



**School Leadership Team  
Meeting Minutes 12.16.2019  
First Floor, Library**

**In Attendance:**

Ms. Aimee Chang, Parent  
Mr. Andrew Chu, Parent  
Mr. Stephen Hernon, Principal, IA  
Ms. Arelis Javier, Teacher  
Ms. Alexis Kelly, UFT Chapter Leader  
Ms. Antiqua Lewis, Teacher  
Ms. Karima Pace, Teacher  
Ms. Noureen Qureshi, Teacher  
Ms. Kristy Sanchez, PTA President, Parent

Meeting was called to order at 4:19pm with a greeting led by Ms. Qureshi sharing holiday gratitude. Prior meeting minutes were reviewed and approved with corrections, including the addition of “IA” (Interim Acting) to Mr. Hernon’s Principal title, and to remove the date from the document header. Approved minutes will be emailed to Shawn and Damaris for posting to website and hard copy.

**CEP Planning Work**

1. Review of work previously completed with Principal Keville: the 2018-19 SLT members met twice in June to project goals for the 2019-20 school year. This work was incorporated by Ms. Keville into the current version of the CEP. The CEP is a live document, meant to be updated with quarterly progress monitoring per the benchmarks outlined. By today’s meeting date, first quarter progress should have been recorded.
  - Items for correction: Mr. Hernon will update contact information of participating members. All current SLT members are to be given access to edit the document. Outdated users were removed from having online access.
  - Items excluded and requiring addition: Supportive Environment committee work was not published in detail. See page 14 of the current CEP PDF document, “Improve equity and student voice,” for limited content.
2. Today’s work: in lieu of recording Quarter 1 progress in the CEP, Section 3 School Summary categories were collectively reviewed to discuss progress to goals, along with items for consideration. Mr. Hernon recommended that a 1-page curriculum sheet be made annually available to all stakeholders, and for this document to align with CEP goals and accountability measures such that the CEP is integrated vs. sidelined.
3. Section 3 School Summary - ELA:
  - Progress Notes: no universal Google document exists for data tracking.



- General Discussion: teachers identified the need for better integration of MSQI and TC curriculum and advisor collaboration. Ms. Lewis noted a gap in not having 3rd-5th grade faculty representation on SLT. Ms. Qureshi noted that without AIS (Academic Intervention Services) in place, recorded CEP goals cannot be met. Mr. Hernon shared that he can provide teachers with a list of students that have multiple at risk markers.
  - For Consideration: utilize permanent paras who are trained in AIS. Mr. Hernon recommended surveying all staff to record who is trained in what.
4. Section 3 School Summary - Math:
- Progress Notes: Ms. Qureshi noted that the math consultant has not yet visited the lower school and no data tracking system currently exists for Math. The consultant introduced a K-5 system, but implementation is held up by lack of presence of the consultant. A critical gap of not everyone seeing the data was identified.
  - General Discussion: Mr. Hernon noted that the goals identified are not specific or measurable - no accountability of who, where, what, or how often.
  - For Consideration: teachers should have access to update the database and the database must be tailored to RSMA and its students.
5. Section 3 School Summary - Equity:
- Progress Notes: LGBTQ, Girl's Circle, and mixed group restorative circles exist. Mr. Hernon and Ms. Pace are meeting with 4th-8th grade student council members.
  - General Discussion: Mr. Hernon noted that only 9th-12th grade students can participate in SLT. School spirit days are occurring but are not being communicated across grades. School Culture Team members and activities need to be revisited, as they are currently inactive. No central calendar exists. The scrolling LED sign in the lobby is not being utilized for events and communication.
  - For Consideration: need to add a Boy's Circle to the mix of student-led groups. A more coherent school approach to digital communication is needed, including Mr. Hernon sending out a survey to determine needs, providing pricing transparency, and potentially offering training on the selected platform. Suggested platforms include: Remind, ChalkNation, and Pupil Path. Student government can be involved in determining spirit days. Mr. Hernon would like to have a 1x/week recorded video message featuring children and staff to note upcoming events for the week.
6. Section 3 School Summary - Attendance:
- Progress Note: on Mondays, the prior week's attendance rate is posted in the lobby.
  - General Discussion: middle school attendance isn't taken until 2nd period, and this can lead to students not arriving on time to 1st period advisory. The CEP goals lack specificity to lower vs. upper school accountability, along with a lack of clarity on school protocol for what to do regarding absenteeism. Due to the fact



that RSMA's poorest performance improvement is in attendance, Ms. Lewis noted that this category of the CEP should be of primary focus and effort. RSMA ELL students have the lowest performance in both chronic absenteeism and academic growth.

- For Consideration: Mr. Hernon suggested eliminating the "Perfect Attendance" reward - research shows that rewards and punishment don't affect absenteeism. Additionally, the messaging is off with respect to encouraging perfectionism as a value and also rewarding lower school students for their parents bringing them to school.

### **Principal's Update**

1. SLT Admin:
  - a. We are short 1 x parent SLT member as of October 31, 2019 deadline due to the fact that the principal is counted as a faculty member and we are required to have equal representation of parents and faculty members. Ideally, a 3rd-5th grade parent can be recruited. It was suggested to reach out again to Saul (middle school parent), who was interested in SLT but had Monday schedule conflicts. It was also suggested to move SLT meetings to Tuesday afternoons to accommodate Saul and other parent schedules.
  - b. A representative from The Hudson Guild (after school program) is interested in joining SLT as a CBO member.
2. Seat Availability Report (review of actual vs. budgeted seat statistics):
  - a. Positive numbers indicate under enrollment: RSMA is under-enrolled 31 seats as of Oct. 31, 2019 and 21 seats as of Dec 16, 2019. DOE budgeted 471 seats for AY19-20.
  - b. Review of budget for 2020-21 academic year: projected by DOE to be 406 relative to 450 currently active in AY19-20. Mr. Hernon will put in a request to increase the 406 budgeted seat number as this negatively impacts funding, but it is generally unlikely for these requests to be granted.
3. Stakeholders Retreat:
  - a. On a Saturday in winter, RSMA stakeholders (admin, faculty, parents) will gather to discuss the vision for the school:
    - i. What is unique about RSMA?
    - ii. What is the cohesive vision?
    - iii. How should we respond to teachers?
    - iv. What is the RSMA graduate profile?
  - b. This retreat can feed back into the CEP Goals with a plan to reassess the June 2019 goals following the retreat. The middle school, in particular, will benefit from this work.
  - c. Need a common language and syntax.

### **Parent Coordinator's Update**

1. Ms. Carrion was not present and no update was provided.



### **PTA Update**

1. December PTA meeting was cancelled due to low November attendance. Instead, the Executive Board met with Mr. Hernon and other parent leaders. It was suggested that PTA meetings and Ms. Carrion's First Friday RSMA Cafe meetings be combined to increase turnout.
2. Fundraising: over \$1,000 raised at each of the prior two bake sales, with one scheduled for Dec 19. \$2,000 was raised in the Fall Coin Drive, however, a total of only \$3 was raised by one advisory in Middle School. This prompted a discussion of how better to communicate with and engage the Middle School in PTA events. It was suggested to better leverage student council and student-to-student communication.

### **Next Meeting Agendas:**

1. Upcoming: January 27th, February 10th

**Meeting was adjourned at 6:00 pm.**

Respectfully Submitted,  
Aimee Chang