

**COMMACK UNION FREE SCHOOL DISTRICT
COMMACK, NEW YORK**

COMMACK UFSD

SCHOOL-BASED MANAGEMENT PLAN

Adopted:	June 23, 1993
Amended:	April 20, 1994
	June 6, 1995
	January 16, 1997
	January 15, 1998
	February 17, 2000
	January 17, 2002
	January 15, 2004
	February 16, 2006
	February 14, 2008
	January 21, 2010
	January 2012
	April 2013
	May 2014
	March 2015
	April 2016
	May 2018

DISTRICT ADMINISTRATION
2017-2018 School Year

Dr. Donald A. James
Superintendent of Schools

Mrs. Laura Newman
Assistant Superintendent for Business

Mrs. Amy Ryan
Assistant Superintendent for Curriculum, Assessment & Student Support Services

Mr. Reza Kolahifar
Assistant Superintendent for Human Resources

BOARD OF EDUCATION
2017-2018 School Year

Mr. Steven Hartman, President
Mr. Jarrett Behar, Vice President
Ms. Jennifer Carpenter, Trustee
Mr. William Hender, Trustee
Ms. Pamela Verity, Trustee

TABLE OF CONTENTS

	<u>Page</u>
<i>District Planning Committee</i>	<i>i</i>
Introduction.....	1
School-Based Management Teams.....	1
➤ Composition.....	2
➤ Selection of Membership	3
➤ Term of Office and Replacement Procedure.....	3
Means of Accountability for the School-Based Team Members	4
Procedures and Responsibilities	5
Topics and Areas for Discussion/Decision	6
Means and Standards to Evaluate Program Effectiveness for Student Achievement	7
Consensus	8
Decision Making.....	8
Ground Rules	9
Frequency of Meetings.....	9
Pursuing the Implementation of Consensus Decisions	9
Appealing the Superintendent's Decision of a Disapproved School-Based Management Team Consensus	9
Amendments/Changes to This Plan	9
Biennial Review.....	10
<i>Appendix A</i>	<i>11</i>

**SBM/SDM DISTRICT PLANNING COMMITTEE
LIST OF COMMITTEE MEMBERS
2017-2018 School Year**

<u>Name</u>	<u>Representing</u>
Dr. Donald James, Chairperson	Central Office Administration
Mr. Paul R. Infante (CHS)	Commack Administrative Association
Ms. Sue Shapiro (CHS)	Commack Administrative Association
Ms. Katherine Rihm (NR)	Commack Administrative Association
Mr. Barton Ayres (CHS)	Commack Teachers Association
Mr. John Murray (CMS)	Commack Teachers Association
Ms. Arlene Wynn (MSIS)	Commack Teachers Association
Ms. Diana Michel	Parents/Guardians Association
Ms. Eileen Gaeta	Parents/Guardians Association
Ms. Rachel McDonough	Parents/Guardians Association

**COMMACK UNION FREE SCHOOL DISTRICT
COMMACK, NEW YORK**

SCHOOL-BASED MANAGEMENT PLAN

INTRODUCTION

Effective management of our schools can be enhanced by a team approach of parents/guardians, teachers, administrators, and support staff. The Commack District believes that shared decision making at the school level can improve the quality of learning for all children, making education more effective.

Commissioner's Regulations require that all school districts in the State of New York adopt a districtwide plan on School-Based Management and Shared Decision Making by February, 1994. Those Regulations also require that a District Planning Committee be appointed to develop that plan.

The Board of Education created a Districtwide Planning Committee that developed this School-Based Management Plan. The composition of the Districtwide Planning Team included:

1. Three (3) parents/guardians (who are not employed by the District). Volunteers are solicited by the District.
 - If more than three (3) volunteers, an interview process is run by PTA Council.
 - Every effort will be made to ensure that parent membership is reflective of the student population. This includes, but is not limited to, the parents of special education and ENL students.
2. Three (3) teachers selected by the Commack Teachers Association (CTA).
3. Three (3) administrators selected by the Commack Administrative and Supervisory Association (CASA).
4. The Superintendent of Schools or a Designee is the Chairperson.

