

Community School District 3 Leadership Team Minutes
Wednesday, September 20, 2017 9:00am- 11:00am
Joan of Arc Complex: 154 West 93rd Street, NY, NY 10025 Room 204

Attendees: CSD3 Superintendent, Ilene Altschul; Manhattan High School Superintendent, Fred Walsh; CSD3 CSA Representative, Denise Desjardin; CSD3 UFT Representative, Elizabeth Espert; CSD3 DC 37 Representative, Andre Bullock; Manhattan High School Designee, Karla Chiluiza; CSD3 Presidents' Council President, Kerri Keiger; CSD3 Title I Representative, Jimmie Brown; Manhattan High School Presidents' Council Designee, Susan Crowson; 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 and CSD3 Family Leadership Coordinator, DJ Sheppard.

Meeting called 9:10A

Superintendent Altschul welcomed attendees, who gave a self-introduction. Special welcome to Manhattan High School Superintendent Fred Walsh, who introduced his designee for D3LT, Karla Chiluiza. Ms. Chiluiza is Principal of The Global Learning Collaborative HS. Denise Desjardin, Principal of Young Diplomat's Academy, is sitting in as the CAS designee.

Revisions were given for June 20, 2017 minutes.

No additions to the agenda.

Superintendent Report by Ilene Altschul:

- There are 3 new Interim Acting (IA) Principals:
 - Andrew Sullivan started July 24th as IA for Community Action School (03M258). Andrew has been the Assistant Principal at Community Action for 12 years.
 - Kristina Jelinek started on August 24th as IA for Dual Language Middle School (03M247). Kristina is new to CSD3. She has a diverse background which includes working with Students with Disabilities, English Language Learners and Gifted and Talented Students. Kristina is dedicated to ensuring a robust curricula for all students at the Dual Language Middle School. In Kristina's position as Assistant Principal in a K-8 school, she was responsible for overseeing the Middle School, located in a separate building.
 - Jeneca Parker started on August 28th as IA for Hugo Newman Preparatory School (03M180). Jeneca has a diverse background with leadership work and instructional support across all grade levels and subgroups including Students with Disabilities. She recently worked as the Assistant Principal in a District 75 school and has varied experiences with The Leadership Academy, Bank Street and as an Instructional Coach for DOE.
 - As per CSA, the district has 90 days to complete the C-30 process.
- CSD3 has 6 new Interim Acting Assistant Principals:
 - Aline Fanord, Assistant Principal (IA) of 03M076, Asa Phillip Randolph;
 - Kerry Powers, Assistant Principal (IA) of 03M333, Manhattan School for Children;
 - Michelle Roberts-Bacchus, Assistant Principal (IA) of 03M415, Wadleigh Secondary School;
 - Jill Sinnott, Assistant Principal (IA) of 03M258, Community Action School;
 - Rebecca Tatistcheff, Assistant Principal (IA) of 03M291, West End Secondary School;
 - Nicole Chandonnet, Assistant Principal (IA) of 03M334, The Anderson School.

