



**MSC SLT Minutes
June 3, 2015**

Attendees:

Claire Lowenstein	Principal
Stephanie Douglas	UFT Rep (in for Mary Ann)
Wendy Smith	Teacher
Erin Moughon-Smith	Teacher
Alison Holden	Parent/Co-PA President
Andree Sanders	Parent/Co-PA President
Alyssa Cheng	Parent Representative (K-3)
Manuela Zamora	Parent Rep (4-6)
Brigit Beyea	Parent Rep(all grades)
Maxine Witherspoon	Parent Coordinator
Susan Garguilo	Parent-elect SLT (observer)
Kavita Singh	Parent-elect SLT (observer)
Brad Rothschild	Parent-elect PTA (observer)

June Meeting began at 3:15pm in Room 516.

- I. Welcome, Introductions and Reflections.** In the final meeting for the 2014-15 SLT, members took time to share reflections and advice to the incoming SLT, including:
- **Make use of Sub-Committees.** Most SLTs have Subcommittees for each of the Comprehensive Educational Plan (CEP) sections. Subcommittees can be used for planning events that require extra hours, and are great for engaging a broader cross-section of families and teachers beyond the elected members.
 - **Listen & Learn!** Many team members shared how everyone’s willingness to listen and learn from others helped make the SLT both enjoyable and effective. This year’s SLT has been a place for strong teacher voices (as evidenced by the dramatically increased interest in teachers wanting to serve next year!). Because the SLT represents parents from all grades and all members bring different perspectives, it’s been a place to learn the differences of what people want, and problem-solve together.
 - **Togetherness.** Many commented on the terrific use of Workshops that brought together parents, teachers and students across topics as varied as Responsive Classrooms, Partnerships and On-Line Safety. While they were a lot of work, the workshops represented the fact that it doesn’t take much to make something happen! Over the past year, many an idea was turned quickly into a reality by a few people working together.
 - **Start Early.** The outgoing SLT recommended preparation, including over the summer to ensure a strong start for Fall. Other activities, such as planning

for DOE Surveys, also needs preparation starting January to be sure full team is ready.

II. Principal's Report. Claire provided facilities update:

- PTA agreed to fund **5 new water fountains** with purified water (\$500 each), and custodian to install by start of new year. PTA is looking to selling MSC Water Bottles in Fall to raise additional funds to purchase the remaining 5 requested by school.
- **Auditorium lighting, sound, rigging and balcony will be overhauled** this summer! Erin, Claire and others have been working with outside experts to design and install new equipment that will significantly improve the auditorium. It is expected to be done by summer. Project does not entail climate control (just open the windows when it gets too hot). Changes will help with Town Halls, musical, dance and drama performances, as well as allow for the opening of the Balcony! More seats will accommodate bigger events (and more tickets sales) to events such as Broadway loves MSC!

III. Parents' Report. PTA projects a deficit by the end of the year. While raised more than in prior years, it was less than hoped for. They will push off some planned expenses until next year's budget. Deficits have happened before, and the Exec Committee of the PTA has met with Claire to shuffle costs to next year based on need. For example, A/Cs cannot be purchased at this time (per DOE rules), but PTA will still be able to buy lockers.

Once final numbers from 2015-16 fundraising come in (post-Spring Fair), Exec Committee will work with Claire to establish a skeleton budget, which will be presented to the full PTA in September for approval in October.

School picnic on June 19th from 4-8pm.

IV. Old Business Updates

- **Science Fair** was held on May 28th. Claire reported it was a great event that reflected MSC's inquiry-based learning, both during the day and in the evening. The Committee was fabulous. Next year, they will consider making it a whole "Day of Science."
- DOE's **Quality Review** was conducted on March 30th but report is not yet published.
- **Comprehensive Educational Plan (CEP)** is due to DOE on June 19th. It's done and awaiting final signatures. It will be published by DOE after that and Claire will send out link when it is available.
- **June Arts Showcase** (June 16-18th) is looking great, with class-shares and a range of arts-based activities on **evening of Thursday, June 17th for families**. Evening event will be a "day in the life of Arts at MSC." Erin requested 10 parent volunteers to guide people to Plenary Session (5:30-6:00pm), handle checkin and help direct people to the range of classrooms. Presenting workshops include Mary Ann storytelling, Bernard art, Erin drama and much more!

