

South Huntington Schools

Office of the Assistant Superintendent of Instruction and Curriculum

(631) 812-3100

teagen@shufsd.org

MEMO TO: Dr. Thomas C. Shea
Board of Education

FROM: Dr. Timothy T. Eagen *TTE*

DATE: January 16, 2012

RE: ***Site-Based Management Biennial Review***

As I am sure you are aware, our School Based Management (SBM) District Steering Committee has been meeting regularly for many years as an oversight committee for our School Based Management Teams. The district committee holds formal meetings at a minimum of three times per year. During these meetings, we have reviewed the minutes from the building team meetings and provided feedback and recommendations. A copy of the Steering Committee's June 2011 minutes are attached as evidence that this is occurring. Our biggest thrust continues to be in the area of academic focus. To this end, we have continued to use the end-of-year summary form that was developed a few years back in order to formalize the accomplishments of each team as they identify their educational goals and focus. I am attaching last year's forms for your perusal.

At this time, the district is required to conduct the 2010-2011 biennial review of the shared decision making process as required by CR 100.11. Under CR 100.11, Boards of Education, in collaboration with district planning committees, must submit a statement of success and assurance that the SBM process is achieving its objectives. Attached you will find the steering committee's ratings on the six required component areas.

At this time, I am asking that the Board of Education review and approve our review. Once this approval has taken place, I will complete the required online submission on the NYSED website and forward a copy of our review to Dr. Michael Mensch at Western Suffolk BOCES as required.

Please feel free to contact me if you have any questions regarding this document. Thank you in advance for your time and consideration.

TTE/bo'b
Attachment
c: Cabinet

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MEMO TO: Alison Bruno Robert Cangero
 Tracy Darrow Vince D'Ulisse
 Helen Pascucci Thomas C. Shea

FROM: Timothy T. Eagen

DATE: May 4, 2011

RE: ***SBM Steering Committee Meeting***

There will be a district SBM Steering Committee meeting in my office on Wednesday, June 8, at 3:30 p.m. to review the final end-of-year summaries from each of the buildings.

If you are unable to attend the meeting, please contact Mrs. O'Brien on extension 3101.

I look forward to seeing you then.

TTE/bo'b
c: D. Callahan
K. Siegel

South Huntington UFSD

Steering Committee

School-Based Management/Shared Decision-Making

Minutes of the Steering Committee Meeting
Wednesday, June 8, 2011

The meeting was called to order at 4:05 p.m.

Dr. Eagen noted that this is the third Steering Committee meeting this year. The first meeting was held on November 16, 2010 and the second meeting was held on April 7, 2011.

Members Present:

Timothy Eagen, Facilitator

Robert Cangero

Tracy Darrow

Members Absent:

Alison Bruno

Vincent D'Ulisse

Helen Pascucci

Review of the Minutes:

Birchwood Intermediate School
The team met on the following dates: October 22, 2010, November 5, 2010, December 3, 2011 and February/March 2011
Comments: 1.) Thank you for identifying SBM member's role. 2.) The February/March Minutes are non-specific and no meeting dates were listed. Please specify meeting dates in the future. 3.) How was the response at the May Family Fun Night? What was the date and what was the format? Perhaps consider publicizing Family Fun Night on the website if it is not already there. BW should be commended for translating the flyer into Spanish. 4.) BW will be submitting their SBM Final Year Summary shortly.

Countrywood Primary Center

The team met on the following date:

October 18, 2010, November 22, 2010, December 13, 2010, and May 25, 2011.

Comments:

Thank you for sending in the Minutes for the November 22 and December 13 meetings.

Comments cont'd re: May 25, 2011

1. Delighted to see first-year teachers included in full force on team.
2. CW makes full use of Action Teams to accomplish team goals. CW is a model of what you can accomplish when you follow State Guidelines.
3. It is suggested that if a full membership meeting is not required, that a brief meeting be scheduled so that the Action Teams can update the SBM Team on their progress.
4. Additionally, each Action Team should be headed by an SBM Team member and this person should report out at SBM meetings.
5. Technically Edward Blachuciak is not a physical education teacher.
6. Thank you Countrywood for submitting your SBM Final Year Summary.

Maplewood Intermediate School

The team met on the following dates:

October 25, 2010, November 8, 2010, November 29, 2010, December 13, 2010, January 24, 2011, February 14, 2011 and March 21, 2011, April 11, 2011 and April 29, 2011

Comments:

- 1.) Thank you for submitting your SBM Final Year Summary. Very comprehensive!
- 2.) Thank you for identifying the bargaining unit for each member of the team.
- 3.) Question: What is the new Maplewood slogan?
- 4.) MW is another school that makes great use of Action Teams and moves their initiatives forward.
- 5.) MW should be commended for its continuing efforts and focus on positive reinforcement.
- 6.) MW is clearly the model SBM school!