- CSD3 had a smooth opening of 2017-18 school year. My team and I visited all schools. We asked about staffing, facilities and introduced ourselves to all new District 3 teachers. With the UFT we are holding a New Teacher Meet and Greet on September 28th at 4:00pm.
- In addition, on September 7th there was a ribbon cutting at 03M191 Riverside School for Makers & Artists and 03M452 had a pizza party and open house. Curriculum night was a huge success where the newly painted yard was celebrated.
- 03M452 has been having some issues with busing. I want to thank Sharon Lustig, PC and Jill Gabin, PTA President and the SLT transitioning committee who have been communicating with me on any concerns and I have been working with Central and OPT on addressing the busing issues.
- Congratulations to the following schools on their State Accountability Status as a Reward school: 03M163, Alfred E. Smith; 03M166, Richard Rogers School; 03M243, Center School; 03M452; 03M859, Special Music School.
- Congratulations to: 03M165 – a Showcase School; 03M247, 03M163, 03M191, 03M185 - Learning Partner Schools; 03M247, 03M250, 03M256, 03M421 - MSQI schools.
- PS 75 is celebrating Hispanic Heritage month with projects on Hispanic figures that have been recognized for his/her outstanding contributions to society. There will be class celebrations, projects will be displayed and performances in October 27th. There will be a culminating evening pot luck for families on October 27th with a passport to Latin countries.
- PS 145 has a comfort dog as part of the social/emotional program. Her name is Lux.
- PS 165 has been accepted to present at the NCTM Regional Conference on October 18-20th on Developing Language Acquisition for English Language Learners through the Use of Number Talks. Ms. Castellano and 2 teacher leaders will be attending and presenting.
- Schools participating in Computer Science for All (CS4A): 03M84, 03M180, 03M256, 03M421, 03M241. Other schools invited were 03M076, 03M208, 03M245. As part of the Equity and Excellence Initiative, CS4All's goal is to ensure all NYC public school students learn computer science, with an emphasis on female, black, and Latino students. Through this work, students will be better prepared to utilize computer science after graduation.
- Upcoming events: Middle School Principal Forum- September 27th at 6:00 pm at PS/IS 76; Middle School Fair- October 10th at 5:00 – 8:00 pm at PS 242; Elementary Admissions Event- October 24th at 6:00 pm; Harlem Link Charter renewal revision – October 17th; SLT Member Roles and Responsibilities October 17th; CEC Meet & Greet October 11th; Leadership Book club starting October 5th.
- For 2017-18 the District will focus on equity and access to middle schools. We are working with Office of Enrollment on Blind Admissions. District is also working with Jonathan Foy, Senior Advisor for Race and Equity – Office of Leadership. Mr. Foy is working with principals, using Courageous Conversation. Assistant Principals will also receive discussion on race and education equity. Our focus questions and framing of this work include: How do we ensure that all of our students receive a comparable education regardless of the school they attend or where they live? It is imperative that we address the disparities and recognize our individual bias that we bring to our schools? How can we work with our parent communities to reduce and address their bias that impact their decisions and how to work with our staff to reduce and address their bias that impact the education that they are providing all of our students. The Principal Advisory Group working with us on developing professional development for the coming school year. Looking to Partner/collaborate with NY Historical around equity and access, social justice and tying it into history. Working with Parent Coordinators, Presidents Council and Parents.
- District 3 will be discussing the following changes this school year to be in effect for 2018-2019:
 - Consolidating M185 and M208 into a Pre K – 5 school;
 - Truncating Middle School grades at M165 and adding Middle School sections at Mott Hall II, M862;
 - Truncating Middle School at Wadleigh based upon 6th grade enrollment in October.

- District will also be discussing the following in 2018-2019 to be in effect for 2019-2020:
 - Opening an un-zoned Progressive School at M241;
 - Restructuring K-8 schools or opening a new school for a stand-alone middle school in Harlem.
- There will be one definite change discussed this year that will impact the middle school enrollment process in 2018-2019 and be in effect for 2019-2020 school year. District 3 will be moving to Blind Admissions for admissions to Middle School (grade 6) as per the Chancellor's Equity and Access Diversity Plan. Revisions to the admission process needs to be completed by June 2018.
- District 3 this school year will focus on:
 - Continuing efforts in mathematics;
 - Working closely with focus, priority and renewal schools;
 - Full implementation of student-led conferences, rather than just parent – teacher conferences. A focus group speaking about student-led conferences was held on September 19th. Principals shared their practices. Thank to you Novella Bailey and Claire Lowenstein for showcasing.
- An overview of NY State Test Scores for 2016-17 for D3 was handed out. Here are the highlights:
 - ELA Overall increased 4%. This compares to city increase of 2.6%.
 - level 1's declined by 2.2% to 14.8% and level 2s declined by 1.9%.
 - grade 3 had a slight decline and grade 6 decreased by 4.6%.
 - Largest gains were in grade 7 and 8. Citywide grade 7 declined.
 - In ELA 28 schools stayed the same or showed some progress; 4 schools declined.
 - Greatest progress was made by M241 16.8%; M452 12.8% and M258 with 10.4%.
 - All subgroups made progress in ELA - ELLs, SWDs, F/RL, Black, Hispanic, Asian, White.
 - In Math – overall district increased 3.3% compared to the city with 1.4%.
 - Level 1s declined by 0.7%, and level 2s declined by 2.6%.
 - All grades except grade 6 and 8 made progress. Similar to citywide with grades 4, 6 and 8 showing a decline.
 - 22 schools stayed the same or showed progress; 10 schools declined. Greatest progress was made by M145 20.3% increase; M241 with 9.3% increase; M208 with 8.4% .
 - All subgroups made progress in math -- ELLs, SWDs, F/RL, Black, Hispanic, White, Asian.
 - Discussion regarding comparing yearly outcomes when data is different – i.e cut scores determined.

