

**Community School District 3 District Leadership Team Minutes**  
**Thursday, March 14, 2019 9:00A – 11:00A**  
**Joan of Arc Complex: 154 West 93rd Street, NY, NY 10025 Room 204**

Attendees: CSD3 Superintendent, Ilene Altschul; Manhattan High School Superintendent Designee, Karla Chiluiza; CSA Representative, Andrew Sullivan; CSD3 UFT Representative, Elizabeth Espert; CSD3 Presidents' Council, Kerri Keiger; CSD3 Deputy Superintendent, Cynthia Dickman; CSD3 Teacher Development Coach, Russell Gonzales; NYCDOE Senior School Improvement Liaison, Tami Sturm and CSD3 Family Leadership Coordinator, DJ Sheppard

Meeting called 9:00A

Welcome to the principal of Community Action School, Andrew Sullivan, representing CSA.

February minutes were tabled.

**Superintendent Report by Ilene Altschul:**

- CSD3 has been selected for Phase II of the NY State Implementation Grant.
- Citywide Diversity Grant will be submitting the application soon.
- The CSD3 Equity Team participated in conference with OEA on March 8<sup>th</sup> at Yankee Stadium.
- Friday, June 14<sup>th</sup> will be the CSD3 Equity Conference. Attendees will be the principal, 2 staff members and 3 parents from every school as well as CEC3, Presidents' Council Executive Board members and local elected officials. There will be a keynote speaker, breakout sessions and the afternoon is reserved for school equity teams to draft their 2019-20 equity goals. Our partner is Harcourt publishers as well as other outside consultants.
- Last night was the State of the School Community Meeting at PS 149. Attendance is at 94%.
- Supports for PS/IS 76 are being provided. Teaching Matters and CITE are providing supports in mathematics. Cynthia Dickman is the point person to support the school and follow-up on the (7) Quick Wins, attendance outreach, lateness outreach, use of social media. Tracy McClaire will work with principal to support increasing attendance and reduce lateness. Russ Gonzales leads instructional rounds and holds teacher team PDs to strengthen math rigor.
- The Deputy Superintendent and Superintendent have completed 44 PPOs – 73%.
- At our March principals' meeting attendees broke into 5 groups and were assigned to visit 2 classrooms at either Community Action School, Lafayette Academy, PS 84, PS 163 and PS 166. Principals found this process helpful, so will try to schedule similar instructional rounds at future meetings.
- CSD3 now has a District-aligned cross-functional support team from Manhattan Borough Office working with CSD3.
- Our Harlem Stakeholder meeting was held on March 1<sup>st</sup>. Frank Ramsay from Office of Enrollment attended and we asked him many questions and requested data that hopefully we can receive at the next meeting. Our next meeting is April 16<sup>th</sup> at 9:30A at PS/IS 149.
- The Harlem El Barrio initiative is providing marketing materials and social media support to the 3 schools (M185, M242, M076). The school stroll is Saturday, June 15<sup>th</sup>. PS/IS 180 will also be participating.
- We held our Parent Testing Seminar on February 28<sup>th</sup> with about 100 families in attendance. On March 19<sup>th</sup> we are holding another seminar up in Harlem due to the conflict with the charter meeting that was held at PS/IS 76.
- We held a school budget workshop with Michael Sill from UFT facilitating. Thank you to Liz Espert for arranging. It was very informative. About 25 people attended.
- Our 4<sup>th</sup> annual Science Expo was held last Saturday. Thank you to Presidents' Council, Tracy and DJ. Thank you to Liz Espert for supplying 4 \$25 gift cards used as raffle prizes. It was a great event.
- This year's school survey closes April 3<sup>rd</sup>.
- DLT meeting dates- apologies as many new dates keep coming up and I have to keep changing our DLT meeting dates. We will be now meeting on May 15<sup>th</sup>.

**High School Superintendent's Report by Karla Chiluza:**

- March 25<sup>th</sup> will be the 3<sup>rd</sup> Student Equity Leaders Conference. Every high school is represented by two male students of color.
- High schools are implementing additional school visits by district staff. This is in addition to PPO visits. These District School Visits use the four Rs in the assessment: rigor, realness, relevance and relationships.
- Teachers applying for tenure are now required to take Implicit Bias Awareness training.

**Presidents' Council Report by Kerri Keiger:**

- March 1<sup>st</sup> meeting was cancelled so members could attend the Harlem Stakeholders meeting.
- All executive board members volunteered at this past Saturday's Science Expo. Presidents' Council sponsored all snacks and gifts – presenter goodie bag; scavenger hunt prizes and decorations.
- Next meeting will discuss PTA budgets, CEC3 selection and PTA elections.

**Additional Announcement:** DJ Sheppard is retiring. Last day in the district office will be May 31<sup>st</sup>.

**DCEP Discussion Facilitated by Tami Sturm:**

- Teams will begin crafting goals for 2019-20 school year next month.
- The CEP template structure will change and details will be given at the next meeting.

**Support for School Leadership Teams:**

- Budget professional development for SLT members was held on March 12 at PS 163. Thank you to Michael Sills from UFT for facilitating.

**Safety/Facilities:**

- The district facilities meeting has been changed to Monday, April 29<sup>th</sup> at 10:00a.
- Karen Goldmark visited Special Music High School facilities in MLK Campus. Air conditioners will be installed in some classrooms to see if air quality can be improved. Thank you to CEC3 member, Lucas Liu, for his advocacy.
- Request by Liz Espert of UFT that additional guidance be given to principals on OORS reporting.
- Concern from Kerri Keiger that a PTA President was told s/he is not allowed in the monthly school safety meetings. Deputy Superintendent will reiterate the need for parent leader to be at those meetings.

Next DLT Meeting will be Wednesday, April 17, 2019

Adjournment 9:50A

Minutes submitted by DJ Sheppard