Oakwood Primary Center

The team met on the following dates:

October 18, 2010, November 15, 2010, December 13, 2010,
January 24, 2011, February 14, 2011, March 21, 2011,
April 11, 2011 and May 23, 2011.

Comments:

- 1.) Thank you for submitting your SBM Final Year Summary. It was very comprehensive.
- 2.) OW should be commended on their Schoolyard Habitat. Congratulations on the award you won from the Town of Huntington. Thank you for clarifying this. NICE PROJECT!
- 3.) Thank you for including more staff members in team activities.
- 4.) In the future, please clarify the bargaining unit that each member represents (i.e., Ivia Negrón, SHTA).
- 5.) In all, a very productive year!

Silas Wood Sixth Grade Center

The team met on the following dates:

October 28, 2010, November 18, 2010, December 2, 2010,
December 16, 2010, January 6, 2011, January 20, 2011,
February 3, 2011, February 17, 2011, March 17, 2011, March 21
and March 28, 2011.

Comments:

- 1.) So great to see a student acting as facilitator of the SBM Team!
- 2.) Thank you for submitting your SBM Final Year Summary.
- 3.) Nice job with the Blood Drive – 54 pints of blood!
- 4.) It sounds like Father's Day and Mother's Day sales were productive. So nice to donate money to charity! A job well done.
- 5.) In general, SW had a very productive year. Nice job!

Henry L. Stimson Middle School

The team met on the following dates:

October 20, 2010, October 29, 2010, November 1, 2010,
November 12, 2010, December 10, 2010, January 14, 2011,
February 4, 2011, March 25, 2011 and May 13, 2011

Comments:

- 1.) We look forward to reading Stimson's SBM Final Year Summary report and June 10th Minutes.
- 2.) Please try and keep "Bubbling Up" to 5 minutes. This time should be used for providing an opportunity for team members to make a statement or bring up an issue for SBM consideration without fear of reprisal.
- 3.) Please delineate team members and the bargaining unit that each is representing.

- 4.) Please consider sharing the role of team facilitator or rotating this role in the future.
- 5.) We look forward to the inclusion of more members next year.

Walt Whitman High School
The team met on the following dates: January 24, 2011, February 1, 2011, February 15, 2011, March 1, 2011, March 20, 2011, April 12, 2011 and May 3, 2011.
<ol style="list-style-type: none">1.) Good use of "Bubbling Up" time.2.) Please delineate the members and the group/bargaining unit that each represents.3.) Looks like your first year was a productive one. We look forward to your school making full use of this team next year. Nice job.4.) We look forward to reading your SBM Final Year Summary report.

General Comments:

- 1.) In summary, this was a very productive year.
- 2.) Next year the Steering Committee looks forward to seeing a continued focus on academic/curricular connections.
- 3.) Please continue to encourage all constituent groups to get involved and delineate members in the Minutes.
- 4.) We always encourage the sharing of ideas among school (e.g., SRR initiative).
- 5.) Keep up the great work and momentum next year!
- 6.) Next year the Steering Committee will try to meet in December, April and June. We will get the SBM Final Year Summary template to the buildings sooner.

The meeting adjourned at 5:10 p.m.

/bo'b

SCHOOL BASED MANAGEMENT - FINAL YEAR SUMMARY

School: Birchwood Intermediate School

Submitted by: Stephen Toto

School Year: 2010-2011

Date:

Team Members: Anthony Ciccarelli-Principal, Stephen Toto-Assistant Principal, Beth Mearkle-Teacher, Christine Balestrieri-Teacher, Patricia Wilkinson-Teacher, Kristen Lopez-Teacher, Jackie Conlon-Paraprofessional, Roseann Meberg-Parent, Carmela Posillico-Parent, Kelly Sanfillipo-Parent, Jessica Boyle-Student, Matthew Cowie-Student

Activity conducted:	Identify the educational issue this addresses:	Evidence of success
Family Reflection Night	-Fostering a positive home-school connection One family reflection topic a month	-Increased participation and positive feedback from parents and teachers
Teamwork/Anti- Bullying School Wide Project	Teachers read and discussed the book <u>Unstoppable Me</u> by Dr. Wayne Dyer.	SEE ATTAXCHED MEMO
St. Jude's Math-a-Thon	-Fostering a sense of social responsibility and building a sense of community	-Students completed the Math-a-Thon workbooks and raised money for each problem completed. The students raised over \$5500.00.
Collection of Materials for the Huntington Hospital Pediatric Emergency Room	-Fostering a sense of social responsibility and building a sense of community	Building wide, students collected board books, coloring books, markers, crayons, etc. for children who visit the pediatric emergency ward of Huntington Hospital. Items were boxed and decorated to match the theme of the emergency ward. Director came to BW to pick up the items and meet a few of the students.

