

The School Planning and Management Team (SPMT)

All decisions are made in the best interest of students.

Appropriate vs. Inappropriate SPMT Discussions

Appropriate

Agenda items

Instructional and curriculum issues

School social events

Public relations

School climate and environment issues and concerns

Inappropriate

- Issues not on the agenda
- Personnel issues
- Individual students
- Personal issues
- Issues that affect a few students and parents

The SPMT Meeting

Before the Meeting

Chairperson:

- Receives agenda items;
- Meets with the principal to develop the meeting agenda; and
- Distributes the agenda and the minutes from the last meeting.

During the Meeting

- Use the role and guiding principle cards.
- Assign roles if not already done.
- Follow the agenda.
- Participate constructively.
- Think of solutions.
- Resolve conflicts.

After the Meeting

- Communicate with constituents and subcommittees.
- Refrain from complaining about decisions.
- Refrain from appealing to the leader to reverse SPMT decisions.
- Observe confidentiality.