

**Manhattan School for Children**

**School Leadership Team (SLT)**

**December 3, 2014 Meeting Minutes**

**Attendees:**

Claire Lowenstein	Principal
Mary Ann Schmidt	UFT Chapter Representative
Erin Moughon-Smith	Teacher
Wendy Smith	Teacher
Danielle Monaghan	Paraprofessional
Andree Sanders	Parent/Co-PA President
Alison Holden	Parent/Co-PA President
Alyssa Cheng	Parent Representative (K-3)
Brigit Beyea	Parent (all grades)

Additional Participant: Barbara Hocktstadler (parent)

December Meeting began at 3:15pm in Science Room.

- I. **Principal's Report.** Claire presented the draft 2014-15 Comprehensive Education Plan (CEP) for discussion and input. It was prepared by the Instructional Cabinet, comprised of Claire, Darlene and a member of the Support Network. This year's format is different under the new Chancellor; each section asks for a comprehensive assessment of needs, and requests clear action plans to meet goals. It also has a February review to check-in on progress. Claire asked that the SLT specifically discuss the Parent/Community section; the full draft will be shared for comment and input (due Monday). It is to be submitted by Friday of next week. The team discussed:
  - Under the needs assessment, it was identified that those who complete the DOE's School Survey are "satisfied" (94%), less than half of parents complete the survey. The team provided ideas on how to increase the number of families who complete the 2014-15 school survey. This could include: hosting publishing parties on the day surveys are given out, lots of communication (especially about not losing the code), have volunteers outside classrooms to remind people and have them fill out on spot. School to continue to use previously successful campaigns for upper grades.
  - Last year's SLT survey was used to identify a series of needs, including parent interest in the workshop series that's been hosted by the SLT/PA, including the Partnership Mixer and upcoming Reading Levels workshop. Future topics might include Common Core and Social Media.
  - Involvement of Parents on the Parent Coordinator Hiring Committee and input from the Inclusiveness and Diversity Committee
  - Hosting a "Curriculum and Arts Showcase" in the Spring (as discussed at prior SLT meeting) would also help meet the goal of "Strong Family and Community Ties."

Teachers identified their needs for audio/technology, as well as parent volunteers to help coordinate logistics.

**II. Parents Report.**

a. **Annual Appeal** has raised \$105,000 as of Dec 1, 2014. This is slightly short of goal (comparatives: at this time last year, had raised \$118,000, 2 years ago it was \$91,000) so will likely reduce budget if needed. Appeal committee will do another “push” before holidays, including on Special Friends and Relatives Day. January/February will also include matching funding and those who tend to give in the new year.

**b. Special Events**

- i. Reading Workshop with Wendy & Audra on December 9<sup>th</sup> at 8:45am
- ii. Community Forum, hosted by the Inclusiveness and Diversity Committee on Dec. 9<sup>th</sup> at 6pm. Teachers are welcome; Claire will spread the word. Teachers suggested that letting the upper grade students know that they should tell their parents to come would be a great way to encourage attendance.
- iii. Lice Workshop –Lice Fairies (one time) and upcoming Workshop on Teaching parents how to look for lice. Originally scheduled for December (update: now January)
- iv. Manuela will followup on February workshop with author who wrote “**How to talk so kids will listen and listen so kids will talk**”

**III. Incorporating Inclusiveness and Diversity Committee (IDC) into the SLT**

The team discussed how to incorporate the IDC into the work of SLT. Some have suggested that the IDC become a SubCommittee of the SLT, given that its focus is inclusive of the staff and teachers as well as parents. It was suggested that the “All Grade” representative (currently Brigit Beyea) could serve as a permanent liaison to the IDC and attend all meetings. There is currently a high level of coordination between the SLT and IDC, but this would add stability over time. The SLT would also need to look into its bylaws to understand better how or if there can be an SLT Subcommittee. In the meantime, Brigit will report out on the IDC and bring forward ideas to incorporate into SLT.

**IV. Future Topics (not covered in this meeting):**

- a. 8<sup>th</sup> Grade – balancing multiple priorities in Fall/Winter
- b. Attendance and Notification
- c. Grading System
- d. iLearn
- e. Followup from IDC Forum: Next Steps

**Next meeting: Wednesday, January 7th at 3:15pm in the Science Room.**

Future SLT Meeting dates: First Wednesday of every month at 3:15pm (except May\*):

- January 7
- February 4
- March 4
- April 1
- May 20
- June 3

Topic	Action Item	Person(s) Responsible
Comprehensive Education Plan	Send input on CEP to Claire by Dec 10 <sup>th</sup>	All
Curriculum & Arts Showcase	Identify Parents to help	Parent Volunteers needed
Discipline Policy	Writeup and Circulate for Review	Volunteer needed
February Workshop	Confirm speaker and conduct outreach	All