COUNTRYWOOD PRIMARY CENTER
SBM 2010-2011
FINAL YEAR SUMMARY

School: Countrywood Primary Center

Submitted by: Barbara Kenney

School Year: 2010-2011

Date: May 25, 2011

Team Members: A = Administrators, T = Teachers, P = Parents

A – Karen Siegel, Barbara Kenney

T – Angelina Bracco, Roe Giacalone, Linda Haubenreisser, Sue Lamorte, Alice Sostarich

P – Rose Fisch, Monica Fulcher, Jennie Ramos

Action Team: Ed Blachuciak, Chris Clines, Danielle Commander, Eileen Hering, Deirdre Kupka, Stephanie Paulay, Steve Schmidt, Adam Slawitsky

SBM meetings took place through December 2010. In lieu of regularly scheduled SBM meetings beginning in January 2011, SBM members and staff volunteers (action team) worked on various anti-bullying projects. Below is a summary of the 2010-2011 school year.

Introductions, roles, responsibilities were discussed at the September meeting. October meetings were scheduled for goal setting. In November, following a visit from Jackie Humans, author of *15 Ways to Zap a Bully*, SBM members met regularly and worked on new skits based on Humans' book to address anti-bullying at a primary level. Action team members joined SBM members to rehearse for the grade level skits scheduled for February 2011. Two performances were scheduled for each grade level to allow for student participation. Students learned songs that they sang at the conclusion of the assemblies. Coverage was provided for SBM members and action team members. The assembly dates were February 1, 3, and 4. The skits focused on the following areas where bullying situations could happen:

Kindergarten skit –playground

First grade – cafeteria

Second grade – bus stop

During the assemblies, students were introduced to the anti-bullying triangle (perpetrator/bully, victim, bystander, and rescuer). These terms were infused throughout the skits with follow-up in classrooms. Students observed real-life conflict situations and resolutions to the scenarios. Posters were hung throughout the building as a reminder of our bully-free school. Parents, staff, and students signed a large banner acknowledging their commitment to STOP BULLYING NOW! Take a Stand, Lend a Hand.

Since February 2011 our entire faculty has been involved in a school-wide positive behavior support program – Safe, Respectful, Responsible (SRR). We are Safe, We are Respectful, We are Responsible posters were hung in classrooms, hallways, cafeteria, etc. When students demonstrate any one of these qualities, their name is written on a feather and sent down to the main office by the classroom teacher or other staff member. During morning announcement, student names are announced over the PA

acknowledging the specific positive behavior. Earned feathers are then affixed to the red full-sized cardinal that is hanging in the main lobby for all to see.

Action team member, Steve Schmidt, shared our SRR building-wide initiative with his wife. She, in turn, designed a T-shirt which featured a tree with the words – Safe, Respectful, Responsible – on the leaves. The T-shirt was given to PTA to reproduce for sale to our students (see attachment).

Every morning, in addition to the patriotic songs, the entire school joins in and sings our “SRR Song,” written by our first grade teacher/SBM member, Angelina Bracco. This initiative will continue until the end of the school year as our cardinal’s feathers bloom more and more each day. As students walk by the cardinal, they look for their names written on the red feathers.

Other endeavors included:

- Recycling Project is ongoing, pick up every Friday by Town of Huntington. Students bring paper, water bottles to the “Recycling Center” in the main lobby.
- Judging PTA Reflections Contest entries, “Together We Can.” SBM members met to select various category winners.

SCHOOL BASED MANAGEMENT - FINAL YEAR SUMMARY

School: Maplewood

Submitted by: Alison Bruno

School Year: 2010 - 2011

Date June 8, 2011

Team Members:

Alison Bruno (administrator), Vito D'Elia(administrator), Joel Rolon (teacher), Tom DeNicola (teacher - until Dec.), Michelle Vitale (teacher), Sue Teeter (teacher), Adam Winters (teacher) JoAnne Fink (parent) , Maria Williams (parent), Michele Karagiannis (parent), Craig Stockefedder (student) , Jenna Scheiner (student)

Activity conducted:	Identify the educational issue this addresses:	Evidence of success
<p>Book Baskets Literacy Cafeteria Program</p> <p>The SBM Team explored the program started in another school, which promoted literacy in a non-structured setting, such as the lunch period. We developed our own version of this program. It was piloted in Grade 4. Classes were given baskets full of grade-level appropriate books to be read if they so choose during down time at lunchtime, such as when they are waiting to purchase lunch or are completed eating lunch.</p>	<p><u>Curricular connections</u> to:</p> <p>➤ ELA, Reading and Literacy (Promoted Reading skills and a love of literacy)</p>	<p>Feedback was received from the Lunch/Recess Paraprofessionals in the Cafeteria who assist with this program. Interest started off strong. Yet, some interest declined as the weather was nicer and recess began outdoors again.</p> <p>The program will be evaluated again next year to determine its continuation, implementation, target grade level(s), and even possible expansion.</p>
<p>General Mills Letter Writing Initiative</p> <p>The contributions and efforts of alumni, General Mills, were discussed in a meeting. Then, the SBM students created their own thank you letters to be sent to General Mills.</p>	<p><u>Curricular connections</u> to:</p> <p>➤ ELA (Promoted Reading, Writing, Listening, Speaking skills)</p>	<p>The letters were submitted to Vito D'Elia to be sent to General Mills in recognition of his service and our appreciation.</p>

