

Draft Community School District 3 District Leadership Team Minutes

Wednesday, February 14, 2018 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 Chiluzia; 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;

Meeting called 9:05 AM

did not Approve of January 2018 minutes.- Revision to be made

No additions to the agenda

Superintendent Report by Ilene Altschul

- Superintendent Altschul and Deputy Superintendent Dickman have completed 48 PPOs.
- MPPR update- Principals in the pilot have had 2 PPO's and will have 2 more formative using the MPPR rubric. The first MPPR visit was with Lafayette Academy. It was a very different process and we are not sure what the entire process will be ultimately. The principal sets priorities normally in the summer with District 3 staff and others. They are negotiating as to what this process will look like. We are piloting the program. It is a process that looks at how the principal is as a leader in terms of moving the priority being indicated.
Lafayette academy was looking at the impact of teacher teams. District priority included math discourse. The team observed math teams using the MPPR model. Artifacts were shared. The ultimate view of this process is yet to be determined. Central and CSA must agree to what the process will look like.
- January 26th was the Legislative Breakfast. Thank you to the CEC. It was a huge success. There was a lot of time to mingle and network.
- NYS testing workshop will be held on March 1st at 6:00 p.m. at JOA. Parents of students in grades 3 to 8 will learn about the New York State tests.
- Spelling Bee- Thank you to Dorothy Sheppard, Tracy McClaire, and Presidents' Council- Kerri Keiger, Liz Espert- UFT District Representative, principals, APs, teachers who attended, all the students, and parents/families. Also thanks to John Hex from Hex and Company. For donating prizes for each student that participated in the BEE. Winners: Ava Wong from PS 9 and Nancy Bao from MS 54
- March 24th is Science Expo at Brandeis Complex – We are seeking to get representatives from different grades from each school. Presidents Council is assisting with snacks and prizes thank you.
- The School Survey period opened and runs from February 12th and will close on March 23rd. We need to get families to understand the significance of this survey and complete the survey. The survey data will be used for a school quality and renewal schools will use the data as well
- **State Accountability:**
 - M256- Lafayette academy came off the focus school list
 - M191, M149, M145, M208- are still Focus schools
 - Reward Schools- M163, M199, M243, Special Music'

- M241 and Wadleigh are no longer Priority schools.
- District 3 is still a focus district because of 4 schools.
- All other schools are in good standing
- **Middle School admissions for 2019-2020 discussion.** We are engaging in discussions around the changes we want to see. Blind admissions is non-negotiable. The District is working with principals and looking at academic diversity. Geography as a factor for admission presents a problem. It was mentioned that there is no standalone middle school in Harlem. Title I targets were suggested as a possible option. Principals pushed back as it might just further the gap. The District is still seeking feedback on the idea of 10% level one's, 15% level twos. It was mentioned that this might not really change the diversity of the student body. It was shared that at CEC meeting, a CEC member stated that it isn't enough and should match the district: the idea of 18% Level 1's and 28% level 2's based on the 4th grade ELA and math performance of District 3 students; also added that there should be a cap to the level 4's. District email will be going out to schools to encourage feedback.
 - (K.K) any push for desegregation might garner pushback from some
 - (IA) School have enough support for all students of all levels
 - (KW) By restricting numbers we are assuming that parents will look at tier II schools. Support is needed for tier II schools. They are not very good at marketing. There is a big question as to what the options are in terms of programming etc. at tier II schools. Parents may feel that they have more options at top tier schools. In District 5 there are partnerships developed to work with schools on rebranding.
 - Blind admissions will happen. Schools will need to change their screening process. Many schools will not have the capacity to offer interviews to all the students that rank it. Right now district target is 19% for Special Education.
 - The district will work the Center School to have the same targets that are agreed upon.
 - ELL's are only 6% of our population.
 - There will be an email after the break to get more feedback.
 - All schools will be starting to offer Algebra Regents. Many offer science Regents and are looking to see if the other schools can offer it as well.
 - **My Brother's Keeper**
 - A writing series will be offered to teachers to support boys of Color- Writing PD's will be held at STEM and Wadleigh.
 - There have been workshops held for principals and AP's at the New York Historical Society. PC's and parent leaders will also have an opportunity for PD at the New York Historical Society. NYHS offers a culturally relevant history curriculum.
 - **SIPP Grant- training**
 - Phase I: D3 is eligible to apply. Training will consist of four 2 day meetings for each planning team. There will be 4 days in NY and 4 days in Albany. Geneisha Metcalf, from CEC, Superintendent Altschul, someone from central, a representative from Fred Walsh's team, and 2 principals from D3: Marlon Lowe and Carland Washington will participate. After the training others may join as there is funding for parents, teachers and administrators. The grant provides money to address diversity concerns. District teams create a plan in Phase I. D3 has been approved for \$67,000. After the training there, will be opportunities to engage the community and create an action plan.

