

POLICY

1999

2211
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Internal Operations

**SUBJECT: PARTICIPATION OF PARENTS AND TEACHERS IN SCHOOL-BASED
PLANNING AND SHARED DECISION MAKING**

As required by Section 100.11 of the Commissioner's Regulations, by February 1, 1994, the Board of Education must develop and adopt a District plan for the participation by teacher and parents with administrators and School Board members in school-based planning and shared decision making or implement a plan through its excellence and accountability program. Although the Regulations stipulate the groups that must be included, boards of education have the latitude to expand membership.

In South Huntington the District's "Plan for the Participation by Teachers and Parents in School-Based Planning and Shared Decision Making" will be developed in collaboration with a standing SBM Steering Committee composed of: the Superintendent of Schools, the President of the Board of Education; administrators selected by the South Huntington Administrators Association; teachers selected by South Huntington Teachers Association; parents not employed by District's remaining bargaining units; two students selected by the high school principal; a resident representing the District's minority population and a resident representing the senior citizens. The latter two members are selected by the Superintendent of Schools and shall not be employed by the District, SHAA or SHTA.

This District plan shall specify the educational issues which will be subject to cooperative planning and shared decision making at the building level, the manner and extent of the expected involvement of all parties, means and standards to evaluate improvement in student achievement, means for accountability for decisions makers, a process for resolution of disputes about educational issues and the manner in which state and federal requirements for parent involvement will be coordinated and met by the plan.

This plan will be adopted at a public meeting of the Board of Education after consultation with the SBM Steering Committee. The plan will be distributed to the Administrative Council, PTA Council Executive Board, South Huntington Public Library, employee bargaining unit officers, each school and to other interested residents and staff members, upon request, as available.

The SBM Steering Committee shall oversee the process of school-based management/shared decision making in South Huntington. The Steering Committee is a standing committee and exists as long as the school-based management/shared decision making process is in place. Members are appointed by their constituent groups. Tenure of membership is determined by the constituent group that the member represents. The Committee will meet at least three times per year to monitor the process and assess the progress of the building teams. In addition, the Committee will address any issues and concerns that arise.

Although this process speaks to the schools, it does not exclude sites or programs from participating as subcommittees within the process.

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Guidelines for SBM Building Teams

An SBM building team shall be created at each school site.

Membership

- a) Each team shall consist of representatives of the teachers, administrators, parents, school related personnel** students (primary excepted) and optional membership by a community representative who is not a parent of a school-age child or eligible to represent any other group on the team.
- b) Each team shall have a minimum of 10 members and a maximum of 14. Suggested representation and term:

<u>Representative</u>	<u>Number</u>	<u>Term*</u>
Teacher	4 or 5	2 year term
Administrator	1 or 2	2 year term
School related personnel**	2 or 3	2 year term
Parent	2 or 3	1 year term
Student (primary excepted)	2 or 3	1 year term
Community representative (optional)	1	1 year term

*Representatives may serve for more than one term.

**School Related Personnel refers to paraprofessionals, (instructional and non-instructional) secretaries, custodians, transportation workers, cafeteria personnel, health related services (nurses), and building and grounds personnel.

Qualifications

- a) A person qualifies for team membership if she/he has been selected by his/her constituency and;
- b) Parent - has child(ren) in the building during the term of office;
- c) Student- must attend school during term of office;
- d) Staff member - must have responsibilities in the building.

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Selection Process

- a) Teachers - In each building, interested teachers shall have their names placed on a ballot to be voted on by the building teaching staff.
- b) Administrators - In each building where there is more than one administrator, interested administrators shall have their names placed on a ballot to be voted on by the building administrative staff.
- c) School related personnel - In each building, interested school related personnel shall have their names placed on a ballot to be voted on by the building school related personnel.
- d) Parents - In each building, interested parents shall have their names placed on a ballot to be voted on by the building parent teacher association.
- e) Students - In each building, students shall be (s)electd by the building student government organization.
- f) Community representative - The community representative shall be selected by the SBM building team.

NOTE: Individuals who volunteer to participate as a member of an SBM team should be cognizant of the time commitment involved.

Elections

- a) Elections are to be held in the Spring. Final team membership is to be in place by June 30.
- b) Parent Elections:
 - 1. A current member of any PTA unit is eligible to run for a SBM position.
 - 2. Parents of entering kindergartners will be invited to a PTA unit meeting in May. At that time they may join the PTA. They are then eligible to run for a position on an SBM team.

Practices and Procedures

- a) Teams shall establish a regular time and day for meetings.

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- b) Ideally, meetings shall be held weekly with a minimum of bi-weekly.
- c) The building team shall establish standards for membership on the committee.
 - 1. Regular attendance is a requirement for SBM team membership.
 - 2. An attendance plan with criteria for continued participation should be in place.
 - 3. A copy of the attendance records and minutes of each building meeting shall be submitted to the Steering Committee.
- d) No alternates are to be elected to the building team. If the total representation of a constituency resigns, an immediate election may be held to fill the vacancies.
- e) If a team member wishes to resign, written notification must be submitted to the building team.
- f) If the status of a member changes and she/he no longer fits the criteria for his/her constituent group, the person must resign.
- g) SBM teams are encouraged to involve greater segments of the school community by establishing action teams to focus on specific issues on a needs basis. Members of action teams should be chosen from outside the building team. One member of the building team should serve on the action team to facilitate communication and act as liaison to the building team

Issues and Concerns

Building SBM teams are encouraged to submit issues of concern to the SBM Steering Committee for discussion at the next regularly scheduled meeting. Issues and concerns shall be sent in writing to the Superintendent. The District's Teacher/Parent Resource Center will act as a resource to the SBM building teams.

Conflict Resolution

- a) Pressure tactics have no place in the SBM process. Everyone has an equal voice. The idea is not to influence other opinions but strive for solutions acceptable to all.
- b) If a team is unable to function, an outside facilitator may be brought in to mediate. Team members are encouraged to contact their representatives on the Steering Committee to arrange facilitation.

Adopted: 6/16/99