

October 21, 2009
School Leadership Team Meeting Notes

Parent Association update:

Big turn out from Parent survey information.

PA meeting was not held in the cafeteria instead the meeting was held in room 311 for Friday evenings and 2nd time on Thursday.

Wellness in the Schools:

Article from Manhattan Times on Thursday, 24 September 2009.

“Enter Wellness in the Schools, a non-profit group that brings in volunteer chefs to work with the school’s procurement manager to spruce up typically ho-hum cafeteria lunches.”

All information is will be held in a binder. Great information and feedback for the lunch menu. The partnership mtg. with Chief Bill Telepan was a success and gave students supurb foods for school foods.

On another note both principals from Amistad and MNS joined in providing cool water for students in the cafeteria; the student council agrees with this as well.

Parent associations will host Take your parent to lunch on October 27, 2009. On the menu there will be Vegetarian Chili and Chef Tellapan will be there with a camera crew to film this event. We thank Margaret Pellier for all her efforts for her supports on the improvements for the school lunch menu.

New York Cares will host an event on Saturday, October 17, 2009. To work on beautifying the recess year wall along side the green gate with a mural, repaint the jungle gym etc.

Lunch recess observations:

It is getting there but it is a work in progress; there are still concerns. Volunteer are still needed. who and at what time should they be there to support the supervision of students. Still working better ideas for age appropriate games for indoor and outdoor recess before winter.

New parent members are really excited to be on the committee and continue working on recess and health safety issues.

Teacher:

Lunch and recess observations: there needs to be constant personel and there needs to be a visible list that can support the system that is in place. If teachers don’t know it (system) needs to be written on paper in order to pick up students on time.

There is a discrepancy with the UFT contract. UFT states that the work day starts at 8:30 am. Administration is looking at staff members as being late if they arrive by 8:31 am. Comments

have been made by administration embarrassing teachers in front students and parents; there needs to be a clear conversation with staff members.

Suggestion: having these discussions at the consultation committee meetings and staff meetings.

Student teacher Role during recess and lunch

Student teachers are overwhelmed and they are not liable and the school can't depend on them when they are not in school to run the recess. Students have made useful suggestions and ways for solutions during student council that will help with the running of lunch and recess.

Parent Question-

What is the role of the school aides and what are they currently doing?

Asking for a constant schedule in order to know who will be downstairs to greet the students during morning line up. From observations the parent coordinator is in the yard but one person to 200 student ratio is not okay for proper supervision.

Observation: there was no one to open the gate at 3:00.

Question:

Who is the constant person that supervises the students?

Bus Issues:

MNS parents were upset and frustrated and there are bus issues with a particular bus driver discussed at the last Tea with Tomasz.

Space Issues:

Upper grade intervention reading specialist has is now serving as the librarian.

Question:

So what about the reading intervention?

Learning Leaders:

Parents suggest working as part of learning leaders, being trained and then volunteer to come in and help students with literacy.

“We need to help struggling and accelerated students.”

Question/s:

What is learning leaders?

It is a department of Education funded program that can train parents and help volunteers in the school. Parent Coordinator will be trained and then turnkey information and get parents involved supporting teachers and curriculum.

Principal: I have not discussed this with the teachers; yet we need to find space with the other school.

Dates: for training

Nov. 9

Nov 16

Nov. 23

All dates are scheduled on Mondays and during school hours and does not involve staff only Parent Coordinator and will turnkey the parents.

Music for K/1?

Q & A

Lunch Duty-

SLT Chair:

Meeting started late at 3:22 so we decided to go with the PA report first and welcome the guest Daniella Kolker; DOE business service manger; part of the network with empowerment member of the team.

With a **Business Services Manager** schools are not alone in navigating the operational obstacles with regard to budget, purchasing, human resources, contracts, and grants. The Business Services Manager provides guidance, troubleshooting, problem-solving and advocacy related to all such issues.

Sarah Kleinhandler from office of school improvement worked with CEP, Title One and differentiated accountability. Worked with 7 other networks. MNS is still one of the 6 empowerment schools in district 12 and 4 help with technical supports.

SLT Chair- needs to approve the minutes from the last mtg. October 14, 2009. SLT members need one week to read notes and review to move forward for the next SLT mtg.

Notes will be e-mailed and read before the mtg.

Note taker will get paid and use a time card to punch in before every SLT mtg. Color folders will be used to collect SLT information.

Tabled items protocol

Need to start the mtg. and change the time? We don't want to lose time.

Protocol must be followed and make sure to keep time on each discussion items. Any questions should go directly to the SLT Chair.

We can't proceed without bylaws, so if we have not read them then we table it next time.

Priority Bylaws or CEP?

Changing bylaws will need to take time what is urgent to talk about the notes, bylaws, and we have guest to address CEP.

It has been noted that it is unprofessional to move with out reading the bylaws, and we need to do this and send our concerns via email to the chair and just looking at the points by the next meeting and the bylaws will go forth.

