**Minutes**

**School Leadership Team (SLT) Meeting**

**March 27, 2018 at 4:23pm in Room 408**

Approved by unanimous vote

at the April 24, 2018 meeting

1. **Call to Order**

The meeting was called to order at

In Attendance: (11), Julie Norwell, Kara Johnson, Nina Roosevelt-Collmer, Emma Balmuth-Loris, Eileen Mishanie-Goldberg, Deborah Middleton, Jennifer Jin, John Lussier, Debra Mastriano, Juliet Ross (4:30), Pam Korson (5:00)

Absent: Iuliia Stozub

A quorum was present.

1. **Approval of Minutes**

**MOTION** to approve the minutes of the School Leadership Team meeting held on February 27, 2018 was made and seconded. The minutes were approved with one small change.

1. **CEP-Midpoint Progress Monitoring**

**Goal 1**

Ms. Roosevelt-Collmer began the meeting by asking Ms. Johnson to comment on the status of Goal 1: Rigorous Instruction. The progress of Goal 1 involves measuring the results of mock ELA and math tests in February for which a 2% increase from the first test is targeted.

Ms. Johnson informed the group that all the data from the first test has been inputted but that inputting data from the second test hasn’t been completed because the format of the test didn’t lend itself to being easily entered into an Excel spreadsheet. There is a lot of data to enter and it is time consuming to analyze. A discussion ensued about potential ways that the process could be simplified for teachers.

**Goal 2**

Next, Ms. Mishanie-Goldberg commented on the progress of Goal 2: Supportive Environment. The progress monitoring goal of having 35% level 3 OORS compared to last year was met. Ms Mishanie-Goldberg and Ms. Korson believe that the SLT could do even more to understand what teachers are doing vis-à-vis interactions with students during incidences and ensure that all teachers and staff, including teaching assistants and recess aides, are on the same page when it comes to positive social interactions and understanding the levels of OORS infractions.

To that end, they created a staff survey about RULER and its implementation. A discussion ensued about the best way to administer the survey among staff and ensuring that all staff have the same training in the program.

**Goal 3**

Ms. Balmuth-Loris reported on the progress of Goal 3: Collaborative Teachers, which targeted an improvement of at least one letter level in running records for each child by February. We did not reach that goal by mid-term, however, except for four students, everyone succeeded in making the necessary improvement or was already at an above grade reading level. It was observed that younger students naturally move reading levels faster than older students and that the students that did not move levels were mostly older students. Moreover, older students are not always developmentally old enough to rise a level if they are already at a reading level that is higher than grade level.

**Goal 4**

In Ms. Stozub’s absence, Ms. Middleton reported on the status of Goal 4: Effective School Leadership, which requires the administration to ensure 50% of teachers take on a leadership role in the school community as measured by a 4% increase in the number of teachers turn-keying to the staff.

Ms Middleton reported that because the goal changed from last year, the results could not be an “apples to apples” comparison year-on-year. That being said, all of the teachers from 3rd, 4th and 5th grade met today and turnkeyed all the standards that they are learning in geometry. In this way, the teachers of younger students can understand what math their current students will be learning in the future.

**Goal 5**

Ms. Middleton continued to report on the progress of Goal 5: Strong Family-Community Ties, the progress goal for which was met.

All parents have met with teachers since the beginning of the year. There are areas where parents have expressed a desire for even more communication, including on concerns about the “summer slump” and information regarding lockdown drills at school.

A discussion ensued about how be even more proactive about communication to parents.

1. **Adjournment**

There being no further business, the meeting was adjourned at 5:34pm.

Respectfully submitted,

Julie Norwell Co-Recording Secretary