



**School Leadership Team
Meeting Minutes 01.27.2020
First Floor, Library**

In Attendance:

Ms. Aimee Chang, Parent
Mr. Andrew Chu, Parent
Mr. Stephen Herson, 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. Tasha Virdin, Parent

Ms. Damaris Carrion, Parent Coordinator
Ms. Christine Loughlin, District 3 Superintendent
Dariusz Zawislak, Citywide Council ELL

Meeting was called to order at 4:14 pm. District 3 Superintendent Christine Loughlin came to update SLT on the C30 process for principal and assistant principal - Mr. Herson was not present for this portion of the SLT meeting and specifics remain confidential to the C30 Process. Ms. Loughlin opened the meeting noting that she was appointed as District 3 Superintendent, that Kim Parkinson was appointed as Assistant Principal at RSMA, and that she will be formally submitting a name for acting Principal at RSMA. Her submission will be officially appointed and formally announced unless a member of SLT individually emails an objection to her within 5 days. As part of this formal process, objections will be looked into and addressed, but will not necessarily stop the appointment from moving forward.

In addition to the C30 update, Ms. Loughlin requested feedback on how to support RSMA:

1. When asked if our new principal will receive district support specific to work at RSMA (vs. general support offered to all District 3 principals), Ms. Loughlin reported that RSMA was selected by the borough office as a pilot school for additional support for students in crisis. Ms. Loughlin also identified that RSMA administrators are good at identifying and advocating for the support the school needs, and that this is the first line of action.
2. Ms. Virdin and Ms. Chang shared their experiences as parent spokespersons for prospective families, fielding questions that center around racial equity and implicit bias.



Ms. Loughlin suggested that the PTA look into funding for family implicit bias training and Courageous Conversations programming via the DOE's Office of Equity and Access.

Upon Ms. Loughlin's departure, Mr. Hernon joined the meeting and Ms. Qureshi led a greeting for members to share a New Year glow. Prior meeting minutes were reviewed and approved with corrections. Approved minutes will be emailed to Shawn and Damaris for posting to the website and hard copy.

Principal's Update

1. Enrollment follow up: Mr. Hernon reported that the budget office advised to NOT appeal AY20-21 enrollment projections, but that it's possible to appeal in summer with the intent to increase RSMA's next academic year fiscal budget. Current enrollment numbers are 544 - an increase from budget projection. Of note, RSMA received fewer applicants than needed to fill its middle school seats, with 5th grade internal recruitment identified as needing improvement.
2. Marketing: Mr. Hernon held meetings with a web content and social media management consultant to revamp the school website and make revisions live by July 1, 2020. RSMA's vision/mission, naming of the school, and media release waivers are in progress through February.
3. CEP: Mr. Hernon is meeting with teacher teams and recommends that these teams' goals are then incorporated into SLT's work on the CEP for the current and next academic year.

Parent Coordinator's Update

1. Attendance Team: Ms. Carrion identified this work as the most urgent, based on RSMA's last quality review. The attendance team will soon initiate a boot camp for students and families who are out of school for 15+ days. The approach is not to reprimand, but to support families in getting their students to school.
2. Annual School Survey: to be distributed at parent teacher conferences on March 5.

PTA Update

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

Next Dates for Meetings

1. Feb 10, Mar 16, Apr 27 - confirmed for 4:15p
2. Ms. Sanchez is to reach out to Saul (middle school parent) to confirm his availability to fill the missing parent seat in the remaining SLT meetings. If we continue to be short one parent, Ms. Lewis offered to attend meetings, but not as an SLT member.
3. SLT meetings will generally be held on the third Monday of each month.



CEP Planning Work

1. Ms. Qureshi motioned that the CEP - Goal 1 planning work be moved to the next SLT meeting and this was unanimously approved. Ms. Qureshi suggested the ELA team convene and craft CEP goals prior to the February 10 meeting.

Meeting was adjourned at 5:17 pm.

Respectfully Submitted,
Aimee Chang