

.Community School District 3 Leadership Team Minutes
Wednesday, November 15, 2017 9:00am- 11:00am
Joan of Arc Complex: 154 West 93rd Street, NY, NY 10025 Room 204

Attendees: CSD3 Superintendent, Ilene Altschul; CSD3 CSA Representative, Manhattan High School Superintendent Designee, Karla Chiluita; Charles DeBerry; CSD3 UFT Representative, Elizabeth Espert; CSD3 DC 37 Representative, Andre Bullock; CSD3 Presidents' Council President, Kerri Keiger; CSD3 Title I Representative, Jimmie Brown; CEC3 Chair, Kim Watkins; CSD3 Principal Leadership Facilitator, Cynthia Dickman; CSD3 Manhattan Field Support Liaison, Matthew Angell; CSD3 Teacher Development Coach, Russ Gonzales; CSD3 Family Support Coordinator Tracy McClaire; NYCDOE Senior School Improvement Liaison, Tami Sturm; Affinity HS Family Leadership Coordinator, Alain Berrouet; CSD3 Family Leadership Coordinator, DJ Sheppard and Lafayette Academy PTA President, Thomas Bretz.

Meeting called 9:10A

Approval of October 18, 2017 minutes.

No additions to the agenda.

Superintendent Report by Ilene Altschul:

- Completed Level II for 03M258 and 03M247– waiting to move to SLT consultation. Level II for 03M180 has been scheduled.
- Aline Fanord was appointed AP at 03M076.
- Principal of West End Secondary School, Jessica Jenkins, gave birth to twin boys on November 2nd Cameron Jack 6.1 lbs 18 inches. Chase Ryan 5.15 lbs 18 inches. Jessica and the babies are doing well.
- My Principal Leadership Facilitator and I have completed 18 PPOs.
- Ten schools will have Quality Reviews this year.
- Teacher Tenure and Teachers with 25 Years Celebration was held yesterday, November 14th at PS/IS 76. Thank you to Liz Espert and the UFT; also to Charles DeBerry for hosting. 120 teachers received tenure this past school year from CSD3.
- Nominate Outstanding Teachers for Big Apple Awards
- MPPR Pilot-Principals Murphy, Lopez, Desjardin, Zager training.
- My Brother's Keeper Grant- We have received \$37,000 from the MBK grant to focus on improving outcomes for young boys of color. We will be using the grant money to work with literacy consultant, Isoke Nia, and the NY Historical Society on improving our curriculums to be more culturally relevant to students. Isoke Nia will hold PD for teachers on December 7th and January 11th at PS 241 as well as December 11th and January 8th at Wadleigh. Additionally, our parent coordinators will also work with the NY Historical Society to engage parents and provide opportunities to parents to participate in workshops at the museum.
- Discussion with middle school principals has begun on developing a middle school blind admissions policy. Principals have concerns on how an admission policy can change the diversity in all middle schools. CEC3 Middle School Committee is working with parents on thoughts. The proposed process must be solidified by May as that is when middle school directories are produced.
- Grab and Go Breakfast. Superintendent reached out to Georgia Angelakis from food services. She provided the following information:
 - This initiative came from the mayor and the chancellor and the priority is given to K-8 schools.
 - The schools that are participating in full BIC, where the meals are taken to the classroom (either delivered by us or grab-n-go at the door) have shown a tremendous increase in number of students eating breakfast. A good example would be PS 75 and PS 180 where they went from feeding an average of 100 meals on the service line to 700 and 500 when the meals are taken to the classroom.

