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**School Leadership Team Minutes**  
**Meeting Wednesday, September 14, 2011**  
**Library, 4:00 – 5:30 pm**

Call to order 4:00 PM

In attendance: (*quorum present*)

Katie Soares, K & 3 grade Parent, SLT Chair  
Cari Fershing, 5<sup>th</sup> grade Parent  
Wilma Leon, 3rd grade Parent  
Troy Schremmer, 1<sup>st</sup> grade Parent  
Margaret Peeler, K & 3<sup>rd</sup> grade Parent and  
PA President (core member)

Camille Wallin, Principal (core member)  
Dayna Begun, Drama Teacher  
Marian Brady, K/1 Teacher  
Jackie Meyerer, 2/3 Teacher  
Erin Ormond, K/1 Teacher and  
UFT representative (core member)

Absent: Josh Liveright, Parent

Special Business

Vote in Chairperson: Katie Soares  
Vote in Secretary: Troy Schremmer  
Vote in Time Keeper: Wilma Leon

Dates and time of SLT meetings determined:

All meetings are 3:50 – 5:20 PM and are held in the Library on the following Wednesdays:  
September 14, October 12, November 9, December 7, January 11, February 8, March 21,  
May 2, May 23, & June 13.

Bylaws – Discussion of Bylaws Review, and number of SLT members.

Action Item: All members should read the Bylaws (found on website) but no changes will be made this year.

Principal's Report

1. General Overview of CEP Goals and Test Scores
  - a. All grade levels showed increased scores in Literacy.
  - b. Higher scores were seen in Reading more than in Writing.
  - c. Smaller increases were seen in Math.
  - d. Test results for girls are consistently higher than they are for boys at Muscotia.
  - e. Test scores will be compared to other progressive schools in the city.
2. Adult Learning / Professional Development
  - a. Two teachers (K & 2nd) will be continuing work around American History. The resources and information gathered will be shared with all staff across grade levels. (Study of American Presidents looks different at K than it does at 5th grade and the difference in work and analytical skills is obvious.)
  - b. Camille is reaching out to other progressive schools (Earth School, Central Park East 4) and universities (Bank Street & City College) to establish collaboration around professional development for our staff.
  - c. Teachers voted on P.D. for this year after regular school hours.
    - i. 2 days weekly teachers provide direct services to the children for 50 min, Mon & Tues 2:50 – 3:40.
    - ii. 1 day a week teachers have P.D. for 50 minutes, Wed, 2:50 – 3:40.
3. Town Meeting
  - a. Weekly Town Meeting is changing due to changes in staff.

- b. Feedback to Camille from some students last year was negative (5th grade boys club, Special Ed, ELL Students).

There was discussion around hopes and goals for Town Meeting this year.

Action Items:

1. Official results from testing and CEP compliance will be presented at next meeting.
2. Create specific CEP goals in Math and in Writing skills.
3. Examine Muscota's environment and practices specifically how it relates to gender differences. (In what ways are we meeting girls' needs but not meeting the needs of our boys?)
4. New sound equipment is needed for Town Meeting.
5. Define specific goals for Town Meeting.

PA President's Report

1. Town Meeting
2. Student Narratives / Progress Reports
  - a. Further review of this process is needed. There have been significant changes in the how our teachers communicate our children's progress and growth.
  - b. Parents have expressed dissatisfaction with the changes.
  - c. A balance is needed between compliance in reporting and true reflection of growth.
3. Student Council
  - a. There is currently no staff member assigned to lead a student council.
  - b. Students' involvement in policy and decision making at Muscota aligns with our core values.
4. Parent Sign-In Policy
  - a. Clarity is needed concerning sign-in policy.
  - b. Sign-in sheets, forms need to be in place.
5. Parent Directory & Parent Handbook
  - a. Steps are being taken to inform parents on Curriculum Night that a Parent Directory is being created.
  - b. Information should be made available to parents without internet access.
6. Fifth grade needs a new site for the end-of-the-year experiential field trip.

There was discussion of the following: maintaining an effective Student Council, Contents of Parent Handbook, and Sign-in policy and standard security practices.

Action Items:

1. Identify a parent volunteer and a member of staff to coordinate Student Council.
2. Research and secure a new site for the experiential field trip for 5<sup>th</sup> grade.
3. Create and publish a Parent Directory.

Meeting Adjourned at 5:30 pm.