

MSC School Leadership Team (SLT) Minutes

February 3, 2016

Attendees:

Name	Representation
Claire Lowenstein	Principal
Stephanie Douglas	Teacher
Erin Moughon-Smith	Teacher
Patricia Kelly	Teacher
Meredith McAssey	Teacher
Suzanne Blank	Teacher
Brad Rothschild	Parent/Co-PA President
Susan Gargiulo	Parent Rep (4-6)
Kavita Singh Gilchrist	Parent Rep (K-3)
Manuela Zamora	Parent Rep (7-8)

The October SLT Meeting began at 3:20pm in Room 519.

1. Welcome – Chair

SLT Members are required to do 30 total hours of service. 15 of these hours are fulfilled by our SLT meetings so that means that each person needs to put an additional 15 hours of service in between meetings. Reminded Team about keeping track of our hours between meetings.

2. Principal's Report – Claire

We delivered a few of the school safety sessions. PTA (Brad and Lisa) coordinated with the local 24th precinct and Community Outreach Officers came to MSC and did

Jan. 22nd - was for Parents/Adults (and not students): Family social media session.

Jan. 25th: Assembly for 3-5th grades and one for 6-8th grades, navigating safety, including when going out during lunch.

3. Parent's Report – Brad

Same as Claire's report.

4. Planning for February Curriculum workshop

All teachers were secured and we'll deliver 7 workshops. Teachers are working to provide their one-pagers by following Monday. RTS providing free childcare to those who register. SLT/PTA will provide pizza, drinks, fruit. Shael Suransky booked for opening talk.

Workshops will be held on the 6th floor

Will gather one-pagers from teachers and post online after the event.

25 parents currently registered for workshops and childcare.

All hands on deck for outreach. Reviewed outreach plan to get parents to Feb. 10 curriculum workshop night. Discussed doing:

- Emails from teachers to families (or through newsletter)
- Individual email blast to parents, 3 times before event – will coordinate with Justine.
- flyers in the hallways and passing out flyers to parents in the lobby. This is most effective.

5. Old Business

Susan provided an update on the Foreign Language Committee. Unfortunately, while there initially was interest expressed by a small group of parent volunteers, it hasn't translated into actions and the research needed at this point: specifically to find foreign language partnerships. Susan will reach out to the parent volunteers again and see if they want to recommit themselves to the effort necessary to move this project further along.

6. New Business

School Survey outreach – lots of discussion on strategies to encourage parents to complete the survey. Donuts and laptop in the lobby, focus outreach during one full week, do something on the 100th day of school, have parent volunteers on the days of the teacher conferences to get parents in the hallways while they're waiting. Many ideas for raffle prizes. Claire checked the bylaws to make sure we were able to provide raffle incentives which we are.

Next steps: Susan G. will reach out to the 2 PTA parents that coordinate the class parents and ask if a few class parents can take the lead on this school survey project, by taking all the ideas and coming up with a plan. Maxine is the lead on the effort on the school side so they would coordinate with her for distribution. Also, Claire would like them to meet and present at the next SLT meeting.

Application to become a PROSE school is due by end of February. Erin will present at next teacher meeting and if there is agreement, would work on the application over the school break. The focus would be to ask for the half-day early dismissal per month for professional development and a revised teacher evaluation

Meeting Adjourned. Next meeting scheduled for Wednesday, March 9.