<p>Paper Recycling Initiative</p> <p>Each Tuesday, we collected paper in the cafeteria and prepared it for pick up by the TOH. We promoted a "Green" philosophy when dealing with the environment.</p>	<p>Curricular connections to:</p> <ul style="list-style-type: none"> ➤ Science – Earth Science (Environment) ➤ Social Studies (Theme of Geography & K-12 Themes) <ul style="list-style-type: none"> ○ Geography: (Human-Environment Interaction Environment) ○ Civics and Gov't: (Citizenship, Decision Making, Civic Values) ➤ Current Events: Awareness towards the environment 	<p>We continued to track class participation. Many classes participated this year for 2010-2011.</p>
<p>Japan Aide Relief Initiative</p> <p>The SBM Team worked with the Student Council to conduct a week-long money collection drive. The funds collected would go to a Japan Relief Fund to aid the victims of the Tsunami and Earthquake in Japan earlier this year.</p>	<p>Curricular connections to:</p> <ul style="list-style-type: none"> ➤ Science – Earth Science (Environment) ➤ Social Studies (Theme of Geography & K-12 Themes) <ul style="list-style-type: none"> ○ Geography: (Human-Environment Interaction Environment) ○ Civics and Gov't: (Citizenship, Decision Making, Civic Values) <p>Current Events: Awareness towards the environment</p>	<p>Student representative collected change and dollars. The money was counted for a final total. The funds raised were \$258.07, and they were given to the Japan Society as part of their Japan Earthquake Relief Fund.</p>
<p>RANDOM ACTS OF KINDNESS <u>Character Education Program</u></p> <p>The culminating RAK Slogan and Quilt project from 2009-2010 was completed in late June. The project was to develop with the class a RAK slogan to be entered into the school-wide contest for selection as the MW RAK slogan. The selected slogan best represented the values associated with RAK, and the SBM Team selected from all submitted slogans. The selected</p>	<p>Curricular connections to</p> <ul style="list-style-type: none"> ➤ Character Education Development <p>(Compassion, Diversity, Empathy, Choice, Kindness, Caring, Understanding, Unity Positive Choices and Good Decision Making)</p> <ul style="list-style-type: none"> ➤ ELA (Writing, Listening, Speaking) ➤ ART (Visual Arts and Fine Arts) 	<p>All classes participated in developing the RAK quilt.</p> <p>Learning styles were addressed through auditory, visual, and tactile means. Students created the quilt square through artistic expressive means. Then they read or hear the slogan recited while also being captured by its visual presentation.</p> <p>The Random Acts of Kindness Character Education slogan inspired our Maplewood school-wide slogan: "I have the chance each and every day to do it the Maplewood</p>

<p>slogan was “It’s nice to be important, but important to be nice”. (Mr. Fauci/Ms. McQueen’s class). All classes through our Art program designed a quilt square representing this slogan. The squares were made into one quilt.</p> <p>This year in 2010-2011, we were able to display this quilt with everyone’s work as a reminder to our students of the RAK values and character education expectations. The RAK Quilt is displayed in our cafeteria for all to see.</p>		<p>way. Let’s do it right, it’s nice to be important, but important to be nice: Maplewood!”</p>
<p>CBI School-Wide Slogan Maplewood Slogan Initiative</p> <p>The SBM Team’s goal was to discuss having a school-wide slogan, which will be instituted next year. The slogan will be read each day on the morning announcements to create unity and inspire collegiality and kindness.</p>	<p><u>Curricular connections to</u></p> <ul style="list-style-type: none"> ➤ Character Education Development <p>(Compassion, Diversity, Empathy, Choice, Kindness, Caring, Understanding, Unity Positive Choices, Positive Self-Esteem and Good Decision Making)</p>	<p>The SBM Team came to consensus and decided after much deliberation on the Maplewood school-wide school: “I have the chance each and every day to do it the Maplewood way. Let’s do it right, it’s nice to be important, but important to be nice: Maplewood!”</p>
<p>CBI Behavior Enhancement Initiative</p> <p>The purpose of the committee was discussed with the SBM Team. This initiative is a new and proactive approach to behavior.</p>	<p><u>Curricular connections to</u></p> <ul style="list-style-type: none"> ➤ Health (Decision Making and Choices) ➤ Social Studies: <ul style="list-style-type: none"> ○ Civics (Citizenship & Civic Values) ➤ Character Education Development <p>Promote learning through a Social/Emotional learning approach.</p>	<p>CBI team met with the staff to review the program. The strategies from CBI requested by staff members and addressed through the IST meetings. Check-in/Check-out was conducted on additional target students this year. Data was collected. Home-school communication increased, and behaviors improved.</p>



