

# Teaneck Public Schools District Advisory Team

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## Minutes of Meeting

November 26, 2012---Conference Room, Eugene Field School

### Attendees:

Rebecca Alston	Hawthorne School	Vanessa Bing	Whittier School
Teresa Burton	Whittier School	Tamika Francis	BFMS
Paulette Meier	Bryant School	Denise Sanders	THS
Chondra Young	TJMS	Barbara Pinsak	TPS

### Introduction of Team Members

Meeting began at 7:10 PM. Team members introduced themselves as they joined the meeting.

### History and Purpose of Team Formation/Responsibilities of Team Members

B. Pinsak provided information about the formation of the original District Quality Management Team (DQMT), which was mandated by the State of New Jersey as a component of Quality Assurance Annual Report (QAAR). The mandate also provided for the establishment of Building Quality Management Teams (BQMT). When the New Jersey Quality Single Accountability Continuum (NJQSAC) replaced QAAR as the state's monitoring and evaluation mechanism, the Teaneck Public Schools maintained the BQMT model. The BQMT was to consist of parents, teachers and school administrators (and students where appropriate) and the focus was on the establishment and monitoring of the school goals. The District was mandated to keep records (through the schools) of the BQMT meetings and agenda topics. Student achievement reporting and discussion was a minimum expectation.

For the last several years, the district has attempted to revitalize BQMTs for the value that they can add to our district. They function well in some schools but not in all. In an effort to maintain consistency across the District, the following are expectations for Teaneck BQMTs:

- Each school is required to have a BQMT
- The BQMT should consist of parents, at least one administrator, teachers and students where appropriate.
- The team serves in an advisory capacity to the principal. Team members aid in the development of school goals and plans.
- Student achievement data should be reported and discussed with the BQMT at least once each year.
- Meetings should occur monthly, or a minimum of 6 times each year.
- When possible, the BQMT chairperson should be a parent or a teacher. The school administrator ideally serves as a resource to the committee.

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- No meeting should take place without an administrator in attendance.
- The BQMT cannot assume responsibilities that are mandated by NJ code, law or Teaneck Board of Education policy as the purview of the building or district administration.

In order to support the work of the BQMTS, to encourage collaboration between them, to facilitate communication between the Superintendent's office and the BQMTs and to support student achievement in the district schools, Ms. Pinsak created the District Advisory Team (DAT). Building principals were asked to consult with their BQMTs to seek representatives for the DAT. The following outlines the objectives and procedures of the DAT:

1. Each school BQMT will select a representative for the DAT.
2. Representatives should be willing and available to attend one evening meeting per month.
3. Representatives will collect ideas, concerns, questions and best practices from school BQMTs to discuss with district team.
4. Representatives will note the above from district meeting to discuss with school BQMT.
5. DAT will review goals, objectives and progress of District Strategic Plan and provide input where necessary.
6. Minutes of meetings will be posted on the district website.

Some time was spent in clarifying BQMTs and the roles in the school. Some BQMTs had not scheduled a meeting yet or the meeting had been postponed due to Hurricane Sandy and the effects of the storm. Ms. Pinsak explained her view of the BQMT as school goal centered as compared to the PTOs (As/SO). These organizations are interested in achievement but also have a vital role in providing resources and cultural experiences for the district's students and for their parents. Both are important. Each has a different focus. She added that BQMT minutes should be shared with the Parent/Teacher/Student organizations.

## **Report on Status of District Strategic Plan**

Ms. Pinsak shared the district plan and there was some discussion about the DAT's role in implementing the plan. Ms. Pinsak explained that her intent was to make sure that the plan was shared with the building teams and that any input was shared with the district.

## **Establish Time and Date for Next Meeting**

As reported earlier, some schools were unable to have BQMT meetings prior to our DAT meeting. It was decided that those present would email BQMT dates to Ms. Kuhran and then Ms. Pinsak would provide several options for the next meeting.

Meeting adjourned at 9:15 PM.