for 10 days.
- Karla Chiluita will remain as the designee to the District 3 Leadership Team with the High School Family Support Coordinator, William Mark, also attending.
- There will be equity teams in all high schools. Noted that high schools are looking at removing screened application process. Looking for high schools to be more academically diverse.
- There are no District 3 priority high schools. Discussion of eliminating all district priorities. Noted that a mind shift in the city needs to occur.

Presidents' Council Report by Jimmie Brown:

- First general meeting will occur on Friday, September 28th

DCEP Facilitated by Tami Sturm:

- Presented the citywide and District 3 SLT Suggested Activity Calendars.
- The School Leadership Team (SLT) bylaws template is online.
- The October citywide SLT conference has been cancelled. The conference is slated to occur in April 2019.
- The five tenets document for focus was given out and discussed. Team members were asked to sign that they had received this information. The five tenets are for the three District 3 focus school SLTs: 03M145; 03M149 and 03M191.

Support for School Leadership Teams:

- The annual District 3 SLT professional development will be held at 03M084 on October 18th.
- 2018-19 DLT meeting dates were handed out.
- We will be looking at liaisons at the next meeting. Hoping that liaisons can attend the SLT meetings early in the school year (October/November)

Safety:

- District Rep. requested that schools inform her of all safety concerns
- Principal DeBerry stated that they had to close the PS/IS 76 yard to the public due to safety concerns with drug paraphernalia being left

Next DLT Meeting will be Thursday, October 11, 2018

Adjournment at 10:45 a.m.