

Manhattan School for Children PS 333
School Leadership Team – September 2016 Meeting
Wednesday, 09-14-16, 3:15-4:45pm in Room 519

<u>Name</u>	<u>Representation</u>
Claire Lowenstein	Principal
Brad Rothschild	Co-PA President
Stephanie Douglas	UFT Representative
Nick Peters	Teacher
Jessica Han	Teacher
Elizabeth Rivera	Teacher
Susan Gargiulo	Parent Rep (6 – 8 th grades)
Kavita Singh Gilchrist	Parent Rep (All grades)
Aurelis Figueroa	Parent Rep (K – 2 nd grades)
Maxine Witherspoon	Parent Coordinator/ Observer

1. Introductions, Discussion of Positions
 SLT members voted and elected the following positions for the 2016-2017 school year:
 Chairperson, Susan Gargiulo
 Secretary, Jessica Han
 Time Keeper, Kavita Singh

2. Review of Chancellor Regulations & Purpose
 - a. what the school leadership team is and isn't
 - b. difference between SLT and PA
 - c. SLT: "determine school's educational direction"
 - d. represented by principal, teachers/staff, parents,
 - e. core responsibilities: develop Comprehensive Educational Plan,; shape path to a collaborative school culture; develop school-based educational policies aligned w/ school-based budget; work in a collaborative manner to understand/evaluate effect on student achievement
 - f. review of last year's accomplishments (i.e. curriculum night in January)
 - g. remuneration/record keeping: completing 30 hours of service as part of the SLT committee → activity log

3. Review of SLT's Bylaws
 - a. Because of last year's election results, 1 more parent is still needed to become a member of this year's SLT. Proposal was made by the Chair to change the representation of the elected parents from the current breakdown of K-3, 4-6, 7-8, and 1 at-large; to this PROPOSED BREAKDOWN: K-2, 3-5, 6-8, and 1 at-large.
 - b. SLT members agreed to make this change. According to the SLT rules, the Bylaws will be officially amended at next month's SLT meeting.

- b. PA needs to look for candidates so that we can elect a candidate and make the change before the CEP deadline at the end of October
- 4. Review Meeting Dates for the year
 - a. The first Wednesdays of the month (*exceptions noted) at 3:15-4:45pm throughout the school year in Room 519.
 - b. September 14, October 5, November 9*, December 7, January 4, February 1, March 1, April 5, May 3, June 7
- 5. Rules for Observers
 - a. SLT is a public meeting and others are welcome to come and **observe**, but not participate except as described in Section 6 of the Bylaws.
 - b. FAQs about the SLT on the website → to be handed to any observers who wish to join, along with a reminder of guidelines for meeting
 - c. ways to make the SLT committee's purpose clear to school: possibly at a PA meeting, brief FAQ that can be blasted, Chats w/ Claire, handout for curriculum night including list of events SLT did last year, possibly flyers, garner interest w/ 8th graders (presenting to SLT), perhaps inviting/going to student leadership
 - d. perhaps joining evening Chats w/Claire with the PA meetings
- 6. Middle School Planning Meeting

Susan, Suzanne Shelley, Claire and Tatiana met over the summer to plan several Middle School informational meetings for parents and students throughout the early fall. They include:

 - a. Tuesday, 9/20 – Informational meeting connecting 4th/5th grade teachers w/ middle school teachers to talk about why students should stay at MSC for middle school
 - b. Middle School Open House for Tuesday, October 19th from 6:00 – 8:00 p.m.
 - c. middle school teachers possibly coming to K-5 curriculum nights to put in a plug, possibly using Town Hall
 - d. sending out a stats sheet for info on high school admissions, etc.?
 - e. need to highlight/showcase: teachers, list of high schools, students themselves

We will continue to discuss the plans for Middle School information events in future SLT meetings.
- 7. Admissions Process
 - a. efforts from chancellor to push for more diversity in District 3 (as well as citywide)
 - b. admissions process used to be all done in-school, now it's done by district-wide lottery
 - c. how can we bring more ethnic diversity to our school? Need to also make sure we have room for students with mobility needs because we are an accessible school
 - d. is there a way to have a quota in kindergarten? (previous conversation w/ superintendent and Claire) → ethnic, special education, socio-economic, etc.
 - e. seven pilot schools last year to try a quota out
 - f. possible community outreach to the neighborhood and special tours?
- 8. Meeting Wrap-Up: Next meeting set for: October 5, 2016