

ISLAND PARK PUBLIC SCHOOLS
Island Park, New York 11558

**DISTRICT PLAN FOR SCHOOL-BASED PLANNING
AND SHARED DECISION MAKING**

The Francis X. Hegarty and the Lincoln Orens Middle School shall have a Site-Based Management (SBM) Team which will operate under the conditions as specified herein.

Objective

The purpose of the site-based team is to work collaboratively and collegially to improve school achievement.

Convening of Site-Based Management Teams

Building principals will continue to call meetings of the SBM Teams.

Team Membership

Positions that will serve on each team will be the following:

<u>Title</u>	<u>Number of Positions</u>
Principal	1
Teachers	3
Parents	3
Other Non-Instructional Members: (Full-time Custodians, Clerical, Aides, Monitors, Nurse)	2

Rotation of Team Members

<u>Title</u>	<u>Rotation Schedule</u>
Principal	No Rotation
Teachers	Year 1 – rotate 2 people Year 2 – rotate 1 person
Parents	Year 1 – rotate 2 people Year 2 – rotate 1 person
Non-Instructional	Rotate one in each of the two years

Rotations will take place on July 1st.

Membership Selection Process

Principal: Permanent Member

Teachers: All faculty members will be contacted by letter from the Superintendent requesting their voluntary participation on their respective SBM team. Interested members will return a tear-off form from the letter to their building's faculty representative or designee. Using a lottery format, the tear-off applications will be randomly selected from a box by the faculty representative, or designee, from that faculty member's building.

Parents: All parents of students attending F. X. Hegarty and/or the Lincoln Orens Middle School will be contacted by letter from the Superintendent requesting their voluntary participation on their respective SBM team. Interested parents will return the completed form by mail to the office of the Superintendent. Using a lottery format, names of all interested parents will be randomly selected from a box by the PTA representative from the school. The drawing will be held at the final PTA meeting of the school year.

Non-Instructional: All full-time, non-instructional employees will be contacted by letter from the Superintendent requesting their voluntary participation on their respective SBM team. Interested employees will return a tear-off form from the letter to the Superintendent. Using a lottery format, the tear-off applications will be randomly selected from a box by the principal.

Unexpired Terms

In the event a member of the team leaves prior to the end of the term, an individual will be selected to complete the remainder of the term using the process outlined above. In the case of parent members, the drawing will be held at the next business meeting of the PTA.

Term Limits

Teacher and parent members of the team may serve only one term on any school site-base team in the District. They are permitted to serve again following a break of one year.

Those filling unexpired terms are eligible to participate immediately in the selection process for a full term following conclusion of the partial term.

Meetings: Number, Location and Related Matters

The site-based meeting dates, time and location will be set at the district level calendar meeting in May. A committee member will be appointed at the first meeting to take notes for the year. All minutes will be typed and sent to the local committee members at least one week prior to the next site-based meeting. Once the meetings are approved at the subsequent site-based meeting, the minutes are sent to the Superintendent, President of the Board of Education and President of the Parent Teacher Association. The PTA Corresponding Secretary is encouraged to read the minutes at the scheduled PTA meetings. Minutes will be posted on the district website. Two extended meetings may be scheduled during the school year (for example, 4-7 PM with dinner provided by the district). The Team may invite participation by others to help focus on a particular issue. A SBM Team may meet with the other school SBM Team or, when needed, with representatives from that school team.

Decision Making Process

The SBM Team shall make decisions on the basis of consensus.

Resolution of Disputes

In the event that the SBM cannot reach a consensus or there is an unresolved dispute concerning an issue, the Team will refer the matter to the Superintendent of Schools. The Superintendent shall meet with the Team for the purpose of facilitating a solution. If no consensus can then be reached, the issue shall be tabled for a time determined by the SBM Team.

Educational Issues for Consideration

- Curriculum (Enrichment beyond the core curriculum)
- Safety
- Wellness
- Discipline/Management
- Extracurricular Activities
- Community and School Interaction

Issues Not To Be Considered

- Personnel
- Labor
- Contracts
- Individual Students

Accountability

The SBM Team shall conduct a self-evaluation at least annually for the purpose of assessing the degree to which Team objectives were accomplished.

Measurement instruments shall consist of self-evaluation instruments, progress logs, minutes or other agreed upon methods and materials.

Minutes: Minutes of SBM Team meetings shall be sent to the Superintendent and posted in the main office and faculty room in each building.

Updates and reports from the various meetings are to be made at faculty and PTA meetings. Such reports are to be made by a SBM Team member other than the principal.

The site-based committees at both Francis X. Hegarty Elementary School and Lincoln Orens Middle School will present a year-end report to the Superintendent in May and then to the Island Park Board of Education in June.

Means and Standards to Evaluate Student Achievement

Learning Standards
Regents Goals
State and Local Assessments
School Report Card

Coordination with State and Federal Requirements

SBM Teams may request advice and counsel from the Director of Curriculum, Assessment and Technology to assure that a coordinated approach is utilized to insure that parental involvement is in accordance with State and Federal requirements.

Mission Statement

The mission of our public schools is to provide all students with equal opportunities to achieve academic excellence, social awareness and physical fitness in a nurturing environment created through collaboration and support of staff and parents in the tradition of Island Park as a caring community.

We will enable students to develop the capacity to function as lifelong learners and good citizens who possess positive self-image, commitment to personal excellence, and respect and tolerance for individual differences.

Students will become contributing members of society as critical thinkers and compassionate citizens prepared to face the challenges of this rapidly changing world.

Revisions/Additions:
12/14/01, 2/4/04, 3/2/06 1/22/10