OAKWOOD PRIMARY CENTER

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Eileen Kerrigan
Principal

Mitchell Levy
Assistant Principal

School-Based Management Committee (SBM)

Eileen Kerrigan, Mitchell Levy, Betsy Molina,
Robyn Mennella, Nancy Bausano, Julie Schrama

SCHOOL BASED MANAGEMENT - FINAL YEAR SUMMARY

School: Oakwood Primary Center

Submitted by: Eileen Kerrigan

School Year: 2010-2011

Date: June 7, 2011

Activity conducted:	Identify the educational issue this addresses:	Evidence of success
Reviewed School Safety Plan, new School Policy on Alternatives to Food for Celebrations and Summary of SBM activities from previous year.	Health and Safety	Signed off on Safety Plan Accepted Non-food policy
Set dates for SBM meetings and brainstormed Goals for this school year: Anti-Bullying Initiative Recycling Student Nurse visits Giving Tree/Toy Drive Operation Warm Tooties Health and Wellness Fair Blood Drive Barnes and Noble Fundraiser Schoolyard Habitat	Community Service Health and Wellness Character Education Environmental Awareness	Activities planned and scheduled
Anti-Bullying Initiative All year	Character Education	Planned the Character Ed Program for the year: September: SRR Assembly Safe, Respectful, Responsible November: SHARP Assembly December: SHARP Buttons all students January: Review SRR/ Anti-Bullying Assembly

<p>PoliceSmart:</p> <p>We added an additional Internet Safety program this year to the grade 5 program; it was a 1 hour PowerPoint format with a Q&A session at the end</p>	<p><u>Curricular connections to:</u></p> <ul style="list-style-type: none"> ➤ Health (Body Systems & Human Body functions) ➤ Social Studies: K-12 themes of key terms, such as <ul style="list-style-type: none"> ○ Civics and Gov't: (Citizenship, Decision Making, Civic Values) ○ History: (Belief Systems, Identity, Choice, Change) 	<p>The culminating activities, which included skits, pledges, public service announcements, essays, computer research, posters, and more, occurred in each class for all grade 5 students.</p> <p>Posters were also displayed in the hallways.</p>
<p>“It Pays To Play” Recess Participation Initiative Program (continued)</p> <p>The purpose was to have more students participate in organized recess activities. Classes with the greatest level of participation received the highest faux money amounts to be displayed on a bulletin board.</p>	<p><u>Curricular connections to</u></p> <ul style="list-style-type: none"> ➤ (Body Systems & Human Body functions) ➤ Physical Education (Physical Fitness and physical activity participation) ➤ Mathematics (Money, Number Sense/ counting, Addition, Subtraction) 	<p>This year, we started the year by scheduling smaller recess groups; groups were determined by whether or not they participated in PE for that day or not. The Recess PE Teacher once again was better able to execute PE-related activities to smaller groups of students. Therefore, increased participation in recess occurred. This is based upon observation and results displayed on the bulletin board in the gymnasium. As in the previous year, faux money was traded in for additional recess periods or use of the Wii system for their classrooms during indoor recess.</p>

SCHOOL BASED MANAGEMENT - FINAL YEAR SUMMARY

School: Silas Wood Submitted by: Roberta Lewis

School Year: 2010-2011 Date: June 2011

Team Members:

Roberta Lewis, Christy Baralis, Michelle Koslow, Erika Hewson, Patti DeLorenzo, Kathy O'Donohoe, Debra Wingfield, Christina Bogdani, Dylan Diamond, Lauren Ragone, and Mark Meneses