Chair will share before the mtg.

Dates and time 3rd Wed on every month 3:15 to 5:00 everyone commits to this.

Parent: we agreed hold off the until we review them the bylaws

CEP Budget to be tabled

Bus Issues:

Bus issue at the beginning of the year; safety for the students and there have been emails and discussions and the role that was put on certain students to carry out on the school bus. Drivers have improved yet there are still concerns about student's safety when the bus drivers drop off students at each stop. Drivers have been seen either dropping off students or not making sure there is a parent or guardian to pick up the child. Drivers have been seen driving off with a child not in a seat buckled. Drivers have been seen driving off and not checking to see if students have all gotten off.

Communication needs to happen in order to avoid and dangerous situations.

E.g. Morn bus driver has been checking if students are buckled up and communication needs to happen if any resilience is coming from the bus company.

Who are the bus drivers' bosses?

Is there a report done on the bus driver and who does background checks and releasing students to strangers. Who do the bus drivers report to?

Questions:

Is this transparent?

Who is responsible for this the child?

Suggestions:

There needs to be a master list created to help the picking up/ gathering of students so school aids knew our students names and what stops they get off.

Principal:

Bus drivers do not fall under his jurisdiction.

Any compliant call 311 and bring these and other bus issues to the Parent Coordinator's attention via email and the Parent Coordinator will do something. Issues can be reported as an incident and send as an email blast

Parents don't know what the bus drivers' responsibilities are.

School aids are not on the bus and the only adult is the bus driver.

If parents are not at the bus stop to greet students when they get off, the bus drivers is to keep the child on the bus and return student to school.

Teacher:

Suggestion--send a note to parents providing clear responsibilities at the beginning of the year and bus rules or bus etiquette should be established at the beginning of the year.

Parents want to know the drivers responsibilities

What is the protocol?

Parent:

Time and safety information is needed before the next slt mtg. and report what is being done about concerns already voiced and if it can't be solved quickly then what are the next steps? And when will they be addressed?

DOE can't reprimand the drivers or hold them accountable. School needs to find out who are the company supervisors and can get clear protocol as well as share parent concerns that have been addressed at SlT.

Principal and Parent Coordinator will call the bus companies and Pa president should collect and document concerns, questions and situations.

There are 3 are new bus drivers but not to the school; used to work for Amistad before but now works for us. Why?

Parent will work together and put a letter to parents to inform families keep them aware about the bus situation.

Bus Company: Atlantic Express and use the route number; it identifies who the bus drivers are.

What actions can be taken and what is the process or the next step

Are the bus drives the same that take the students on trips??

Principals update

DKolker can talk about the budget

Q & A

Share can tell us the new CEP things and direct us with the next steps.

I came into this position in July and allocations come out at the end of May.

There were a lot of changes over the summer and there was a projected register loss and excess of a teacher and a lot of back and forth one teacher left on their own and things settled down.

Budget is the tool and resource that supports the CEP vision; working as a team to develop a vision.

Once again changes took place and there where different positions, and the needs of the entire school were revisited. Everything that goes on one budget line can go to another place. 125 thousand is hard to get back.

Class sizes were low in summer. Issues in switching the AIS teacher as the librarian “For the record the AIS teacher is not the librarian but he is there to support the school based on the school communities needs as they have been outline as last school year and is rolled over and then it is tweaked such as the out of classroom teacher or cluster teachers such as the reading recovery guidance counselor, Setts. Etc.

SLT can craft their budget and meet the needs of the school

Tax levy student funding is when the DOE central looks at students population etc. they give you student funding based on populations and needs.

Bulk of budget student funding and grants outside sources. Tax levy that is your \$ and can do what you want with it.

Title one is reimbursable if you fit the criteria lunch forms etc. do this and we will pay you back class size reduction.

Classroom teacher, Ctt classes and prekindergarten are funded separately. Full time art teacher, ESL additional services, fair student funding and following a formula ELL depending on the number of students.

Drama

74 % to 26% working with kids in the class with literacy.

Cluster position every teacher needs a coverage and 25 for the week.

Different in other schools, f status once a week. You can hire a teacher that is certified but only for one or two days a week.

Special needs position vacant; we put f status position to meet the Setts service provider and we need to calculate this for this year and be in compliance.

Give extra periods if we can but Setts teacher is slotted in for 2 days week

Having a guidance counselor is wonderful but not mandated counseling for the school. Some students get counseling which pays for some of the salary for this position and \$ in the budget was allocated elsewhere to complete salary. Everything to a large extent to support CEP and created for the school and up date the CEP every year and must be aligned with it.

Different in Muscota New School paraprofessionals are placed in k/1 classes. No other school has paraprofessionals in the younger grades; it is not mandated by DOE. Paraprofessional are only in assigned to pre-kindergarten classrooms, one teacher paraprofessionals, IEP classroom, Special Education or health paraprofessional’s but all of them are funded on separate sources and central will give you \$ for this position.