

Manhattan School for Children
School Leadership Team (SLT)
December 2, 2013 Meeting Minutes

Attendees:

Claire Lowenstein	Assistant Principal (acting for Claudine Cassan-Jellison)
Katy Bowen	Faculty (UFT Rep)
Wendy Smith	Faculty
Caroline Ebrahim	Faculty
Erin Moughon	Faculty
Danielle Monahan	Faculty (paraprofessional)
Andree Sanders	Co-PA President
Alyssa Cheng	Member/Parent Representative (K-3)
Suzanne Shelley	Member/Parent Rep (grades 4-6)
Brigit Beyea	Member/Parent (all grades)
Leslie Powell	Member/Parent Rep (grades 7&8)

Additional parent participants: Aliko Caloyeras

Meeting began at 3:45pm in the Science Room.

I. 2013-14 Comprehensive Education Plan (CEP)

As planned, smaller groups met in advance of this meeting to prepare proposed revisions. These were circulated by email in advance of the meeting, and reviewed as a group. Pending additions were noted by Claire and Caroline to cover:

ICT – teachers meeting to expand consistency and awareness around MSC’s “seamless integration” for K-8, which has a long history at MSC and serves as a model. Each goal is being reviewed to ensure instructional strategies are linked to ICT implementation. For example, adding “Bookshare” program which will allow all children with IEP to have free on-line access to books (including audio) at home. To further support teachers and deepen effectiveness of team-teaching across all grades, meeting with teachers on Friday to review history and provide training opportunities from those who’ve successfully done it (eg, Mia & Lisa). Also will survey teachers regarding additional professional development needs/interests.

Response to Intervention (RTI) – this is an enrichment to existing strategies of the school to more quickly identify problems before they get larger and provide interventions to solve the problems. This is a city-wide program that is being added in addition to other school programs, such as Reading Recovery and the ongoing workshop model which already uses small and large group conferring to address children’s needs. The RTI focus is to help teachers better identify the roadblocks to a child’s learning on a certain skill/area within ‘tiers’ and find as many ways as are needed to get around that roadblock, instead of labeling it as a ‘learning disability’.

Parents presented their revisions to the Parent Involvement sections and Goal 5. These were grouped into three primary areas – areas for involvement/engagement *with* (eg, open classrooms, volunteering time), information sharing *to* (eg, backpacking, workshops) and sharing resources for the school *by* (such as the Book Room, funds for professional development) families. SLT members identified additional areas to include:

1. Involvement – often includes families as guest speakers, chaperones on field trips and esp Frost Valley overnight.
2. Information Sharing – Curriculum nights already have been used to share information with parents on strategies in the home to support NYC learning areas (eg, argumentation)
3. Regarding Responsive Classroom (Goal 5) teachers and staff identified that there hadn't been as much communication to families on how and what the school does within the classroom surrounding this area. Ideas to improve this include: live-streaming Town Halls, add information in Welcome and Curriculum Night packets and give tips to parents volunteering at recess.
4. In 2012-13, parent participation in filling out School Survey was lower than city/peers. Add goal around increasing this. (It was noted that last year was better than before, based largely on a few parents who pushed this. More can be done!)

Claire/Claudine will assemble the final changes and all members will sign prior to the Dec. 6 2013 deadline.

II. Next Meeting Time:

Attachments:

- **Revised Draft CEP 2013-14 (distributed by email and at meeting)**

SLT Membership Contact List (as of 11/12/13)

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