Activity conducted:	Identify the educational issue this addresses:	Evidence of success
Anti-Bullying Workshops (09/10)	Learning about how to create an anti-bullying school environment. Pledging to keep Silas Wood a bully-free school.	Students learned about the "Anti-Bullying Triangle," ways to combat bullying, and signed the "Stop Bullying Now" banner. Throughout the school year, students used terms from the "Anti-Bullying Triangle" and strategies learned to help resolve bullying situations.
Month of the Young Adolescent (10/10)	Developing the whole child by working as a team.	Students in their teams engaged in "team building" cooperative games and activities.
Internet Safety Assembly (10/14/10)	Learning how to be safe and secure when using the Internet.	Students attended an assembly where a Suffolk County Special Computer Unit police officer presented different ways in which students can be safe and secure on the Internet.
Halloween Candy Buy Back (11/01/10)	Teaching students about giving back and showing appreciation for our U.S. soldiers.	Students brought in about 330 pounds of candy that was brought to Huntington Bay Dental Group where we received \$250. The candy was donated to U.S. soldiers overseas and the money was donated to the Lymphoma & Leukemia Society.
"Safe, Respectful, and Responsible" Assembly (11/24/10)	Learning how to create a school environment that is "Safe, Respectful, & Responsible."	Through skits, dance, and songs, a group of students performed for the school ways in which students at Silas Wood can be "Safe, Respectful, & Responsible."
Thanksgiving Food Drive (11/10)	Making a difference by giving back to the community and helping families in need for Thanksgiving.	The Silas Wood family donated various food items that were used to make 20 boxes. Students stayed afterschool to create Native American and Pilgrim spoon puppets, teepees, and game sheets for the Thanksgiving boxes.
Huntington Holiday Parade (11/27/10)	Volunteering time to participate in a parade in the community.	Students rode on a float, dressed up in ethnic/cultural or red, white and blue clothing as well as sang, "It's a Small World" during the Huntington Holiday Parade.
Heavenly Hats (12/23/10)	Raising money for an organization that collects and distributes new hats to people who lose their hair due to various medical reasons.	Students paid a \$1.00 to wear a hat and raised money for the "Heavenly Hats Foundation."
Holiday Giving Tree (12/10)	Helping families in need for the holiday season.	The Silas Wood family purchased over 40 holiday gifts for children who reside in the school community.

		February: Anti-Bullying Triangle Assembly March-June: Follow-up with songs/Cafeteria Program
Recycling juice packs All year	Environmental Awareness	November-June Snack and lunchtime collection and washing of juice packs. \$.02 per pack proceeds to Schoolyard Habitat
Student Nurse Visits to classrooms November	Health and Wellness	Student Nurses went into every classroom in November to discuss good hygiene.
Giving Tree/Toy Drive December	Community Service	Student Council helped to package gifts for needy families collected from staff and parents for the community.
Operation Warm Tootsies February	Community Service	Valentines and toiletries collected and sent to troops in Afghanistan.
Student Nurse visits to classrooms March	Community Service	Student Nurses visited classrooms to talk about blood and the need for replenishing the blood supplies.
District Health and Wellness Fair	Community Service Health and Wellness	Second Grade Student Council with facilitators and PE teachers presented a display on Nutrition and helped children interact with a Health game.
Blood Drive April	Community Service	Little Doctor's Blood Drive April 6 th at Oakwood. Student Council assisted.
Barnes and Noble Event April	Fundraiser for Schoolyard Habitat	Parents, teachers, students participated in event at Barnes and Noble. We had a Bird of Prey presentation and sing-along. Proceeds to Schoolyard Habitat.
Schoolyard Habitat	Environmental Awareness	Teachers, volunteers built 2 additional planters. Student Council members and teachers planted herbs and annuals. Teachers met to package lessons about plants, insects, animals etc. Two picnic tables were ordered for an outside classroom. Parents, custodians and teachers set up a watering schedule to include the summer.

SCHOOL BASED MANAGEMENT - Goals for 2010-2011

School: STIMSON MIDDLE SCHOOL Submitted by: FAYE ROBINS

School Year 2010-2011

First Submitted 11/01/10

Final Submission 6/10/11

Team Members: Faye Robins, Nancy Gray, Barbara DelliCarpini, Sharon Smith, Norma Ferrante, Jane Nostrand, Mary Ellen Jaworski, Bryan Bulat, Bridget McHale, Alexis Darrow, Nicole DeLuca, Kasey Byrne

Activity conducted:	Identify the educational issue this addresses:	Evidence of success
<p>Goal: Going Green – how to conserve resources at SMS</p> <p>Activities will include: Recycling of paper Recycling of water bottles</p>	<p>Chair: Barbara DelliCarpini Environmental concerns Character Education Social and Emotional Learning Life Science and physical science curriculums Social Studies curriculum – human rights</p>	<ol style="list-style-type: none">1. Cans were created and recycling of water bottles was a beginning success.2. Students volunteered to take bags of water bottles to recycle.3. Paper boxes were created for all work space areas and clean paper was collected and recycled.
<p>Goal: To provide proactive activities that promote the message of “Not Our Town” as it relates to substance use for middle school students</p> <p>Activities will include: 1. Pamphlet distribution at grade 6 to 7 orientation for parent education 2. Discussion at orientation to help parents understand issues</p>	<p>Chair: Jane Nostrand Social and Emotional Learning Supported life science and health education curriculum</p>	<ol style="list-style-type: none">1. Pamphlets were distributed at orientations2. Discussions were held with parents at both the orientation and at coffee with the principal

