



## School Leadership Team

Meeting Minutes

April 27, 2020

<b>Attendees:</b>  Brooklyn Hough, Principal Rebecca Grgurina, Asst Principal Ann Phillips, Sr Admin Secretary Cristy Travaglino, Parent, Chair Yahaira Jackson, Timekeeper	  Laura Bernstein, Parent, Recorder Gayahri Dharmalingam, Parent Cynthia Karim, Parent Brandi Marks, Parent Lisa Vaughan, Parent
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- I. Introduction - 6:30-6:40p
  - A. Welcome to Gayathri Dharmalingam

Full introductions. Committee welcomed Gayathri (Gigi).

- II. Discuss and approve [by-laws](#) - 6:40-7:10p
  - A. Incorporated changes discussed on April 20
  - B. Added language around participation of non-SLT members during meeting
  - C. Vote on approval

Changes reviewed:

- Using abbreviations for School Leadership Team (SLT) and School Improvement Plan (SIP).
- Added "instructional excellence" to Section III (Purposes), Par. 1c.
- Confirmed changes discussed last meeting in Section IV Membership).
- Added language for SLT meetings to be open to the public in Section V(Meetings).

Procedural discussion:

- We will keep by-laws high-level and add procedural notes to Meeting Minutes as needed.
- Will add Title IX incident review as standard meeting agenda item
- Once we are meeting in person, the Public is invited to listen to meetings (except for when we discuss safety protocol). There will be time on the agenda for open Q/A and comments. During this period where we are meeting via Zoom, parents can request the link from Principal Hough and can use the chat feature to submit questions.

- Language around timing of agendas and minutes to be distributed will be relevant once the 2020-21 school year begins and our normal meeting schedule is in place. For now, we are meeting weekly and will get agendas and minutes distributed asap.
- We will follow Robert's Rules of Order for voting.

Vote:

- Motion to accept by-laws with changes discussed - Brandi Marks
- Motion seconded by Cristy Travaglino
- Motion approved unanimously

### III. Discuss uniform policy - 7:10-7:40p

#### A. [Sample policy](#)

#### B. Proposed [strawman vote](#) approach

1. Send out vote next day via Facebook and ListServ
2. Allow voting through May 3
3. If receive at least 65% support, move forward with developing policy and holding official vote

#### C. Vote on strawman vote approach

Confirmed CMS requirements for timing of vote are not applicable to our school at this time. Expected to have PowerSchool Parent Portal operational in July 2020. Discussed value in surveying our school parents to assess level of interest in having a school uniform policy using a strawman approach. Updated draft survey to include student name, grade and clarifying language around intent of survey and % needed to move forward. Survey to be distributed on or before 4/28/20. Survey to close 5/3/20. SLT to review results in 5/4/20 meeting.

Vote:

- Motion to use survey via ListServ and Facebook as shared in meeting and to take action post-survey should there be at least 70% interest - Laura Bernstein
- Motion seconded by Cristy Travaglino
- Motion approved unanimously

### IV. Discuss options for Master Math Teacher 7:40-7:55

#### A. Vote on how to use grant

School has been granted  $\frac{1}{2}$  teaching position for a Master Math Teacher. Options are to hire a Part Time teacher (or coordinate to share a teacher with another school), use an existing 6th grade teaching position with pay differential and time for training and coaching, or combine the  $\frac{1}{2}$  grant with a planned buffer position to make a full-time Master Math Teacher position. Discussed best use of \$ and unique circumstances with size of Middle School Teaching staff and the need to eventually offer coaching through the Math 3 level.

Vote:

- Motion to combine grant \$ with buffer position to create one full-time position - Laura Bernstein
- Motion seconded by Cynthia Karim
- Motion approved unanimously

### V. Action Items - 7:55-8:00pm

1. Add Title IX incident review as standard meeting agenda item to agenda template (Cristy Travaglino)
2. Post By-laws (Assistant Principal Grgurina)
3. Distribute School Uniform Strawman Survey (Principal Hough)
4. Begin recruitment for Master Math Teacher (Principal Hough)
5. Review links/information/examples for Uniform and Dress Code Policies (All)
6. Schedule Picture Company Review for 5/11/20 meeting (Principal Hough)

Upcoming Topics:

Selection of Picture Company (St. John, Strawbridge, Metro)

Development of School Improvement Plan Goals

Additional upcoming topics:

Review School Uniform Strawman Survey Results at 5/4/20 meeting.

Student / Parent Handbook - tentatively schedule for 5/11/20 meeting (if time)