High School Report by Superintendent Walsh:

- A District 3 High School Monthly Highlights were provided to members. The document contained information on changes in HS leadership:
 - Anne Geiger retired and a Master Principal, Mariela Graham, is in charge of HS of Arts & Technology;
 - Information on all other high schools located in District 3 under Mr. Walsh's supervision: 03M299; 03M402; 03M403; 03M485; 03M492; 03M494 and 03M521.
- Alain Berrouet is the Family Leadership Coordinator and will be attending the D3LT meetings as well as his official designee – Karla Chiluita, the Principal of The Global Learning Collaborative.
- This school year our staff and I are following the rate of students graduating in 4 years; student attendance rates; number of incidents in our schools; number of incoming 9th graders from CSD3.
- All CUNY and Urban Assembly schools are under his Superintendency. Schools in these networks enjoy a high rate of 4 year graduation and great attendance.
- The school survey results for teachers and students are being reviewed to learn how to get greater educational outcomes. The belief is that if teachers form solid working relationships with their students, especially with reluctant achievers, then students will own learning. This involves receiving frequent feedback and directing this on the next task. Also a program called Schedules will assist students and families in keeping on task.

- Advanced Placement (AP) for all is being strengthened. At Global Learning Collaborative this will be the second year for Calculus and English AP course and testing. This coming year there will be 8 AP courses available. The anticipation is that every student has the capacity to take an AP course during his/her high school years. Students who take 1 AP have higher grade point averages (GPA). Students who take 2 AP classes have an even greater increase in GPA.
- Reiterated that this HS Superintendency wants to encourage more CSD3 students to apply and attend high schools located in the district 3 area. Message the viable options located in Brandeis and MLK Campuses.
- There was a 4 day Mindfulness retreat at the Kirpalu Institution for HS principals. The offer to attend was extended to CSD3 Superintendent's staff and principals. Attendees were trained in the RISE method which includes teaching about stamina – keeping mentally and physical healthy. Attendees learned and practiced thoughtful communication strategies. Some things as simple as breathing technics, stretching. Initiating Mindfulness rooms – lower lite and quiet places which are now found in Manhattan Hunter Science HS. Denise Desjardin, Principal of PS 242 noted she is implementing this at her school as well.

CSD3 Presidents' Council Report by Kerri Keiger:

- There appears to be more transportation – bussing – concerns at the beginning of this school year. Not just new school PS 452 or newly located PS 191. PS 166 was referenced.
- There will be 2 sessions of a PTA/PA bylaws amending seminar on Tuesday, September 27. The morning session begins at 9:00a and evening at 6:30p at PS 242.
- First general meeting will be held Friday, September 26 in Room 204 of JOA.
- Manhattan High School Presidents' Council representative, Susan Crowson, stated there are a number of expedited elections occurring this fall. Grade 12 schedules cut due to budget constraints. Noted that free lunch is great, but anticipates a hard time getting lunch forms back which may impact Title I funding. As many high schools do not have parent coordinators, there is concern about communicating the urgency to parents.
- CEC3 representative, Kim Watkins, stated same lunch form and Title I funding concern for elementary and middle schools.