National Wear Red Day (2/4/11)	Donating money for a worthy cause.	Students, faculty, and staff collected \$400 for the American Heart Association.
Valentine's Day Cards/Lollipops and Sing-a-Grams (2/11)	Raising money to support a worthy organization.	Students purchased lollipops and/or sent a sing-a-gram to friends, teachers or faculty members for Valentine's Day and raised money for the Leukemia and Lymphoma Society.
Japanese Earthquake Relief (3/11)	Raising awareness and money for victims of Japanese earthquake.	Through the purchasing of 200 "paper cranes" and donating money, students, faculty, and staff were able to raise \$716 that was donated to the American Red Cross.
Health and Wellness Fair (3/24/11)	Learning about healthy foods.	Students volunteered their time to man the Silas Wood table at the "Health and Wellness" Fair. Over 100 people visited the table and took the "Guess the Calories" survey.
Silas Wood Blood Drive (3/28/11)	Learning the importance of blood and its components. Helping to recruit people to donate blood and make a difference in the lives of others.	Students participated in a presentation in their Science classes about blood and its importance. Approximately 36 students volunteered their time as "Future Physicians" during the blood drive. The blood drive resulted in 54 pints of donated blood.
Kidz Boutique for Mother's Day (May 2011)	Purchasing a gift for a loved one and donating money to a worthy cause.	Students purchased gift items for their mother, grandmother, or aunt and raised \$560.
"SSR Report" (04/10- 6/10)	Reviewing "Safe, Respectful, & Responsible" behaviors at Silas Wood.	During AM announcements, once a week, students read a scenario related to being "safe, respectful, or responsible" at Silas Wood.
"Go Green" Recycling Program (April-June 2011)	Raising awareness and the importance of recycling paper.	Every Tuesday, students collected paper from bins in different rooms in the school. The paper was picked up and brought to the Town of Huntington Recycling Center.
Kidz Boutique for Father's Day (June 2011)	Purchasing a gift for a loved one and donating money to a worthy cause.	Students will purchase gift items for their father, grandfather and/or uncle. Money raised will be determined after June 16, 2011.

SCHOOL BASED MANAGEMENT - FINAL YEAR SUMMARY

School: Walt Whitman Submitted by: Kathleen Acker

School Year: 2010 - 2011 Date June 16, 2011

Team Members:

Kathleen Acker, Scott Muller, Laurie Augier, Sharon Barlev, Karin DeVito, Amy Emde, Donna Farmer, Morgan Geiser, Lou Mallinson, Cara Tortorice, Eleni Toubanos, Bea Triolo, Brian Zamek, Jordan Schuman, Peggy Lanning, Lisa Brief

Activity conducted:	Identify the educational issue this addresses:	Evidence of success
Paper recycling throughout the school building	Students learned about proper resource management Students in the LSVP program learned responsibility and management since they picked up the recycling on a weekly basis and decorated the recycling boxes	Paper was being recycled Students and teachers were participating at a high rate Verbal feedback from teacher and paraprofessionals from LSVP program was positive Shredded paper being used by Canine Corral for puppies
Limit the amount of paper utilized	Students learn about proper resource management Cost savings	Eliminated the printing of teacher grade verification sheets for quarter 4 interim reports Teachers making double-sided copies
Evaluation of cultural arts program	Programs should link with curriculum and important building goals	Positive feedback from leadership students on programs and their relevance
Publicize fundraising opportunities such as Stop and Shop givebacks and Target rewards	Funds can be utilized for a host of educational issues	Added to PTA e-board; money gained from one program paid for "good job" cards to be sent to households
Analysis of cut letters in the attempt to decrease number sent home	Correct documented attendance allows the parent to see the link between attendance and academic achievement	Decreased number of cut slips sent to households

<p>Goal: To provide activities that support internet safety for students and reduce the behaviors connected with cyberbullying</p> <p>Activities will include:</p> <ol style="list-style-type: none"> 1. 	<p>Chair: Norma Ferrante</p> <p>Social and Emotional Learning, supports health education curriculum, technology benchmarks and standards</p>	<p>THIS GOAL WAS NOT ACCOMPLISHED THROUGH SBM AND WAS HANDLED BY THE BUILDING THROUGH CURRICULUM AND FORMAL PROGRAMMING.</p>
<p>Goal: To provide educational activities that support the idea of empathy and help build empathy in our students.</p> <p>Activities will include:</p> <ol style="list-style-type: none"> 1. Heavenly Hats Fund raiser 2. Cranes for Japan 	<p>Chair: Nicole DeLuca</p> <p>Social and Emotional Learning Supports health education curriculum</p>	<ol style="list-style-type: none"> 1. Heavenly Hats was conducted twice and raised over \$400 in cash plus hats which was donated to the Heavenly Hats Foundation to support cancer care for children. This was done by allowing students to wear a hat for a donation. 2. Cranes were sold for \$1 each by our ESL students and SBM students. More than \$500 was raised and donated to the International Red Cross in support of Japan. 3. We established a collegial circle called TEACH (Teaching Empathy across the Curriculum) designed to provide strategies to teachers to support the themes outlined for the year.

