

## Community School District 3 Leadership Team Minutes

Wednesday, October 18, 2017 9:00am- 11:00am

Joan of Arc Complex: 154 West 93<sup>rd</sup> Street, NY, NY 10025 Room 204

Attendees: CSD3 Superintendent, Ilene Altschul; CSD3 CSA Representative, Charles DeBerry; CSD3 UFT Representative, Elizabeth Espert; CSD3 DC 37 Representative, Andre Bullock; CSD3 Title I Representative, Jimmie Brown; Manhattan High School Presidents' Council Designee, Susan Crowson; CEC3 Chair, Kim Watkins; CSD3 Principal Leadership Facilitator, Cynthia Dickman; CSD3 Manhattan Field Support Liaison, Matthew Angell; CSD3 Teacher Development Coach, Russ Gonzales; CSD3 Family Support Coordinator Tracy McClaire; NYCDOE Senior School Improvement Liaison, Tami Sturm; Affinity HS Family Leadership Coordinator, Alain Berrouet and CSD3 Family Leadership Coordinator, DJ Sheppard.

Meeting called 9:15A

Approval of June 20, 2017 minutes. Approval of September 20, 2017 minutes with minor correction.

No additions to the agenda.

Superintendent Report by Ilene Altschul:

- Today is the Chancellor's Conference for Principals, therefore High School Superintendent Designee, Karla Chiluiza, is unable to attend today's meeting.
- Our CSD3 Elementary Admissions Event will be held here in JOA on October 24th at 6:00P.
- Our office has started a Leadership Book Club this month. Principals are reading Solving Disproportionality and Achieving Equity
- Principals are continuing our diversity work with Jonathan Foy. Assistant Principals and Parent Coordinators are also receiving professional development in alignment with Mr. Foy's presentations which involve discussions about race and society.
- Middle school principals will begin discussions around the blind admissions policy on October 26<sup>th</sup>. The policy will be implemented in fall of 2018 for admission to 2019-20 school year. Superintendent has been in contact with CSD15 where blind middle school admissions was implemented this year. That district did not see any changes in demographics. We will also continue working with CEC3 Middle School Committee lead by Kristen Berger to get parent input into new admissions policy.
- We re-submitted Chancellor's Innovation Grant on mathematics discussion refocusing on collaboration between schools and waiting to hear if we will receive the grant.
- We are working with the Manhattan Field Support Center (MFSC) to provide support to PS/IS 76; PS 145; PS/IS 180; MS 247 and MS 258. District and MFSC team met with the school's principals this month.
- A principal focus group will meet on October 26<sup>th</sup> to learn about the grant opportunity for the social emotional program "Leader in Me". PS 165 is a Leader in Me School.
- We are at the level II process of the C-30 for Principal for Community Action School.
- My Principal Leadership Facilitator, Ms. Dickman, and I have completed 8 PPOs.
- M163 had their Quality Review last week.

- M208 has been selected for a school visit with Michael Phelps, Colgate and TerraCycle on Thursday, October 19.
  - Colgate is currently partnering with Michael Phelps to inspire 10 million youth across America to save water by turning off the faucet while brushing their teeth. As part of this campaign, Colgate has asked us to organize an event at one of our top collecting schools in the area for Michael Phelps to visit and interact with students.
  - Because the school's theme is environmentally-focused and they have made strides in educating our youth about the importance of taking care of our planet, to see if your school would be interested in hosting an event with Michael Phelps.
  - The event will include a speech given by Michael Phelps and an introduction to the campaign. Mr. Phelps will also demo a "save water" sticker during this time. The sticker can be placed on the faucet and changes colors to remind you to turn off the faucet while brushing. Also an environmentally-focused presentation given by TerraCycle's founder and CEO Tom Szaky. A collaborative art project, in which students would have the opportunity to write down an "eco-wish" or sentiment for water and contribute to an art installation with Michael Phelps. A take home DIY kit to help students make something new out of their oral care waste.
- M087 is holding a Dual Language PD for all teachers across the district on election day, November 7<sup>th</sup>. Thank you to Jackie Morrison for her facilitation and leadership.
- Students displaced by hurricane-ravaged areas in Florida, Texas, Puerto Rico, and other islands in the Caribbean are to be registered into our schools. Please refer to the letter sent from Chancellor Fariña on September 28, to all families. The letter was translated in nine DOE languages. School staff are to support families in enrolling school-age children in the city's public schools.
- Revised DLT bylaws were handed out. The draft was approved and members signed the document.
- My Brother's Keeper Grant was awarded to CSD3 for the second year. CSD3 Manhattan Field Support Liaison, Matthew Angell, is in discussions with Isoke Nia to continue the Writing work we started this summer. The plan is to work in a class at Wadleigh and M241. We will also be working with the New York Historical Society. There will be training for teachers, as well a parent coordinator and parent leader component. The budget will be finalized later this week.

#### High School Superintendent Report by Alain Berrouet:

- The October edition of D3 High School Highlights was handed out and reviewed. Schools mentioned were The Maxine Greene HS for Imaginative Inquiry; The Urban Assembly for Media; The Urban Assembly for Green Careers; The Global Learning Collaborative; LaGuardia HS; HS for Arts & Technology and Manhattan Hunter Science HS.
- Manhattan Hunter Science was voted a top public high school by the New York Post.

