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Muscota New School
School Leadership Team Meeting
March 24, 2009

Chair: Kari Steeves

Note-taker: Victoria Dallas-Stephenson

CALL TO ORDER

READING AND APPROVAL OF MINUTES

Amendments to last meeting's minutes:

Bus service – add staff member said IEP mandates student receive services, but does not specify that mandated transportation is included.

Surplus- How much of a surplus is left in the budget? The surplus that is rolled over for next year is \$35,000, including per session.

Principal's Report:

Muscota will start in the blue in September. There is still per session money left this year. All other money for this year is allocated. Unspent money was moved to allow spending:

\$2,000 budget for furniture reallocated to purchase 15 laptops, 15 Alpha Smarts, printer, file cabinets, and storage unit for laptops.

\$2,400 left for software – some was spent on online translator (per computer station \$70-\$90 dollars per computer, ordered for three or four computers).

DOE gives menu school may only select software from that menu. Principal wants interactive literacy program for kids to practice phonemic awareness, main idea, etc.

Discussion:

Google does translation for free.

SLT Member:

Who pays for the teacher's supplies?

Principal sent a message to teachers to ask what consumables they need.

Gave each teacher a box of paper – principal ordered 10 more boxes of paper.

Proposals:

- Each teacher might be given an amount available so that purchasing is equitable.
- Allot a certain amount of money per teacher after re-configuration. Meeting convened where teachers make orders.

Action Plan:

Tomasz will divide the materials budget by the number of teachers.

A materials meeting will be convened so that the staff may plan purchases for next year. Teachers who do not need their full allotment will be able to "donate" it

to teachers who need more than their allotment. The meeting will occur after re-configuration.

Lauren will create an order form that teachers will fill out after reconfiguration, including column stating quantity ordered and quantity received.

Proposals:

- Staff member suggested 1/2 day PD to try out interactive literacy program.
- Staff member asked if classroom computers and laptops might be updated. Kodak EasyShare for uploading and working on yearbook. Needs ink/toner; last one bought for \$90 from donated funds.

Discussion:

Supplies for Sunday Basketball Program:

“PCard” (Principal’s DOE issued credit card) money still available - \$10,000 on it at the beginning of the year. Principal will purchase the equipment when Phillipe(?) states what is needed.

Parent pointed out that equipment is for gym/recess play in general; materials should be purchased with that in mind.

Action Plan:

Biggest budget allotment in Title III ELL Success Grant is per session, classroom materials, technology, and parental involvement. Principal okayed 2 class sets of small laptops, 15 AlphaSmarts, and a new Smart Board.

SLT Request/Action item:

See budget – if not itemized, ask for it. Copy of budget should include actuals and deadlines.

Minutes for the meeting held March 3, 2010, are accepted.

OLD BUSINESS

Bylaws

Items to be revised or stricken from the Bylaws:

Article III.9

Act as the appeal board when existing structures (article V, Section 4.3) fail to resolve a conflict within the Muscota Community.

Article IV

Section 1.1

The team will be composed of equal number of staff and parent representatives, not exceeding 12 members altogether; currently 6 staff members, and 6 parent members for a total of 12 members.

1.2

The Principal or his/her designee is a core member.

Article V Section 2.6

See article VII Decision Making Process

Article V Section 3.1

Additional new business items will be introduced and prioritized at the end each regularly scheduled meeting.

3.2

Unless voted otherwise for a specific meeting, the order of business shall be as follows:

Section 4 4.2

4.3

Section 5

Article VI

Section 1.8

The chair may appoint a designee

Section 2.3

The Principal is responsible for providing the team with information about department of Education initiatives and directions, budgetary updates and updates from hiring committees and other relevant committees.

Section 3: Role of Parent Association President

3.3

The PA President is responsible for providing the team with reports on Parent Committees.

Article V: Special meetings

Section 2 2.4

When a special meeting is determined to be necessary, members will be notified by the Chairperson, ideally a week in advance.

Article VII:

Any modifications...earnest discussion

1.3

When consensus cannot be reached by the Team, the SLT will seek assistance from the DLT then the Superintendent.

1.4

Call for consensus which is defined in MNS as reaching an agreement the entire team can live with.

All members shall participate in a go-round until consensus is reached.

Action Plan:

Emmy will make all discussed revisions. Revised SLT Bylaws will be ready for final agreement at next SLT meeting.

CEP

- Changes in SLT composition (see copy of SLT member sheet)
- Section IV: Needs Assessment

Based upon ARIS data MNS has recognized that there is a need to improve students adequate yearly progress among the lowest performing 1/3 of our student population which includes but is not limited to children with IEPs and ELLs.

Tabled:

PA Report

- Last weekend's workshop
- The green pass system
- Earth Day

- Senior shirts are in!

Old Business

CEP

Clearpool

Hiring Committee

Professional Development (staff training, technology, etc)

School safety plan and student removal procedures

Next Meeting:

Wednesday April 14th: Special Meeting to agree upon the CEP.