**2012 BIENNIAL REVIEW OF SHARED DECISION MAKING
CR 100.11**

Part 1. DISTRICT/BOCES INFORMATION SHEET

School District/BOCES:	South Huntington Union Free School District
Address:	60 Weston Street Huntington Station, New York 11746-4098
BEDS Code (12 Digits):	5 8 0 4 1 3 0 3 0 0 0 0
Person Submitting Form: (Print or Type Name)	Timothy T. Eagen, Ed.D.
Title:	Assistant Superintendent for Instruction and Curriculum
Telephone:	(631) 812-3103
E-mail Address:	teagen@shufsd.org

Endorsements Received:	Signatures:
Administrators	<i>Vincent Dulin</i> <i>Alison Burns</i> <i>Thomas C. Allen</i>
Teachers	<i>Kristen Cargill</i> - Community Liaison <i>Maria Colon</i> - SHTA <i>Teacher Center Chairperson</i>
School-Related Parent Organizations	<i>Lacey Vawter</i> - PTA

Part 2. STATEMENT OF SUCCESS: Required Components

Boards of education, in collaboration with district planning committees, are to submit a statement of success of the district plan in achieving its objectives. Section 2 provides an opportunity to collectively reflect on the required components of the plan.

For each of the six component areas shown below, check the box for the rating which most closely reflects the agreement of the board of education and the district committee regarding the overall level of implementation for that component of the plan by the Building Teams.

COMPONENT AREAS	A. Not Addressed or Not Implemented	B. Inconsistent Implementation and Success	C. Minimal Implementation and Success	D. Moderate Implementation and Success	E. Consistent Implementation and Success
Educational Issues Subject to Shared Decision Making					X
Involvement of All Parties					X
Means and Standards Used to Evaluate Improvement of Student Achievement					X
Accountability for Decisions					X
Dispute Resolution Process					X Not an Issue
Coordination of State and Federal Requirements for Parental Involvement					X

Part 3. STATEMENT OF ASSURANCES

I, Jim Kaden, President of the Board of
(Print or Type Name)

Education of South Huntington Union Free School District (or BOCES),
do assure that the district's (or BOCES') plan for the participation of teachers and parents with
administrators and school board members in school-based planning and shared decision making
was (check one):

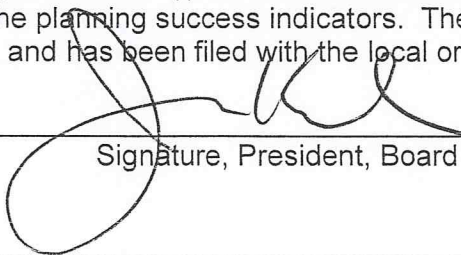
- ☐ AMENDED and has been submitted with amendments underlined to the State Education
Department; or
- ☒ RECERTIFIED as previously approved by the Commissioner and therefore not attached;

at a public meeting held on January 25, 2012
(Date)

Electronic submission affirms that the board of education reviewed the district plan previously
adopted and submitted to the Commissioner for approval. The amended/recertified plan was
adopted at a public meeting, after consultations with and full participation by the district committee
convened for the purpose of the biennial review as required by CR 100.1(b), (d), and (f), and after
seeking the endorsement of the following representatives of the committee:

- the superintendent of schools (or BOCES district superintendent);
- administrators selected, where represented, by the administrators' collective bargaining
organization;
- teachers selected by the teachers' collective bargaining organization; and,
- parents (not employed by the district or a collective bargaining organization representing
teachers or administrators in the district [or BOCES] selected by a school-related parent
organization(s) or, where no such organization(s) exists, by their peers under a process
developed by the board of education.)

The amended/recertified plan incorporates all of the components listed in CR 100.11 (c). As
required by CR 100.11 (f) the attached statement of success reflects the six required parts of the
plan and the planning success indicators. The amended/recertified plan has been made available to
the public, and has been filed with the local or BOCES District Superintendent.


Signature, President, Board of Education

1/11/12
Date

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.

(Continued)

Internal Operations

**SUBJECT: PARTICIPATION OF PARENTS AND TEACHERS IN SCHOOL-BASED
PLANNING AND SHARED DECISION MAKING (Cont'd.)****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.

(Continued)

Internal Operations

**SUBJECT: PARTICIPATION OF PARENTS AND TEACHERS IN SCHOOL-BASED
PLANNING AND SHARED DECISION MAKING (Cont'd.)****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.

(Continued)

Internal Operations

**SUBJECT: PARTICIPATION OF PARENTS AND TEACHERS IN SCHOOL-BASED
PLANNING AND SHARED DECISION MAKING (Cont'd.)**

- 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