#### High School Presidents' Council Report by Susan Crowson:

- Many high school PTAs have had a slow start this year. It has been noted that many School Leadership Teams are not functioning as per the Chancellor's Regulation.

CSD3 Presidents' Council Report by Jimmie Brown:

- Two bylaws seminars were held on Tuesday, September 26 at PS 242. The morning session had 16 parent leaders from 10 schools with the evening session attended by 3 associations.
- The first general meeting held on Friday, September 29 at 9:30A had 9 schools represented.
- The next meeting will be a joint meeting with CEC3 on Wednesday, October 25.

DCEP – Draft Goals facilitated by Tami Sturm:

- NYSED has developed an online 2017-18 LEA Application for ESSA-funded programs. (formerly called the consolidated application). The DOE will submit an LEA application for ESSA. This document will include each individual district goals and action plans. The document will be found on line once finalized.
- Members were asked to sign the draft ESSA assurance application to ensure that all DLT members have been informed of ESSA.
- A one page document that shows funding and programs was handed out.
- A request to discuss the funding of ESSA was made. Ms. Sturm will learn if Senior Grants Officer, Tiffany Wallace, can attend the November team meeting. Team wants to understand funding of ESSA programs as this is a new section to the document.
- Ms. Sturm and Mr. Angell met to finalize the D3CEP with the following 5 section goals based upon the DOE Framework for Great Schools. The Superintendent approves all updated plans by November 3, 2017.
- Our D3 goals are:
  - By June 2018, the District 3 Leadership team will support priority, focus, and renewal schools in addressing the needs of low performing subgroups, students with disabilities, black or Hispanic students, through strategic assessment planning, curricular revision, and targeted teacher feedback resulting in 100% of schools meeting NY State accountability metrics.
  - By June 2018, schools in District 3 will identify, implement, and measure the impact of at least one student focused social/emotional program designed to improve school cultures as measured by student response on the School Survey in the supportive environment increasing by 2% from 86% in 2015-2016 to 88% in 2016-17.
  - By June 2018, District 3 Leadership team will support schools to improve teaching strategies in mathematics, through collaborative practices, that result in the success and improvement of Math instruction and increase of math performance of all students by 2% on the 2018 New York State math assessments.
  - By June 2018, The District 3 Leadership team will strengthen the ability of principals and assistant principals to provide actionable, timely feedback, using the Danielson Framework, to teachers through strategic professional development and job embedded coaching so that 50% of teacher observations are completed by December, 75% by March, and 95% by Mid-May, and all principals receive effective or higher feedback in area 4.1 on the their PPO.
  - By June 2018, the District 3 leadership team will promote strategies and practices for increased parent engagement around student attendance resulting in schools with less than 90% yearly attendance improving their attendance by 2%.
- Team members were asked to review their section and next month we will discuss additions to sections.

- Noted by Susan Crowson that high school principals still have issues getting into the I-Plan portal. Ms. Sturm has offered to assist and will follow up. Ms. Dickman suggested that many principals have other administrators assigned to task of CEP input into the portal.
- Noted that CEPs are due on Friday, October 20.

#### Support for School Leadership Teams:

- Our annual SLT member professional development was held last night here in Joan of Arc auditorium. Had a District 1 high school team attend along with our District 3 team members. Superintendent facilitated the 2 hour presentation. Copies of the PowerPoint presentation, CSD3 Recommended Monthly Activities Calendar for SLTs, Chancellor's Regulation A-655 and sample bylaws were handed out. The seminar included how to work collaboratively, drafting the Comprehensive Education Plan and aligning the school's budget to the CEP. Also discussed best practices as well as the Open Meetings Law as it applies to SLT meetings.
- CSD3 SLT liaisons are encouraged to visit their teams soon as many teams are out of compliance regarding team membership. We want to ensure that team members also share information with the constituent group they represent.
- Superintendent Altschul visited the SLT at PS 163. Groups were assigned a goal from the CEP. Data was being brought to the discussion.
- Superintendent Altschul also visited the SLT at PS 242- The Young Diplomat's Academy. There was 1 vacant seat. Noted that the CSD3 calendar of activities was being followed.
- Principal Leadership Facilitator, Ms. Dickman, visited the SLT of PS 166. Team has correct balance, used the calendar of activities as a guide, calendared the team meetings using consensus and they continue to work in subcommittees.

#### Safety:

- There are to be monthly safety committee meetings in every school. UFT and PTA President are to be in attendance. There is to be a review of general response protocols as well as noting where and when incidents have occurred in the past month to learn of patterns and discuss how to address any trends. This includes incidents before and after school. Safety meeting agendas and attendance are to be entered in the DOE portal and are archived for compliance reporting.
- Building Response Teams should include school aides as well as administrators and other staff.
- Schools are to do a minimum of 3 seminars on de-escalation, restorative practices, addressing bullying. These are to be on October 16<sup>th</sup> for all staff members. This is in response to a student on student conflict that resulted in the death of a Bronx high school student. Parent discussions on these topics are also to occur either in conjunction with a PTA meeting or at a time most convenient for parents.
- Every school should be entering occurrence information into the OORS system. This system will generate follow up reminders when appropriate.

**Next DLT meeting Wednesday, November 15<sup>th</sup>**

Adjournment at 11:10A

Minutes submitted by DJ Sheppard