

**Manhattan School for Children**  
**School Leadership Team (SLT)**  
**November 12, 2013 Meeting Minutes**

**Attendees:**

Claudine Cassan-Jellison	Interim Acting Principal
Katy Bowen	Faculty (UFT Rep)
Wendy Smith	Faculty
Danielle Monahan	Faculty (paraprofessional)
Andree Sanders	Co-PA President
Alison Holden	Co-PA President
Alyssa Cheng	Member/Parent Representative (K-3)
Suzanne Shelley	Member/Parent Rep (grades 4-6)
Brigit Beyea	Member/Parent (all grades)

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

**I. Approval of Minutes from prior meeting.**

Minutes from October 15, 2013 meeting were approved. Welcome to new member, Danielle, and Wendy.

**II. Updates**

Alyssa shared a brief update on two forums held by SLT parent reps to lend an ear to what is desired in the next principal by parents and teachers, and use it to inform the questions that SLT can ask during the C-30 interview process. Result was a clear commonality of concerns, seeking to focus on progressive education and embracing of diversity of learners. Posting for position is up until November 15.

**III. Amendment of By-laws**

As proposed during the October 2013 meeting, SLT approved an amendment to the SLT by-laws. The revised version was signed by Interim Acting Principal, UFT Representative, Co-President of PTA and Chair of SLT. Changes were:

- **Membership:** Set a minimum of 11 members for SLT, which will be comprised of principal, UFT Representative, Parent Association President and 4 teachers and 4 parents. Maintain criteria for parents to be elected based on representation of grades K-3, 4-6, 7-8 and one at-large to ensure school-wide representation.
- **Quorum:** Modify to state that quorum is met if at least a majority of the minimum Members are in attendance, and that at least two of the parent- and teacher-members are present.

- **Schedule of Meetings:** Monthly meetings will be held on the second Monday of each month. If the Monday is a holiday, the meeting will be held on the subsequent Tuesday. All meeting times will be at 3:45pm and held in the Science Room. Meetings will be 1 to 1 ½ hours.

#### **IV. 2013-14 Comprehensive Education Plan (CEP)**

DOE deadline for CEP is December 6, 2013. SLT will use last year's document as a guide and update it using new data and more current goals. Claudine will work with teachers to update Goals on classroom instruction (Goals 1 and 2). They will assess the feasibility of goals (eg, expectations of # of curriculum to be refined) during this year. Claudine, Claire and others will work on Goals 3 (Danielson) and 4 (Monitoring Teacher Effectiveness) will be combined and updated per new teacher assessment requirements. Parent members will review data from the School Environment Survey results from 2012-13, collaborate with Wendy and Maryann, and research school-home strategies in order to updated Goal 5 (Community-Responsive Classrooms). Parents will also review Parent Engagement strategies for all goals and update as needed. When it becomes available, team will use new Progress Report data for the Needs Assessment sections. Until then, team will use prior years data and current knowledge. Examples of CEPs from peer schools may also be researched to provide comparison.

Smaller groups to meet before Thanksgiving to prepare proposed revisions. Goal is to share the load of crafting the CEP plan.

In support of gathering information prior to updating the CEP goals, the SLT reviewed additional data and discussed the following:

#### **V. Other Items Discussed/Items for Future Meeting**

After completing the CEP process, it was discussed that the SLT could engage in brainstorming of other areas that could be focused on during the year, such as finding ways to engage parents more, or focusing on cross-cutting issues or identifying stretch goals. This can be an item for future meetings.

#### **VI. Next Meeting Time:**

Small teams will meet to prepare for CEP revision:

Goals 1-4: Monday, Nov 25<sup>th</sup> (Claudine to schedule with teachers)  
Goal 5: Wed, Nov 20 9am (SLT parents coordinate)

NOTE: December SLT meeting may need to be moved earlier to accommodate submission of the CEP by December 6<sup>th</sup>.

**Attachments:**

- **2012-13 CEP and Preliminary CEP 2013-14 (distributed at meeting)**
- **Contact List (Final)**
- **Amended By-laws**

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

Name	Constituent Rep	Email	Phone
Claudine Cassan-Jellison	Acting Interim Principal	<a href="mailto:CCassan@schools.nyc.gov">CCassan@schools.nyc.gov</a>	212-222-1450
Katy Bowen	UFT Representative	<a href="mailto:Katybow@yahoo.com">Katybow@yahoo.com</a>	212-222-1450
Alison Holden	Co-PTA President	<a href="mailto:abglick@gmail.com">abglick@gmail.com</a>	917-570-0479
Andree Sanders	Co-PTA President	<a href="mailto:andreenyc@yahoo.com">andreenyc@yahoo.com</a>	917-658-9289
Alyssa Cheng	Member/Parent Representative (K-3)	<a href="mailto:Alyssacheng@gmail.com">Alyssacheng@gmail.com</a>	917-697-4063
Suzanne Shelley	Member/Parent Rep (grades 4-6)	<a href="mailto:SuzanneAShelley@yahoo.com">SuzanneAShelley@yahoo.com</a>	917-975-2778
Leslie Powell	Member/Parent Rep (grades 7-8)	<a href="mailto:artmotives@aol.com">artmotives@aol.com</a>	917-655-8656
Brigit Beyea	Member/Parent (all grades)	<a href="mailto:Brigit.beyea@gmail.com">Brigit.beyea@gmail.com</a>	917-374-6422
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Erin Moughon	Faculty (5 <sup>th</sup> grade)	<a href="mailto:theatremath@gmail.com">theatremath@gmail.com</a>	212-222-1450
Wendy Smith	Faculty	<a href="mailto:Jsmith8822@nyc.rr.com">Jsmith8822@nyc.rr.com</a>	212-222-1450
Danielle Monaghan	Faculty (paraprofessional)	<a href="mailto:Daniellemonaghan13@gmail.com">Daniellemonaghan13@gmail.com</a>	212-222-1450
Annie Kolpin	Parent Coordinator (observer)	<a href="mailto:anniekolpin@aol.com">anniekolpin@aol.com</a>	212-222-1450

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