DCEP- DRAFT Goals facilitated by Tami Sturm:

- DRAFT DOE Suggested Calendar of Activities for DLTs and SLTs were handed out. A final version of the CSD3 SLT activities was also given to members.
- 2016-17 CEPs and DCEPs are available via the iPlan portal from the public site.
- 2017-18 Draft S/CEPs are available via the IPlan portal. It is recommended that Principals can give read-only and editing access to SLT members.
- 2017-18 DCEPs have a new section (5F)-This section addresses action steps to support high school graduation rate informed by the Framework Elements. Ms. Sturm will complete this section based on Superintendent Walsh and other Superintendents that support District 3 High Schools.
- DCEP and CEP submission deadline for final review has been moved to November 3rd.
- CSD3 Goals for 2017-18 were reiterated by Superintendent Altschul:
 - By June 2018, the District 3 Leadership team will support priority, focus, and renewal schools in addressing the needs of low performing subgroups, students with disabilities, black or Hispanic students, through strategic assessment planning, curricular revision, and targeted teacher feedback resulting in 100% of schools meeting NY State accountability metrics
 - By June 2018, schools in District 3 will identify, implement, and measure the impact of at least one student focused social/emotional program designed to improve school cultures as

measured by student response on the School Survey in the supportive environment increasing by 2% from 86% in 2015-2016 to 88% in 2016-17.

- By June 2018, District 3 Leadership Team will support schools to improve teaching strategies in mathematics, through collaborative practices, that result in the success and improvement of Math instruction and increase of math performance of all students by 2% on the 2018 New York State math assessments.
- By June 2018, The District 3 Leadership Team will strengthen the ability of principals and assistant principals to provide actionable, timely feedback, using the Danielson Framework, to teachers through strategic professional development and job embedded coaching so that 50% of teacher observations are completed by December, 75% by March, and 95% by Mid-May, and all principals receive effective or higher feedback in area 4.1 on the their PPO.
- By June 2018, the District 3 Leadership Team will promote strategies and practices for increased parent engagement around student attendance resulting in schools with less than 90% yearly attendance improving their attendance by 2%. Schools with attendance below 90% are PS/IS 76; PS 242; PS/IS 165; PS 145; O3M415. Will also include 91% attendance schools – PS/IS 191 and MS 256.
- Regarding attendance - Principal Chiluita uses Schedules which allows her teachers to text parents on attendance for each class.
- NY State website edition of CSD3 ELA and math statistics were shared. Discussion reiterated that while 8th grade math test scores appear to dip in comparison to 7th grade, this is because advanced 8th graders take math Regents and not the NY State math test. Ms. Sturm will share CSD3 8th grade math Regents date for the October meeting.

Support for School Leadership Teams

- Discussion of SLT liaison assignments and request to remind teams of October 17th SLT Member PD.
- Discussion on sending out D3LT minutes resulted in consensus that the document should be sent to parent leader, SLT Chair, Principal e-lists as well as CEC3.
- Jimmie Brown, Susan Crowson, Superintendent Altschul and DJ Sheppard attended the September 16th DOE CEP Conference. Noted that we no longer have a Parent Involvement Policy. The document is titled Parent and Family Engagement Policy. There is a read-only I-Plan portal access for SLT members allowing them to read the draft CEP.

2017-18 DLT meeting dates and district event dates were distributed.

Safety:

- Discussion of crossing guard concerns.
- Reminder that PTA Presidents and UFT Chairs are to be included in school safety meetings.

Next DLT meeting October 18th

Adjournment at 11:20A

Minutes submitted by DJ Sheppard