

**Kenmore West High School**  
**Shared Decision Making Team Meeting**  
**December 12, 2016**  
**4:00-5:00PM**

**Team Participants:**

Present ✓

✓ Jill Ackerman, Teacher Aide

✓ Chad Bevier, Teacher

✓ Daniel Charland, Assistant Principal

✓ Diana Gruninger, Teacher

✓ Dean Johnson, Principal

✓ Christine Koch, Assistant Principal

Kevin Kruger, Operations Principal

✓ Shane Magaris, Teacher

Present ✓

✓ Jen Morrow, Parent

Ellen Malkiewicz, Parent

Allison Rapp, Student

✓ Kelly Rodriguez, Teacher

✓ David Rogalski, Teacher

Kathy Schinaman, Parent

Michael Sierzchula, Teacher

✓ Mary Metzler, Clerk Typist

**Our Focus:**      How can we create the conditions for student engagement?

**Our Norms:**

- Our meetings will start and end on time.
- We will honor the time allotments for each topic and assign a timekeeper at each meeting.
- We will attend meetings prepared and ready to be present and to participate.
- We will use technology to support the work of the meeting.
- We will always assume positive intent and engage with respectful honesty.
- Confidentiality

**Time Keeper: Kelly Rodriguez**  
**Recorder: Chris Koch**  
**Dialogue Monitor: Mary Metzler**

**Follow Up Items from 11/7/16:**

Who?	What?	How?
Dean/ Kevin	What kinds of decisions can we/will we make	The SDMT team will address issues and decisions that require shared stakeholder input.
Dean/ Kevin	Who will be looking at the district survey results?	The district as well as all constituent groups will have access to all the survey data.
Dean/ Kevin	Will send out agendas. Team has agreed to 4 -5 pm on 2nd Monday of the month..	Done
Dean/ Kevin	How will we know that we are being effective? Who is defining the goals? Is this an advisory or decision making team? Team desire is to be able to implement ideas.	The team needs to establish the agenda and topics for review.

**AGENDA:**

Topic	Person(s)	Format	Time	Decision Points and Follow Up
Getting Started	Group	Information Sharing	4:00-4:10	Opening Remarks, Introductions, Norms, and Roles
BOCES Training	Dan Charland and Team Members	Information Sharing	4:10-4:30	<p>Provide overview of BOCES Shared Decision Making Team Training</p> <ol style="list-style-type: none"> <li>1) Open ended based on school's needs</li> <li>2) Use connecting stakeholder groups.</li> <li>3) Vehicle for communication</li> <li>4) Vehicle for potential problem solving</li> <li>5) Concerns over ideas begin connected to everything</li> <li>6) Shared example of previous experiences with SDM</li> <li>7) Agenda on Google Docx</li> <li>8) Should we identify a bigger project to undertake but executable with respect to student achievement and engagement.</li> <li>9) Issues and decision points - next mtg brainstorm ideas.</li> <li>10) Jen Morrow volunteered to be on SDM district committee. Waiting for confirmation from district office. Next Mtg Feb 13th</li> </ol>

School Safety	Dean Johnson Dan Charland Christine Koch	Information Sharing	4:30-4:55	<p>Response to Recent Student Conflicts</p> <ul style="list-style-type: none"> <li>-Additional Staffing Support</li> <li>-Current School Safety Procedures</li> <li>-Non-Violent and Violent Conflict Mediation</li> <li>-Discipline Data</li> <li>-Grade 8/9 Class Meetings</li> </ul> <ol style="list-style-type: none"> <li>1) Shared the state of KW student conflicts and referrals.</li> <li>2) Is this indicative of 8th graders???? Dean will look at data from previous years.</li> <li>3) Freedom in cafeteria more than at the middle school.</li> <li>4) 8th &amp; 9th grade mtg have students sit in seat that they pick at beginning of lunch. (no moving around). Only get up to get lunch when table dismissed. Garbage gets rolled around so students don't walk around..</li> <li>5) 8th grade parent concern over staffing in cafeteria. Continue to use lunch detention. Lunch is well staffed.very well staffed.</li> <li>6) Bystanders - should students get in trouble for watching.</li> </ol>
Meeting Topics & Roles	Dean Johnson	Information Sharing	4:45-5:00	Google Docs Meeting Topics

**Good of the Order:**