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Muscota New School
School Leadership Team Meeting
March 3, 2009

Call to Order

Reading and Approval of Minutes

Notes from the last SLT meeting were distributed and read prior to approval vote. Principal stated information in notes was not balanced.

Guest, Rebecca Alicea – District Family Advocate recommended action be noted as per each agenda item. Interim note-taker resigned post.

Proposal:

SLT notes to be made available to all constituencies. Efficiency and conservation of resources must be taken into account.

Action:

Notes will be saved and reformatted in PDF form to be posted on Muscota website

Proposal:

Last meeting's minutes to be summarized and revised before approval. Note-taker to follow last meeting's agenda to summarize the minutes for approval.

SLT Chair Nomination

Kari accepted the nomination to fill position. Vote carried naming Kari new SLT Chair.

Principal's report

Budget (see Muscota budget document)

- Additional title 3 programs specifically for ELLs
- Per diem (pg 4)
- Absences itemized per classroom assignment
- Inquiry Teams – actually cohort meetings with ETN in preparation for child study presentations. Inquiry teams money is still there, \$3,400. Per session money, data specialist, On Solid Ground, etc.
- Per Session
 - Principal Per Session basically for Saturday programs (Principal and Assistant to Principal)
 - Parent Involvement line: Can hire someone to do translation = \$583
 - After school programs and Saturday Academy paid from these sources, academic intervention in Wednesdays and Thursdays
- PD – paid to consultants who work directly with teachers (ETN)

- OTPS – contractual orders (materials, etc) also Clearpool
- Improved teacher quality – mentoring new teachers
- Daycare and workshops for parents been using Parent Involvement for Saturday workshops, daycare for Candlelight night.
- Parental Involvement – funds are flexible, \$1882, still not spent

Budget Report Questions/Concerns

PA: Title 1 has very strict codes, SLT last year – PAC made up of title 1 parents who vote on how money is spent. PA President reports she is waiting for access to this, can't know who title 1 parents are, has given principal ideas about workshops. States there is very little time left to use the funds to parents' benefit. Has requested action many times.

Principal's response:

Sent announcement about Title 1 meeting to SLT but no one attended other than Denise Rodriguez.

District Family Advocate's response: Principal generally convenes meeting, Title 1 is explained and parents are told what the funds may be used for, and budget available. State requires parent consultation. Parent will take vote to decide if they want to form PAC or if they want PA to be in charge of this. State would rather have a PAC, but is not necessary if active Parent Body is in place. Parents must be polled to find out what kinds of programs they would like to have in their school to have the most impact on families and students. Hospitality, babysitting, etc. PA can fill out a document to elect two representatives to represent school district-wide. The 1% has to be scheduled by April.

Principal sent invitation for SLT members to discuss ways to use the money, information about available workshops

Action:

Meeting will be set to determine whether the PA or the PAC moves on this.

Principal will put this on his "to do" list and set date (TBA) with parent rep to move forward.

SLT Member:

Some of the total budget items are cut off (paid column) How can we tell how much money has been spent? Two columns: committed, budget amount.

Principal's Response:

Totals are not on SLT screen, don't know how much has been spent.

Laptops were purchased.

Principal's Response: Improved Teacher Quality – This money is allocated by city and pays for mentoring and consultancy. Not sure why this is zero. Staff member who required mentoring has been mentored since September; the mentor has changed. I know we've spent money on this, not sure why it shows this way.

Register loss:

All money seen here is paid out of Central Budget not Muscota budget

Transportation of staff

- Put aside for us to have a retreat at the end of the year. \$2000

- Academy busses (field trips) \$4,000
- Conferences

SLT member:

\$2500-3000 dollars has been collected from families for Clearpool trip. Parents want to know why Senior Dues checks have not been deposited, and refuse to send in more money toward trip until those checks are deposited. Complaints that checks haven't been deposited. Parents afraid checks will bounce.

Principal's Response:

Signed contract.– needed extra insurance that covers both staff and kids. The money is not shown on the Galaxy budget. The money is to be deposited by Denise into MNS bank account.

Action Plan:

Tomasz will send home a note must go home on Friday March 5, 2010 to parents stating checks are to be deposited two weeks from the date the letter was sent. Denise will deposit the checks. An accounting will be given of all monies collected and deposited.

SLT member:

is there a line in the budget that will allow for classroom supplies?

Principal's Response: Yes, toward classroom supplies.

Teachers have been asked to submit lists of items they need. If the items are contracted by DOE, the items come faster. Otherwise, the items take up to 2 months as vendors must be found and bids must be made. Principal not sure if sanitary supplies are allocated through DOE.

SLT member:

Is there a Chancellor's Regulation governing fundraising during school hours

Principal's Response:

The school can have one fundraiser and the PA can have two fundraisers during the day. This is based on disruption of instructional day.

