



TO: Executive Superintendents, Superintendents, Principals

FROM: First Deputy Chancellor Cheryl Watson-Harris,  
Acting Deputy Chancellor Adrienne Austin

DATE: April 24, 2020

RE: Guidance on School Leadership Team and District Leadership Team Meetings  
During Remote Learning Period

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School Leadership Teams and District Leadership Teams are essential elements of our educational governance structure and ensure collaborative decision-making in school-level and district-level policy. Schools must continue the practice of holding these meetings in accordance with state law and Chancellor’s Regulation A-655, and the guidance below explains how these meetings can be conducted virtually.

## **I. Remote SLT Best Practices**

School Leadership Teams (SLTs) play a significant role in creating a structure for school-based decision making and shaping the path to a collaborative school culture. New York State Education Law Section 2590-h requires every New York City Public School to have an SLT, and Chancellor's Regulation A-655 provides a detailed blueprint of how SLTs accomplish the state's mandate for school-based management and shared decision-making through the development and monitoring of the Comprehensive Educational Plan (CEP). SLT meetings are subject to the Open Meetings Law. The Governor's recent COVID-19-related Executive Orders (202.1 and 202.14) relax the in-person meeting requirements for meetings subject to the Open Meetings Law (“OML”) and allows for SLT meetings to be held virtually via tele- or video-conferencing, provided that the public has the ability to view or listen to the meetings and the meetings are recorded and later transcribed.

### **Best Practices**

The SLT’s chairperson should continue to chair the SLT. The SLT secretary should continue to provide notice of these meetings, consistent with the OML. These two officers should work with

the school's principal to identify a DOE-approved virtual platform (guidance for NYCDOE Videoconferencing can be found [here](#)) that will allow all of the members to meet and that will also provide an opportunity for the school's community and the public to attend the meeting.

Every effort should be taken to follow the SLT's by-laws regarding the time and date of the meeting. In general, SLTs should seek to ensure that all members of the SLT are able to attend the meeting and that notice of the date and time of any SLT meeting has been made public 10 days before the meeting.

Facilitation:

- Agenda should be emailed to all SLT members and posted on the school's public website before the meeting.
- Virtual platform must have the ability to allow SLT members to speak or provide written comment through a moderated chat. Guidance for NYCDOE Videoconferencing can be found [here](#). While a public comment period is not required, SLT meetings are an opportunity to hear from members of the school community.
- The chair, or designated meeting facilitator, should announce the meeting norms at the beginning of the meeting and periodically throughout. (For example, speaking order will be established).
- The chair, or designated meeting facilitator, should endeavor to ensure that all members have the opportunity to speak and be heard during the meeting.
- Minutes of the meeting should be recorded by the secretary or the videoconferencing application and shared with the membership as soon as possible.

Additional Requirements:

- SLT must continue to make decisions through consensus.
- All members must be provisioned to view their school's CEP through iPlan.
- SLT members are eligible for annual remuneration of \$300, if they complete 30 hours of service, including remote service, on the SLT and attend a mandatory training session relating to CEPs and budget issues each year. SLT members who attend training but serve less than 30 hours may request remuneration on a pro-rata basis.

## **II. Remote DLT Best Practices**

District Leadership Teams play a significant role in creating a structure for District-based decision making and shaping the path to collaboration between superintendents, principals, parents, teachers, other school staff, and community partners. Section 100.11 of the Regulations of the Commissioner of Education requires every superintendent to develop a district plan, known as the District Comprehensive Educational Plan (DCEP), with a committee, known as a District Leadership Team. Chancellor's Regulation A-655, provides a detailed blueprint of how DLTs accomplish the state's mandate for District-based planning and shared decision-making

through the development and monitoring of the DCEP. If DLT meetings are scheduled during this time, they should be held virtually via tele- or video-conferencing.

### **Best Practices**

The DLT's chairperson should continue to chair the DLT. The DLT secretary should continue to provide notice of scheduled meetings. These two officers should work with the District's superintendent to identify a DOE-approved virtual platform (guidance for NYCDOE Videoconferencing can be found [here](#)) that will allow all of the members to meet and that will also provide an opportunity for the District's community and the public to attend the meeting. Every effort should be taken to follow the DLT's by-laws regarding the time and date of the meeting. In general, DLTs should ensure that their members are able to attend scheduled meetings and that notice of the date and time of any DLT meeting is shared with the members in advance.

#### Facilitation:

- Agenda should be emailed to all DLT members before the meeting.
- Virtual platform should have the ability to allow DLT members to speak or provide written comment through a moderated chat. Guidance for NYCDOE Videoconferencing can be found [here](#)
- The chair, or designated meeting facilitator, should announce the meeting norms at the beginning of the meeting and periodically throughout. (For example, speaking order will be established).
- The chair, or designated meeting facilitator, should endeavor to ensure that all members have the opportunity to speak and be heard during the meeting.
- Minutes of the meeting should be recorded by the secretary or the videoconferencing application, and shared with the membership as soon as possible.
- Superintendents are encouraged to welcome parents to observe DLT meetings so that they are aware of the priorities of the district and how decisions are made. Superintendents can promote these meetings on the district website, through parent leadership bodies, and via emails to parents.

#### Voting:

- DLT must continue to make decisions through consensus.