

## 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 May 19, 2010 Summary

#### *I. General*

- Concern about teachers being let go because they did not receive tenure: All the people who were up for tenure at Murray got tenure (Teacher Laura Santavicca and Teaching Assistants Tricia McRae and Dolores Dwyer).

#### *II. Kindergarten*

- Concern about the construction site at the corner of Daymon Terrace and Weaver St.: If parents have concerns about the safety of the construction site, they should email the town.

#### *III. 1<sup>st</sup> Grade*

- Teacher status for the Fall: Now that the budget has passed, the administrators in the four elementary schools and central administrators can move forward with conversations regarding staffing. As of today, the projections for next year are:
  - 6 sections for K
  - 6 sections for 1<sup>st</sup> grade
  - 5 sections for 2<sup>nd</sup> grade
  - 6 sections for 3<sup>rd</sup> grade
  - 5 sections for 4<sup>th</sup> grade
  - 5 sections for 5<sup>th</sup> grade

Compared to this school year, there will be one less section for 2<sup>nd</sup> grade and one more section for 3<sup>rd</sup> grade. This does not mean that a 2<sup>nd</sup> grade teacher will automatically move to 3<sup>rd</sup> 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.

Staffing will be solidified before placement is done, and staffing will be announced before the summer break in *Paws for News*.

#### IV. 2<sup>nd</sup> Grade

- Teacher status for the Fall: Please go to “Teacher status for the Fall” summary under 1<sup>st</sup> Grade.
- Understanding of placement process: Once staffing is firmed up, the placement process begins. Everybody is very respectful of the process, as they understand the importance and value of placement. Ms. Monaco takes the parent placement letter, makes notes, and brings them to the child’s current grade level meetings. The Psychologist, Speech, Reading and Special Ed. teachers also attend these meetings. Each specialist (Art, P.E., Music, Library) takes a grade and comes to a grade level meeting. At the meeting, they talk about each child’s strengths and weaknesses. Each child has a card, which is placed under a teacher’s name. A first draft is created. Each grade teacher and Ms. Monaco review it. On average, there are three to four meetings of an hour and a half to two hours each for each grade level. The classes have to be balanced by gender, academic needs, strengths, behavior, etc. The placement letters are mailed the third week of August, and they will include class lists.

#### V. 3<sup>rd</sup> Grade

- Age appropriateness of lunch time movies: The school has shifted its practice from showing movies. During rainy days, children now have the option to play board games and cards, draw, and read. The policy is to show G rated movies in the few occasions where movies are shown. Holes was shown one day, and even though many children enjoyed it, it will not be shown again, as it is a PG rated movie.
- Status of field trips for next school year: Not the full amount for field trips was reinstated, but now that the budget has passed, administrators and teachers can go ahead and have more conversations. The trip to Albany will most likely continue.
- Use of differentiated learning; use of NYS test scores in class placement: Teachers are always differentiating their instruction. Words Their Way and TERC have built in differentiation. The NYS testing information is not used for placement because the results are received in the summer, so they would be using information that is one year old. Teachers do get the NYS testing information in the fall to guide their instruction.
- Teacher status for the Fall: Please go to “Teacher status for the Fall” summary under 1<sup>st</sup> Grade.
- Anticipated curriculum changes for 4<sup>th</sup> Grade: None.

*VI. 4<sup>th</sup> Grade*  
No issues/questions raised.

*VII. 5<sup>th</sup> Grade*  
No issues/questions raised.

*VIII. Special Education*

Upcoming meetings:

- May 24<sup>th</sup> at 7:30 pm, Hommocks Library: Helping Special Needs Children Succeed – Accomplishments and Future Areas of Focus.