

Community School District 3 Leadership Team Minutes
Wednesday, December 20, 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 Chiluza; Charles DeBerry; CSD3 UFT Representative, Elizabeth Espert; CSD3 DC 37 Representative, Andre Bullock; CSD3 Title I Representative, Jimmie Brown; CEC3 Chair, Kim Watkins; Manhattan High School Presidents' Council Representative, Susan Crowson; CSD3 Principal Leadership Facilitator, Cynthia Dickman; CSD3 Teacher Development Coach, Russ Gonzales; CSD3 Family Support Coordinator Tracy McClaire; NYCDOE Senior School Improvement Liaison, Tami Sturm and CSD3 Family Leadership Coordinator, DJ Sheppard.

Meeting called 9:20A

Approval of November 15, 2017 minutes.

No additions to the agenda.

Superintendent Report by Ilene Altschul:

- My Principal Leadership Facilitator and I have completed 29 PPOs.
- My Brother's Keeper Grant update. We started the work with Isoke Nia - December 7th and January 11th at PS 241 on December 11th and January 8th at Wadleigh.
- Appointed the following Assistant Principals: Rebecca Tasticheff at WESS, Nicole Chandonnet at Anderson, Aline Fanord at PS/IS 76, and Kerry Powers and Modesta Peralta both at Manhattan School for Children.
- Completed SLT consultation for Principal appointment at PS/IS 180.
- District 3 was not the recipient of Chancellor's Innovation grant but we are working collaboratively with the Manhattan Field Support Center and CSD3 Teacher Coach, Russ Gonzales to proceed with the work around mathematics and increase critical thinking and discourse in the mathematics classes.
 - Grade 5 professional development will be held January 10, February 7, March 7;
 - Grade 7 professional development will be held January 17, February 12, March 13
- There will be a Stakeholder meeting at M185/M208 on December 20th at 1:00P.
- I attended the Mott Hall II SLT meeting on December 14th where the concern about receipt of Title I funds for anticipated middle school students from IS 165 was discussed. Title I funds are designated one year after registers are counted. Therefore new students from IS 165 will not bring funds for 2018-19. Am following up with Central DOE to learn of funding accommodations.
- I have been asked to speak at the PS 165 PTA meeting on December 21st at 8:00A.
- The Joint Public Hearing to discuss the proposed consolidation of PS 208 with PS 185 will be held on Monday, January 8th 6:00P in the PS 185/PS 208 auditorium.
- The Joint Public Hearing to discuss the proposed truncation of PS/IS 165 will be held on Tuesday, January 9th 6:00P in the PS 165 auditorium.
- The Panel for Educational Policy vote on the PS 165 and PS 185/ PS 208 proposals will be held on Wednesday, January 24th 6:00P at 166 Essex Street.
- Thursday, January 11th is citywide college awareness day.
- Thursday, January 11th 4:00P is our CSD3 tenure workshop for UFT teachers held in the JOA auditorium.
- Friday, January 26th 9:00A is the CEC3 Legislative Breakfast at PS 191.
- Thursday, March 1st 6:00P is our CSD3 New York State testing workshop for parents in the JOA auditorium.