- Note that some principals opt out of feeding in the classroom and request the hybrid option which means that the students must consume the meals in the cafeteria. In such cases, the program is not as successful. Students come late and don't have time to eat in the cafeteria and others go straight to class.
- The only time the program can be successful is if the students are offered breakfast in the classroom. BIC stands for breakfast in the classroom.
- The schools in district 3 that were notified by the chancellor to switch to full BIC, but have selected the hybrid option are: PS 163, PS 199, Joan of Arc Complex.
- These are our participant schools: 03M075; 03M250; 03M163; 03M199; 03M180; 03M256; 03M258; 03M333; with 03M242 recently notified with start date in December.
- Discussion from DC 37 representative regarding hiring so more school may participate. BIC requires more food service employees.
- CSD3 Restructuring Updates
 - There was a meeting for PS 165 parents regarding the possible truncation of middle school grades at PS 165 on November 14th at 6:30P. Many middle school families attended.
 - Parents of PS 185 have been invited to attend a meeting to discuss the proposed consolidation of PS 185 and PS 208. The meeting will be held at PS 185 later today, November 15th, at 1:45P.
 - The 208 parent community will meet regarding the proposed consolidation on November 30th at 3:30P.
 - Discussion of prior notice i.e. Superintendent met with SLTs and PTA executive boards of PS 165; PS 185; PS 208 and MS 862 in June 2017. Concern that information does not trickle down to all constituent groups. Ms. Espert noted that teachers initially felt that they had failed when told about possible MS truncation. Team learned that teachers with common branch licenses could stay and teach elementary grades at PS 165 or DOE will assist in helping with placement in other jobs. Discussion about middle school articulation in K-8 schools. Notice from central DOE came late on November 7, requiring the Superintendent to request meetings with staff and parents of all schools impacted by 2 proposals.
 - Wednesday, January 24 is the date for Panel on Educational Policy to vote on the proposals.

High School Superintendent Report by Karla Chiluiza:

- Global Regents test is changing. Reference to Albany and NY State Dept. of Education.
- Highlights from CSD3 High Schools document handed out and discussed. Noted that students from Global Learning Collaborative participated in model United Nations at University of Virginia. While the highlights from CSD3 High Schools document does not have information on all high schools located in District 3, it was noted that all principals are asked to provide information for the document.

CSD3 Presidents' Council Report by Kerri Keiger:

- The November meeting will be held this Friday, the 17th and will feature presentation by Nan Mead, NY State Regent on Creating an Inclusive PTA. Meeting open to all parents.
- Discussion on how parent leaders should share information learned at SLT meetings. General PTA meetings should include SLT debrief as an agenda item.
- Jimmie Brown reminded members that all Title I schools should have held their parent meeting by this Friday, November 17.
- The Chancellor presented information on the new social studies curriculum, Passport, at the November CPAC meeting, which was attended by Ms. Brown. Noted that NY Historical Society is partnering with D3 via My Brother's Keeper Grant.

DCEP and LEA Application Discussion facilitated by Tami Sturm. Copies of the draft 2017-18

- Comprehensive DCEP, the District 3 Parent Involvement Policy and the LEA Application for ESSA Funded Programs were handed out.
- Discussion about content of LEA Application with Tiffany Wallace, DOE Grants Director, occurred via conference call:
 - Ms. Wallace referred to a one page document that detailed 2017-18 Local Educational Agency (LEA) application for Every Child Succeeds Act (ESSA) funded programs;
 - Noted the CSD1 is in the document as an example. No CSD3 information is in the document;
 - Ms. Wallace stated the document is for all of NYC DOE. Discussion of Title I; Title IIA and Title III funding for programs. Discussion about later pages of the DCEP and request for D3 specific information. Some members declined to sign document until clarification of D3 information is provided. Ms. Sturm will get back to the team regarding information.
 - DCEP is on the I-Plan portal. The Panel Involvement Policy was discussed. The DCEP will need to be signed at the December meeting. Noted that there is a specific high school section this year regarding graduation rates. The draft requires a few updates and revisions.

Support for School Leadership Teams:

- Liaisons are reminded to book visits and request updated bylaws.
- DJ will send out SLT Observation Notes document to all liaisons.

Safety:

- Reminder that all incidents need to be reported on OORS system. Members discussed time frame of reporting and severity of incidents reported. Noted that Emergency Information Center is short staffed and therefore some incident reports are not logged in on time, which then makes it difficult for schools to follow up with in timeline.
- A Cyber-Safety incident involving D3 middle school girls was reported this week. Students were coerced to post naked pictures of themselves on Snapchat. A letter from Superintendent will be sent out to middle school families upon approval from legal. Discussion and request to include families of 4th and 5th graders in distribution. Noted that Parent Coordinators will have professional development on cyber-safety next week.

Next DLT Meeting - Wednesday, December 20th

Adjournment at 11:00A

Minutes submitted by DJ Sheppard