- Phase II: There is a Sept due date for the action plan. Jimmie Brown asked how parents would get involved in the planning Parents would be involved in phase I – creating an action Plan.
- **D3 Proposals**
 - M185/M208 proposal passed- The transition team will be meeting after February break. Matt Angell will reach out to Donna Taylor.
 - A new name will be needed.
 - A meeting with space planning has been scheduled for March 8.
 - Bathrooms are an issue. On one side there are bathrooms in the classrooms with doors On the 185 side the toilets need to be bigger and there no bathrooms and the hall. The space is challenging. The buildings only connect on the first floor which limits how this space can be divided. The District wants continuous space. The only place to across from building to building is the first floor .Each school is moving.
 - Elizabeth Espert, UFT District representative stated she needs to know the dates of the transition meetings Matt Angell will inform Elizabeth Espert. The transition meeting dates has not been set.
 - M165/M862 proposal passed: Applications go out on 3/12 and are due 3/27 Two info sessions will be at school with office of enrollment and CSD3 staff. All higher performing schools and non-renewal will be offered (all MS and K-8. Except MS 149, WESS, SMS, Anderson and Center school) Mott hall II will add a section to each grade. West Prep will add one section to the seventh grade
 - Wadleigh Proposal: PEP was moved to April 25th. Posting will be on or before March 2nd. Letter is being sent home today. Superintendent. Altschul shared that she voiced her concerns about the timing however she has no control over the calendar set forth by the city.
 - A letter is scheduled to go out to families on February 14 and a posting on or about March 2. It will include phone numbers and email address parents can use for more information.
 - Kim Watkins requested that the proposal be pulled as many elected officials are against the truncation. Superintendent Altschul stated she will communicate that request. She stated she is in favor of the truncation. Reasons were shared for why the 6-12 model is challenging and that the resources are spread thinly across all 7 grades. WESS was discussed as a successful model of a 6 to 12 school.

High School Report by Manhattan High School Superintendent Designee, Karla Chiluzia;

- Highlights were shared
- A question was raised as to whether or not LaGuardia is the only specialized HS with an ICT program.

Presidents Council CSD3 Presidents' Council President, Kerri Keiger

- The Joint meeting with CEC in January 17th. It mostly discussed Wadleigh truncation and A190 Resolution from the CEC3.
- They had their February general membership meeting on Feb 9th. Presidents' council was very excited to have such a great turnout. They had 18 D3 schools represented. The topic was Grants.

- At that meeting, there were two speakers, Marisa from Helen Rosenthal's office, and Vanessa Diaz-Lopez from Gale Brewer's office. They both talked about Capital Reso-A grants and smaller grants from elected officials.
- At the same meeting they voted to approve the revised PC Bylaws. There was also a special election to fill the vacancy in the VP position. Gigs Taylor-Stephenson from Wadleigh was elected as VP.
- On March 16th there will be a special meeting for helping PA/PTAs with Budgets. March 20th there will be an additional joint meeting with CEC3.

DCEP Review facilitated by Tami Sturm

- Copies were distributed
 - Section III was updated.
 - The back of the DCEP will be updated starting on page 2-67.
 - The DLT supplies the SLT with information
 - **Progress Monitoring and Continuous Improvement Planning-** The DLT went over the Progress Monitoring tool that can be used to determine whether the district has met the mid-year benchmarks that was established in the 2017-18 DCEP. It contains the district's annual and progress monitoring goals along with the instrument of measure that will be used. There is also a forth column where the district would indicate whether the target was met and a space provided to document the findings. In addition, there is fifth column where it would indicate whether further revisions would be made to the annual goal, progress monitoring goal, instrument of measure or action plan.
 - The DLT tabled review of progress monitoring until the next meeting.
 - **SLT Biennial Review and Updating the District 100.11 Plan and District Parent District Parent Involvement Policy (DPIP)-** Also discussed was a review of the Biennial Report survey results that I attached for your reference. It indicates that 255 SLT members responded to the Biennial Report Survey questions that contained 6 components:
 - The six key areas that are evaluated are
 1. The educational issues which will be subject to cooperative planning and shared-decision making at the school level;
 2. The involvement of all parties;
 3. The means and standards by which all parties will evaluate improvements in student achievement;
 4. The means by which all parties will be held accountable for team decisions;
 5. The process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level;
 6. The manner in which all State and Federal requirements for the involvement of parents in planning and local decisions making will be coordinated by the overall plan.
- The response rate was lower than the prior response rate.
 A suggestion was made to send the six focus areas to SLT 's at other times to familiarize them and to have them focus on those areas often.
 After the team discussion, the Biennial Review Form should be completed and submitted electronically to biennialreview@schools.nyc.gov by **Thursday, February 23rd, 2018**. Matt Angell will forward this information.

Support for School Leadership Teams:

Superintendent Altschul visited PS 149. All teachers reported out. Different voices spoke.

Safety: Nothing to report

Next DLT Meeting- Wednesday, March 21, 2018

Adjournment at 11:07A

Minutes submitted by Tracy McClaire