SLT member:

Can teachers ask families for supplies?

District Family Advocate: No regulation against that.

SLT member:

What is a P Card? \$10,000

Principal's response:

It is a credit card used for food, batteries, pizza for kids on Candlelight Night, etc.

SLT member: This budget has no actuals. How can we verify what has been spent?

Action Plan: Principal will find out why this money is not documented on Galaxy Budget which is showing 0 spent. Principal has stated that this printout is for SLT. Principal states he will find out as requested.

Muscota has 15000-18000, most in per session, left in the budget.

Lunch recess changes

Recess is more organized. Younger kids play first, calmer. Principal meets with school aides each week working with student teachers to help them interact with kids as they

play. Aides in pairs decide what games to master and play with kids.

Action plan: Materials will be purchased with P card.

Title III and AIS

Wed and Thursday extended day and Sat academy

Promotional criteria

General and Spec Ed students who score Level 1 on either test is recommended for summer school. Students are recommended to be held over if level 1 after retake.

In the past a body of work was presented to Superintendent. There has been no talk of this for this year.

SLT member:

Special Education has different promotional criteria (40%). Need clarification on specific promotional criteria.

Principal's response:

Committee on Special Education is not sure about specific promotional criteria. Not specified by DOE yet.

Action Plan: Principal is to find out what new protocol for promotional criteria is. Find out protocol for alternative assessments given for some kids this year. We are waiting to hear what happens with children who have been identified as needing alternative assessments; will kids be allowed scribes.

Bus Service for Wednesday and Thursday Extended Day

Most kids are walkers or have chaperones. Muscota was not given any buses for Wednesday and Thursday Extended Day. MetroCards have not been sent to school for pupil transportation. Principal has been giving money from petty cash with health paras who need to go on field trips.

SLT member: IEP mandates student receive services, but does not specify that mandated transportation is included.

Principal's Response:

Fifth grade mandated service child cannot get transportation. Not on IEP that she is entitled to transportation.

Action Plan:

Principal and Denise will talk to transportation department to try to get buses for Wed and Thurs

Illegal/prohibited items

Reached out to community organization that will provide 13 sessions until June 9th.

This organization will address these matters. Principal will ask that organization provide workshop with parents.

Harlem Family Institute – has not yet responded for Sexuality Workshops for 4/5's.

There may be Saturday workshops as well.

Gas leak –

Con Edison gave us the all-clear for safety. Pipe was outside the building not inside school.

PA Report

Special Ed teachers from Muscota came to demystify SETTS, Speech Intervention for K/1 parents, what is an IEP? PA would like to have another meeting in Spanish. Anna Maria might do this on March 20th if she is available. Would like babysitting services. Videotaping these workshops would be helpful and archived in the library for families that may not be able to make it.

Action Plan:

A notice or flyer that could go out to advertise subsequent PA workshop with simultaneous translation will need to go out before conferences.

Memory book update

T-shirts ordered – purple with white circular logo –

Ordered 150 journals with pen

Memory book will include wordsearch and maze puzzles that are MNS themed sponsored by stores and larger corporations. This will pay for the memory book. Goal is to raise \$2000 in revenue. Create a tradition – buy a memory book for every year your child is here.

Health and Safety

New parent volunteers help with drop-off in inclement weather, food and safety.

Michelle is new Chair – Recycle, Reuse, Rethink

SLT will be given the names of volunteers for questions

Photo retake – March 11th

Rebecca Alicea – District Family Advocate

- Under Superintendent working directly with parents.
- Background working with SLT, supporting parent leadership groups
- Chancellor's regulations call for more partnership role between District Leadership Teams and School Leadership Teams
- The DLT reviews the DCP just as SLT puts together the CEP
- Asked to be used as a resource

Old Business

Mediation

ICCCR – will get in touch with them around working with us. Need to meet with a group of people to figure out which strategies would be best for us. International Center for Conflict and C Resolution. ICCR is an established training facility; contentions between constituencies. They would be separate from SLT meetings. Invite school-wide community to meeting, not small groups meeting in isolation of each other. SLT initiated this idea.

There has to be an agreement that there is a problem, and that we agree to meet at least halfway.

Proposal:

We hold off on mediation because mediation is ongoing. In this budget-conscious time, we don't need to spend money on another mediator.

Trust is eroded on many levels. We need to find a way to talk, with help that allows people to speak honestly without fear of reprisal. Give and take without resentment.

Do we move ahead with inviting a fourth party to help us have a conversation?

Do we have someone come in and say here's what your possibilities are?

11 members – 7 yes – 3 no - 1 "not sure"

Next regularly scheduled SLT meeting: March 17th

March 17th Agenda

Approval of:

- By Laws
- CEP
- Discussion of gas leak