

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

**Attendees:**

Claudine Cassan-Jellison	Interim Acting Principal
Darleen Dooley	Vice Principal
Alison Holden	Co-PTA President
Andree Sanders	Co-PTA 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)
Annie Kolpin	Parent Coordinator

Katy Bowen, member/UFT representative, was not present.

Meeting began at 8:40am in Claudine's office.

**I. School Leadership Team (SLT) Composition, Roles and Schedule**

- a. Initial meeting to introduce new parent representatives and school representatives.
- b. Discussed by-laws to ensure adherence to membership requirements (eg, 10 person minimum, balance of teachers and parents)
- c. Participation by UFT representative, Katy Bowen, and member/teachers will be coordinated by Claudine & Darlene for next meeting.
- d. If additional parents representatives are needed, SLT to review by-laws to identify best process for this (eg, special election)
- e. Team agreed Alyssa Cheng will serve as Chair to convene and ensure meetings are publicized; Brigit Beyea will serve as Secretary to record and distribute minutes.
- f. Alyssa will revise calendar of monthly meetings to 3:45pm to more easily accommodate teachers.

**II. 2013-14 Comprehensive Education Plan (CEP)**

- a. Preliminary CEP, drafted for DOE required submission in June 2013, was shared by Claudine with members. Final CEP is due to DOE in late October/early November.
- b. 2013-2014 preliminary version updated CEP from prior year to include:
  - i. Continuation of ongoing goals that reflect school's core values and ongoing activities (eg, constructivist philosophy, professional development partnerships)
  - ii. Continuation of DOE required elements, such as Common Core Learning Standards, as well as DOE requirements for teacher assessments
  - iii. Focus on simplifying and improving processes, such as assessments, that blend into existing work

- iv. Commitment by Friends of Manhattan School for Children to raise funds to fully support professional development partnerships that support goals.
- c. A brief overview of the CEP Goals was provided by Claudine
  - i. Teacher Development – Use of tools to improve practice (such as Danielson assessment of Instruction-Questioning and Depth of Knowledge) and other assessments that monitor teacher effectiveness.
    - 1. This section has been updated per new DOE requirements, which will now include September baseline assessments of all students and spring post-assessments. Scores are used to measure value-add of teachers. Teachers also conduct October classroom assessments and work in teams to reflect on and plan instruction.
  - ii. Curriculum - ELA & Core Content Curriculum and Math Curriculum Development - which blend of school goals/values and required DOE elements
  - iii. Building Community-Responsive Classrooms – example of school-wide Town Hall process which will be replicated this year
- d. Discussion of role for SLT to build consensus around whether these are the right goals, review the language and decide on what the goals should be.
  - i. In addition to insights from member teachers, team will be able to use the information and data from past year and October assessments
  - ii. Process needs to be completed by late October/early November.
  - iii. Once CEP is completed, SLT helps safeguard them.

### **III. Next Steps**

- a. Distribute SLT Bylaws –Co-Presidents will speak with Eric Jacobs to with SLT (Alison/Andree)
- b. Secure membership from additional members (Claudine and Darlene for teachers and UFT rep; team to revisit method for getting additional parents if needed)
- c. Revise Meeting calendar and circulate publicly (Alyssa)
- d. Assemble available data and past reports to assist with the needs assessment process of determining goals (Claudine)

### **IV. Next Meeting time: TBD**

### **Attachments:**

- 1. Preliminary CEP 2013-14 (distributed at meeting)**
- 2. Contact List**

SLT Membership Contact List (in process)

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
Annie Kolpin	Parent Coordinator (observer)	<a href="mailto:anniekolpin@aol.com">anniekolpin@aol.com</a>	212-222-1450

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