

Grade Level Meeting Guidelines

1. The grade level chairs are the representative voice for the parents of their grade. They notify their class representatives of the upcoming grade level meetings so they may communicate in a timely fashion to the parents of their class for any agenda items. If a parent brings up a concern or idea that the grade level chair does not feel is valid, it is the chair's obligation to address the issue at the meeting.
2. The format of the grade level meetings is informal and conversational.
3. The Grade Level Meeting is not the venue to discuss individual teachers and/or students. Parents with those concerns should be directed either back to the individual teacher, Ms. Monaco or Ms. Soler.
4. In the interest of covering all grades in a timely fashion, it may be necessary to limit the amount of time used to discuss a particular topic.

Grade Level Meeting

April 21, 2010

Summary

I. General

- Teacher status for the Fall: As of today, the projections for next year are:
 - 6 sections for K
 - 6 sections for 1st grade
 - 5 sections for 2nd grade
 - 6 sections for 3rd grade
 - 5 sections for 4th grade
 - 5 sections for 5th grade

Compared to this school year, there will be one less section for 2nd grade and one more section for 3rd grade. This does not mean that a 2nd grade teacher will automatically move to 3rd grade because there are many factors to consider, including: professional development, staffing, child care leaves, transfers from school to school, cohesiveness of the grade level team, and enrollment. Teachers are not moved without conversations with the administrators.

As of today, three co-teaching classes are projected:

- full time co-teaching class in 5th grade
- part time co-teaching class in 4th grade
- part time co-teaching class in 3rd grade

We cannot assume that the co-teachers will be the same.

Staffing will be solidified before placement is done, and staffing will be announced before the summer break.

As of today, the incoming K class is lower by 15 kids than anticipated by trends and projections. Ms. Monaco encourages parents to register now, as parents can drop off at any point.

- Status of budget for field trips: All field trips were removed from the district budget a month ago, but now \$50,000 of the \$65,000 has been reinstated. There are discussions about each building's allotment. In preparation for this process, Ms. Monaco and Ms. Soler prepared a list of each grade's trips and prioritized them. Constitution Works and Buehler (5th grade trips) are in a different budget line that has been fully reinstated. All field trips for this year remain intact.
- Presence of dogs on school property: With the warmer weather, there are more dogs on Murray Ave. and Daymon Terrace at drop off and pick up. A dog safety reminder will be included in this week's Tiger Talk and Paws for News, specifying that dogs are not allowed on school property and should never be brought into the school building. Also, dogs should not block traffic at the staircases.

II. *Kindergarten*

No issues/questions raised.

III. *1st Grade*

- Not enough books in the classrooms' book baskets: Ms. Monaco will reach out to the 1st grade team and determine if they need to purchase more books.

IV. *2nd Grade*

No issues/questions raised.

V. *3rd Grade*

- Use of objectives and assessments for each unit of instruction: Reading, writing and math are assessed often. Reading, at a minimum, is assessed four times a year. Ms. Monaco collects the data. Writing assessment occurs weekly during conferring with the teacher. For math, there is constant assessment with TERC, as there are pre-tests, mid-tests, and end of unit tests. For social studies and science there are informal assessments and observations.
- Concern that the aides are standing together and not circulating on the playground: Ms. Soler reminds them at the aides meetings that they have to be on their stations, not clustered, and are encouraged to circulate. She will remind them again.
- Use of upstairs bathroom at lunch instead of the one nearby: Third graders should not be going upstairs, so Ms. Soler will look into it.

- Request to set up a Shutterfly account to allow parents to see photos of their kids at school: The account would have to be managed by a PTA committee. Ms. Monaco will investigate whether this is something that the school can do.

VI. 4th Grade

No issues/questions raised.

VII. 5th Grade

No issues/questions raised.

VIII. Special Education

Upcoming meetings:

- May 24th at 7:30 pm, Hommocks Library: Keys to Social Success by Dr. Marcia Eckerd