

**PRESENT:** Lauren Hernandez, Elementary Principal  
 Amy Fazio, Elementary Principal  
 David Seipp, Secondary Principal  
 Steven Shuchat, Secondary Principal  
 Jane Dambra, Elementary Teacher  
 Lea LaSusa, Elementary Teacher  
 Ellen Mead, Secondary Teacher  
 Kerri Bohringer, Secondary Teacher  
 Michelle Cardwell, Assistant Superintendent for Curriculum & Instruction  
 Alberta Pedro, Secretary to the Superintendent

**ABSENT:** Tara Ashburn, Parent  
 Lori Jiava, Parent  
 Tom Bridgman, Parent  
 LaVern Spencer, Parent  
 Superintendent Jose Carrion

There was no one from the public present.

The meeting was called to order by Alberta Pedro at 4:00 p.m.	<b>CALL TO ORDER</b>
1. Superintendent Carrion was unable to attend the meeting due to a death of a close friend. The Committee agreed by consensus that Alberta Pedro may serve as chair in his absence.	<b>WELCOME</b>
2. Approval of minutes from June 4. There were no changes. The minutes have been posted on the website. The minutes of 6/4/18 were approved by consensus.	<b>APPROVAL OF MINUTES</b>
3. Based on a view of the survey results of sample plans, the feedback indicated that committee members were in favor of a shorter plan, an easier to read plan, and a plan that included graphics.	<b>REVIEW AND DISCUSSION OF SHARED PLAN</b>
a. The Committee discussed the items for consideration and items not open for consideration by a School Leadership Team (SLT) pg. 4 A and B. The Committee requested that the attorneys be contacted regarding adding language to the plan so that a SLT or the District team would not be permitted to consider items that are “politically charged”. The draft plan includes topics that an SLT may consider to include, “improve school climate and culture.” Items with a political slant may be considered by the SLT under this category, as the plan is currently written. The Committee agreed that they want to ensure there is language that would exclude this type of decision from falling upon the SLT. The District Clerk will provide attorney feedback to the Committee via email.	

- b. The Committee requested that Academic Intervention Services (AIS), Response to Intervention (RtI) and “identification of at-risk students” be removed from the list of items for consideration by an SLT and add “before/after school programs” and “programs that address all students”. The reason expressed is that the SLT should focus its goal on improving achievement of ALL students, not specific students.
- c. The Committee requested that language regarding establishing a quorum for the District Committee be inserted on page 6 after the bullet on the Open Meetings Law.
- d. In the section on the Building level SLT (page 6), it was agreed that Teachers in the SLT committee members chart should be changed to WCT member. It was also requested that support staff be defined by the other unit members (i.e.: Custodial, monitors, clerical, etc.). A concern was expressed about not being able to fill an SLT Committee. The suggestion was made to provide an incentive such as in-service credit to entice people to volunteer to serve on the SLT Committee. It was noted that there are other committees (i.e. Professional Development committee, Wellness Committee), which are required by Education Law or Commissioner’s Regulations, where the composition of the committee is required and there are no incentives or compensation offered to participants on those committees. The Committee agreed that the word, “recommended” be inserted before “composition of the building-level School Leadership Team.” In addition, the Committee requested to add the following text under composition, “a minimum of 4 members are required to have the SLT” and “every effort will be made to fill the recommended positions.” That way documentation in getting members will support the efforts of the building principal. The Committee discussed and agreed to add an optional provision for up to 2 students for K-8 based teams.
- e. The District Clerk shared that the Superintendent will provide training for the principals on the SLT process each year at a principals meeting (see item #4 on page 6). It was recommended that the district consider bringing in a trainer to provide a workshop on consensus building tips. It was beneficial in the past.
- f. It was clarified that the Checklist (Appendix A) and the Assessment (Appendix D) be completed by the SLT and submitted to the Superintendent of Schools by June 1 of the school year. Appendices B and C are planning tools and do not need to be submitted.
- g. It was suggested that something be added to the plan regarding how the SLT would request funding for a project. The Committee asked that language be added regarding the budget prep process for the following year and to contact the District Office to see if there is any existing funding that could support a proposed SLT goal.
- h. The Committee confirmed that there is language in the plan that no single member is individually accountable for the work of the SLT (see IV, item A.)

<ul style="list-style-type: none"> <li>i. On page 8, under Accountability, the word “completing and/or” will be added before “submitting”.</li> <li>j. Under III, item B, change the word “shall” to “may” and delete item #4 and a and b.</li> </ul>	
<p>4. The goal of the SLT is to tie into things already being done at the building and the SLT should have a purpose. The Committee agreed to review the Appendix A Checklist so that it aligns with the issues for consideration on page 4 item A, and to include a checklist of the items listed under item B. Appendix A should also indicate “check all that apply”.</p> <p>Appendix A and D should include a submission date of “June 1 of the school year”. Appendix B and C should state “OPTIONAL” on the form.</p> <p>It was recommended by the Committee that the names and signature page (items 5, 6, and 7 from Appendix C) be moved to the second page of Appendix D.</p> <p>The Committee requested that the third bullet regarding “resources” under Implementation on Appendix B should be removed to avoid any confusion.</p> <p>A request was made to add language regarding an SLT being permitted to convene an ad hoc committee to work for a particular goal. The committee agreed but requested that a majority vote of the SLT and the ad hoc committee be required to ensure they are in agreement to work toward a particular goal. The following language was incorporated from a sample plan, “Sub-committees may be used to increase constituent involvement and to focus efforts on a particular goal. If people outside of the group are to be involved in sub-committee work or to attend the shared decision making meetings, a team vote is necessary.”</p>	<p><b>REVIEW AND DISCUSSION OF FORMS</b></p>
<p>5. The Committee will receive the revised Plan with Track Changes turned on. The Committee will also receive the attorney’s feedback via email on language that would prohibit the SLT from considering issues that are “political” in nature. The Committee is asked to review the Plan and provide any additional changes via email. The Board of Education will receive a draft copy of the Plan on Friday with an anticipated presentation to the Board in November.</p>	<p><b>NEXT STEPS</b></p>
<p>The meeting was adjourned at 5:20 p.m.</p>	<p><b>ADJOURNMENT</b></p>

Respectfully Submitted,

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Alberta Pedro, District Clerk