

Manhattan School for Children
School Leadership Team (SLT)
October 15, 2013 Meeting Minutes

Attendees:

Claudine Cassan-Jellison	Interim Acting Principal
Erin Moughon-Smith	Faculty (8 th Grade), UFT Representative designee
Hilary Kaden	Faculty (5 th Grade)
Andree Sanders	Co-PA President
Alyssa Cheng	Member/Parent Representative (K-3)
Suzanne Shelley	Member/Parent Rep (grades 4-6)
Leslie Powell	Member/Parent Rep (grades 7-8)
Brigit Beyea	Member/Parent (all grades)

Katy Bowen, faculty member/UFT, was unable to attend due to illness; two additional teachers could not attend this month due to scheduling conflicts. Additional parent observers to the meeting were: Carolyn Gonzalas and Xanthe Jory.

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

I. Approval of Minutes from prior meeting.

Minutes from September 12, 2013 meeting were approved.

II. Review of By-Laws

It was agreed that at November 2013 meeting, SLT proposes to amend SLT by-laws. Proposed changes include:

- **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. Treasurer of PA may be invited to participate as needed, but will no longer be a required member.
- **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.
- **Term Limits:** Will aim to stagger terms of members to provide more historical knowledge.

Additional items discussed:

- **Diversity of Membership:** As a representative body, the SLT represents the diversity of the school itself. Wherever possible, additional individuals that may reflect broader diversity than the team itself – eg, male teachers, parents of color – will be invited to participate and provide input to specific topics.
- **Decision-making by Consensus.** As the by-laws state, consensus is the primary means of making SLT decisions. Past SLT meetings have spent much time discussing how this looks in practice, and may need to be done in the future as the work of the SLT continues. Consensus often means that everyone compromises on some things, that no one gets exactly what they want but that everyone can live with the group decision. The team reiterated the common goal of serving the children of the school.
- **Additional Membership.** One additional teaching representative of the paraprofessionals had also expressed interest. Katy Bowen would be asked to followup.

III. 2013-14 Comprehensive Education Plan (CEP)

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

- Goals 1 & 2 aligned strongly to Common Core (based on last year’s modules). Given that the Common Core is still fairly new, maintaining these goals may be in order. Claudine stressed that the teachers had repeatedly opted for use of formative assessments (vs. standardized) to evaluate and support children in their learning. This requires more work on the part of the teachers, but is better to serve the learning goals of the children in practice, as well as establish baselines and show quantitative change. Current activities in support of these goals include ongoing formative assessments of each unit by the teachers to review:
 - What is the common core standard?
 - How did things go?
 - What did the children who ‘got it’ do differently than the others? How can this be applied or shared to those that didn’t.

Erin described ways that teachers team to improve their own practice, as well as use learning communities of the children to share their own strategies for understanding. These formative assessments are complemented by Item Skills Analysis and the required standardized testing.

- Claudine shared historical data on ELA and Math (2011-2013) scores across all grades to demonstrate past performance and areas of current focus. Of particular focus for 2013-14 is the Math areas, where Claudine described the work that teachers and administrators had done to “map” the Common Core standards to the unit, practice exercises and assessments that teachers would conduct to stay on track to the Common Core.
- Erin described the work that teachers have been engaged in since last Spring to “shift” units between grades to better match the new standards and be accountable to each other. Teachers College provides teachers support in this area as well.

- Claudine referenced the role of Practice Standards (as opposed to Content Standards) which are positive guides for quality teaching that are used as guidance by the teachers.

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IV. Other Items Discussed

A brief update on the C-30 process was discussed. Alyssa updated the group that the parents of the SLT would be holding a public forum with parents to hear ideas and concerns related to principal hiring. It was discussed that many teachers feel that their voice, who represent fewer slots on the C-30 team, is also needed. The parents agreed to immediately contact the UFT Rep and convene a similar forum for teachers to share their input.

V. Items for Next Meeting

Members proposed following topics for November meeting:

- Amend by-laws
- Provide update on parent and teacher forums related to ideas and concerns related to principal hiring
- Discussion of additional topics to consider adding to CEP Goals

VI. Next Meeting time: Tuesday, November 12th at 3:45 in the Science Room

Mark your calendars: The following are the dates of future SLT meetings: 11/12, 12/9, 1/13, 2/10, 3/10, 4/23, 5/12, 6/9. All meeting times will be at 3:45pm and held in the Science Room.

Attachments:

- 1. Preliminary CEP 2013-14 (distributed at meeting)**
- 2. Contact List (updated, still in process)**

SLT Membership Contact List (as of 10/15/13)

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

CCassan@schools.nyc.gov; Katybow@yahoo.com; abglick@gmail.com; andreenyc@yahoo.com; Alyssacheng@gmail.com; SuzanneAShelley@yahoo.com; artmotives@aol.com; anniekolpin@aol.com; theatremath@gmail.com, Hilary.kaden@gmail.com Missing Wendy