V. New Business/SLT Planning

The outgoing SLT summarized items for the incoming group to consider:

- **SLT Leadership Structure/Communication.** New SLT will set up its leadership structure, meeting dates/time and roles during first September meeting. Recommended to setup email group early, so easy to communicate with team. Also discussed how to use the parent “Grade Representatives” in ways to be able to listen/solicit information from various constituents.
- **Parent Involvement/Commitment.** SLT has been talking about finding ways to reinforce “who we are” as a school with parents (new and returning). Some ideas discussed for the next SLT to consider are:
 - **MSC Statement of Commitment.** Karin Spraggs and Jaclyn Okin Barney are working on draft “Commitment Letter” using model from several years ago. The idea is for families and children to sign letters at the start of the year to affirm their commitment to the model of progressive education, responsive and inclusive classrooms etc.
 - **Invitation for Volunteering.** Claire mentioned that parents used to volunteer to help setup classrooms before start of school. Teachers will include that in their “Welcome Letter”. Volunteers could also put up new messages/children’s art to support positive behaviors (use stairs if possible, first person language etc)
- **Fall Events** *(also see end of document for full list of 2014-15 SLT events)*
 - Responsive Classroom (perhaps alongside Curriculum nights or MSC Statement of Commitment)
 - Partnership Mixer (October)
 - Lice Prevention
 - On-Line Safety/Standing up to Cyberbullying – the group also discussed that this could be earlier in the year, and for students from 4th grade and higher.
- **Survey Parents & Others.** In 2013-14, SLT surveyed parents (in English and Spanish) on what they wanted the SLT to focus on. The group discussed whether a new survey might be done in 2015-16, perhaps segmented by grade groups. MSC could also consider changes to the Cell Phone policy, and could use more time to solicit input from parents, teachers, students etc.
- **SLT Training.** DOE provides training (in person and on-line)for SLT members, which proved very useful in the past (see links at end).

Next Steps:

Item	Task	Who/By When
Parent Volunteers in Classes (before Sept 9)	Add invite to teacher letters	Teachers (by August)
MSC Commitment Letter	Finalize language and decide on how to implement	Jaclyn & Karin to provide language; for Claire/SLT to decide
Arts Showcase (June 17 th)	Solicit volunteers for setup/event flow	Parents
Distribute CEP	Share link for CEP	Claire (when available)
Teachers for SLT 2015-16	Share names/contact info for teachers who will serve on SLT next year with	Claire (when known)

	elected parents	
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Summary of SLT 2014-15 Workshops/Events:

Title	When	What
MSC Partnerships Mixer	October	Open House for families with all external partners
Understanding Responsive Classroom (Part II*)	November	Small group interactions for parents facilitated by Claire, Wendy & 2 nd grade teachers
Understanding Reading Levels	December	Audra Robb presented workshop to parents to understand how teachers determine reading levels and what they mean
How To Talk So Kids Will Listen and Listen So Kids Will Talk (Part III*)	April	Outside speaker, Shelly McDonald , presented parenting strategies in line with responsive classroom
Stayin' Smart & Safe Online	May	Panel presented strategies and answered questions on navigating social media to 6-8 th graders and parents:
Arts Showcase	June	Arts faculty presenting series of in-school events highlighting MSC's arts-rich curriculum, culminating in evening presentations for families

* At the end of the 2013-14 school year, SLT hosted Part I of a "Responsive Classroom" series, which provided an overview of responsive classroom principles.

Links at DOE: Resources for SLT:

- SLT Regulations
<http://schools.nyc.gov/NR/ronlyres/C0B7B29D-3A0C-480F-8A32-29E14CAC8E24/82007/A655FINAL1.pdf>
- Additional resources
<http://schools.nyc.gov/Offices/FACE/ParentLeader/School+Leadership+Team+Resources.htm>
- Educational presentations for PA/PTA/SLT: <http://www.learndoe.org/face/>