

Meeting Minutes
School Leadership Team (SLT) Meeting
September 25, 2019 at 3:00PM in Room 408

I. Call to Order

The meeting was called to order at 3:00pm. All members were present.

II. Review of Minutes from June Meeting

The minutes from the June 2019 Meeting were reviewed and unanimously approved.

III. Review of By-laws

An incomplete copy of the by-laws was distributed and reviewed by the committee. Ms. Mastriano will email all SLT members a complete set of the updated by-laws and all members should review them.

IV. Election of Leadership Roles

The following members were elected for leadership roles:

- Chairperson – Kristin Savov
- Secretary – Erin McHale
- Facilitator – Damali Peterman
- Financial Liaison – Debra Mastriano
- Timekeeper – Stephanie Stern

V. iPlan portal

Debra Mastriano will provide access to iPlan portal for everyone. Everyone should review the CEP as it is a new process this year. The school budget and school data are also available in iPortal.

VI. Review of Chancellor's Regulations A-655

A copy of the Chancellors' Regulations was provided to all. This is an extensive document which all members should review independently.

One of the functions of the SLT is to make sure all constituencies are heard. There are guidelines in the regulations to come a consensus.

VII. Functions of the SLT

The role and function of the SLT was discussed:

1. Write the CEP for the school
2. Review the school budget
3. Conduct progress monitoring
4. Make positive changes at our school

VIII. Review of CEP Process

The process is completely changed from last year. It is a much more limited document. The format has changed from open ended responses to drop down menus. Kristin made a first draft of the CEP by taking what they said we are supposed to be doing and putting it in a Word document

The CEP is a living document, and it should be a consensus-based decision process. We are in a good place with the IEP section. reviewers came in and reviewed and revised this section

Action item – all SLT members should read the CEP, and understand what it says.

IX. CEP Progress Monitoring and Schedule for Academic Year

This year there are four rounds of progress monitoring (vs. one round last year) and due dates for items in every quarter. The timeline of the year was discussed and outlined, and the SLT meetings were scheduled accordingly.

Quarter 1

10/16/19 3:00-4:15pm – SLT Meeting

- Knowledge building: working groups turnkey info to SLT, Finalize CEP for submission to DOE on 10/18. Discuss Progress Monitoring timeline.

11/6/19 7:00-8:00am – SLT Meeting

- Plan progress monitoring, the USDOE conference videos on positive school climate should be posted for us to review.

11/18/19

- Deadline to publish DOE approved CEP plan to school website.

12/4/19 3:00-4:15pm SLT Meeting

- Analyze progress monitoring data, complete PM report for submission 12/13

12/13/19

- Deadline to submit Q1 progress monitoring report.

Quarter 2

1/14/20 7:00-8:00am – SLT Meeting

- Analyze data, review school budget alignment, Plan Q2 progress monitoring

2/11/20 7:00-8:00am – SLT Meeting

- Analyze progress monitoring data, complete PM report for submission 2/14.

2/14/20

- Deadline to submit Q2 progress monitoring report.

Quarter 3

3/6/20 3:00-4:15pm – SLT Meeting

- Analyze progress monitoring data, ideas for next year's CEP

4/1/20 7:00-8:00am – SLT Meeting

- Plan Q3 progress monitoring, ideas for next year's CEP

4/24/20 7:00-8:00am – SLT Meeting

- Analyze progress monitoring data, Complete PM report for submission 5/1

5/1/20

- Deadline to submit Q3 progress monitoring report

Quarter 4

5/6/20 3:00-4:15pm – SLT Meeting

- Draft 2020-2021 CEP

5/27/20 3:00-4:15pm – SLT Meeting

- Plan Q4 Progress monitoring, Draft 2020-2021 CEP

6/11/20 3:00-4:15pm – SLT Meeting

- Analyze Q4 Progress monitoring data, Complete PM report for submission 6/30/19. Draft 2020-2021 CEP

6/30/20

- Deadline to submit Q4 progress monitoring report, submit 2020-2021 CEP

X. **Selection of Groups for CEP Review**

The following groups were determined:

- Math - Stephanie Stern, Madelyn Storms
- ELA - James Fama, Daria Kim
- Equity - Damali Peterman, Erin McHale, Julie Stone
- Wellness Council - Debra Mastriano, Kristin Savov
- School Climate - Kristin Savov, Kelly Ruffler, Daria Kim
- Social Emotional Learning/Mental Health - Sara Lind, Rachelle King, Madelyn Storms
- Special Ed – Debra Mastriano (and Hope will come in to add further information)

XI. **Adjournment**

There being no further business, the meeting was adjourned at 4:15pm.

Respectfully submitted,

Erin McHale
Secretary