- On Monday, December 18th during the Chancellor’s State of Renewal Schools, we learned of the proposed truncation of Wadleigh Secondary School’s middle school. There will be Community Meeting on Thursday, January 4th 6:00P at Wadleigh. The reason for the proposal is there are currently 47 students in middle school grades and there has been no improvement made in math or ELA achievement. Noted that the Wadleigh High School will be assisted by DOE Curriculum Director for the Arts, Paul King. This is to facilitate the Arts High School Planning Process which will ensure that high school students graduate with an Arts Diploma. Arts partnerships will include Harlem School of the Arts, Jazz at Lincoln Center, and the Apollo Theatre. A letter to parents from the Chancellor was handed out on Monday outlining rationale for proposal and the January 4th Community Engagement meeting.
 - CEC3 Chair, Kim Watkins, raised the following concern: middle school students were told of proposed truncation before their parents received the letter. Many children were visibly upset. Answer – Decision was made in consultation with district office, central and school administration. Guidance counselors and staff were on site to assist with distraught students. Noted that students asked very good questions and we want to hear from them.
 - CEC3 concern: CECs were told of Renewal School changes prior to Monday. Why not CEC3? Answer -- I followed directive from Central.
 - HS Presidents’ Council, Susan Crowson’s, concern: All changes were announced on the Monday prior to holiday break week. This change was not mentioned at the Chancellor’s Parent Advisory Council meeting held last week. Answer – Citywide decision based upon Renewal results.
 - CEC3 concern: Why is there no librarian at Wadleigh. Renewal schools are to have full time librarians. Answer- Our understanding is the librarian, Mr. McIntosh, retired by going on “terminal leave” which does not allow school to hire a replacement. Noted that librarian wanted to return on F status and community wants Mr. McIntosh to return. The library has remained open to students.
 - CEC3 concern: There is no math coach. With no coach there may be no academic progress. Answer – Last year, there was a master math teacher on site as well as assistance from the MFSC and an assistant principal assisting with struggling students. This year there are consultants and Renewal coaches to support mathematics.
 - UFT, Elizabeth Espert’s, concern: appears that supports to all renewal schools failed to clearly support teachers. Examples cited CEP not clearly written; Year 2 learned that extended learning time did not work; Principals were allowed to change supporting CBOs; Principal Fontanez has probationary staff in need of additional supports.
- PS/IS 149 is in Renewal Year 4. Noted that 2016-17 school survey teacher results are low. The middle school grades make more great progress than elementary grades. During the mid-year CEP data review we will be looking at benchmarks and then review the progress.
 - CEC3 concern: Why did Wadleigh not get another year of renewal status? The Chancellor believes that Wadleigh needs to be returned to a standalone high school. There are now more high school students graduating on time. High school benchmarks indicate that they have been making progress.
 - UFT concern: PS 149 leadership may be coaching staff on how to complete the survey in order to improve results. We want accurate data and I will remind administrators that we do not coach staff on completing the survey.
 - HS Presidents’ Council concern: Unrelated – why are principals given a 48 hour notice for a PPO visit from Superintendent?

Opportunity to gather requested documents, make sure students who will be observed are still keeping the same schedule. Even with notice it has been noted that community members are very honest, especially students. Also principals do want the feedback, a second opinion. Also noted that this is citywide and we want to process to be consistent throughout the system.

Noted that CSD3 is piloting the MPPR (Multidimensional Principal Performance Rubric) evaluation rubric. Principals receiving this review are giving feedback. CSD3 is one of 5 districts in the pilot. In 2018-19 MPPR will be used citywide.

Note by CSA, Charles DeBerry: Principals see PPO visits as a tool to improve; Not a gotcha. Opportunity for feedback and growth.

High School Superintendent Report by Karla Chiluiza:

- Global Learning Collaborative received the General Citizen's Class Change Maker award for School-Wide Restorative Justice practices.
- Highlights from CSD3 High Schools document handed out and discussed.
- Manhattan High School Superintendent Walsh's goal is to improve attendance and social emotional programs in his high schools. Interpersonal skills, considered soft skills, are important for college and career readiness.

High School Presidents' Council Report by Susan Crowson:

- Minutes from October and November Chancellor's Parent Advisory Council meetings were handed out.
- Noted other HS Council members are trying to ensure someone attends every all District Leadership Team meeting.
- Shout out to Global Scholar's principal, Ms. Chiluiza, for all the work she does.

CSD3 Presidents' Council Report by Jimmie Brown:

- The December meeting it was announced there will be a special election for Vice President as Liz Campbell needs to step down due to work commitment.
- ChalkNation, a private internet platform that will enable PA/PTAs to communicate with members, made a presentation.
- Discussion of Wadleigh truncation proposal also occurred.
- Noted that the CSD3 Title I Parent Advisory Council met December 12 with seven of 17 Title I schools represented.

Biennial Review and Update of District 100.11 Plan facilitated by Tami Sturm.

- The biennial survey of all School Leadership Team members is due December 22. The results of the surveys from CSD3 schools will be given to this DLT to be evaluated.
 - HS Presidents' Council concern: it has been reported that none of the high school parent leaders in CSD3 high schools received the emailed link to the survey.

DCEP Review facilitated by Tami Sturm.

- Copies of draft 2017-18 D3CEP were given to members as well as 2 signature pages which indicate there had been collaboration in writing the document.
- Noted that Manhattan Field Support was included in the document.
- Current data will be added to the document, which will be made public upon certification.
- A state rubric has been added this year that is to be aligned with the District's Parent Involvement Policy. Additional family engagement information was provided to be added to the document. Funding streams were noted.

- There is a new high school section of the DCEP which will be completed by the High School Superintendent's team.

Support for School Leadership Teams:

- DJ Sheppard visited PS 191 and Wadleigh teams.
 - PS 191 is beginning the use of subcommittees. Presented information on CEP with data references. Noted a balanced team.
 - Wadleigh was visited in November when CEP was being finalized. Report given to Superintendent on concerns.

Safety: Nothing to report

Next DLT Meeting - Wednesday, January 17, 2018

Adjournment at 11:00A

Minutes submitted by DJ Sheppard