SCHOOL-BASED MANAGEMENT TEAMS:

The membership, composition, terms of office and responsibilities of the School-Based Management Teams follow. Please note that members of the Districtwide Planning Committee may not be members of School-Based Management Teams, except the Principal or Assistant Principal.

Composition

Primary Schools:

- 1 Principal
- 1 CTA Chief Building Representative
- 4 Teachers
- 3 Parents/Guardians
- 1 Support Staff Person
- 10 Total**

Intermediate Schools:

- 1 Principal
- 1 CTA Chief Building Representative
- 5 Teachers
- 3 Parents/Guardians
- 1 Support Staff Person
- 11 Total**

Middle School:

- 1 Principal
- 1 CTA Chief Building Representative
- *2 Administrators
- 6 Teachers
- 1 Support Staff Person
- 4 Parents/Guardians
- 15 Total**

High School:

- 1 Principal
- 1 CTA Chief Building Representative
- *1 Administrator
- 6 Teachers
- 4 Parents/Guardians
- 4 Students
- ** 1 Support Staff Person
- 18 Total**

The conditions for the composition of these committees are as follows:

- *(a) Of the two administrators, one must be an Administrative Curriculum Leader.
- (b) The chairperson of the building SBM Committee may be the Principal or the CTA Building Representative. The chair/facilitator may rotate on a monthly basis.
- (c) Each building committee will elect its own chairperson from those eligible. (Note condition item (b) above.)

- (d) The teacher constituencies will be determined by the building principal and the CTA building representative. It should be noted that the areas represented by the teachers are the focus of this determination, not the specific individual teachers who will fill those positions. In this regard, every effort should be made to create a committee that is diverse and representative of the constituencies in each of the buildings.
- (e) Membership is voluntary.
- ** (f) Support staff includes full-time nurses, custodians, secretary/clerical, teacher assistants, and lab assistants.
- (g) The committee may invite students and others as resource people or special guests to its meeting to discuss a specific topic of particular relevance to them.
- (h) In all schools one member of the School-Based Management Team must be a special education teacher, related-service provider on staff, or special education administrator.
- (i) In the event that ground rules permit substitute members, minutes will reflect the identity and constituent group to which the substitute member belongs when one is present.

Selection of Membership (See also Composition)

- 1. Each constituency will select/elect its representative.
- 2. High School students shall be elected through the student body government.
- 3. Membership Restriction:
Due to potential conflicts of interest:
 - No member of the Board of Education may serve on a School-Based Management Team or serve on the SBM District Planning Committee.
 - Candidates for the Commack Board of Education are restricted from serving on a building shared-decision making team as of the date that their petition was received by the Clerk of the Board.

Term of Office and Replacement Procedure

- A. Membership Criteria and Term of Office
 - 1. Parent/guardian must have a child attending the school in the year in which s/he will serve.

2. Parents/guardians will serve a one (1) year term renewable for successive years upon the agreement of the constituent group.
3. Parents/guardians must be residents of the District.
4. Parents/guardians cannot be employees of the District in any capacity; part-time, full-time, temporary, or permanent.
5. Teachers, unless reassigned, retired, or otherwise leave the building, will serve two (2) years.
6. There are no limits on number of terms a person may serve.
7. Selection of new members shall be made by the end of each school year.

Information regarding serving on the SBMT teams will be disseminated each spring.

- B. A person can serve only on one (1) School-Based Management Team at any given time.
 1. Teachers, administrators, and support staff may serve on the team where they spend the majority of their time.
- C. Replacement Procedure
 1. The chairperson of the School-Based Team must notify the Superintendent or designee immediately upon learning of a vacancy. A vacancy exists if a member misses three consecutive meetings, moves out of the District, resigns, etc. The constituency for that departing representative must select a replacement within thirty (30) days. The chairperson shall assist in that effort.
- D. Resignations
Members who resign from the Shared-Decision Making Building Teams will be replaced for the duration of the unexpired term of the resignee.

Means of Accountability for School-Based Team Members

1. Each constituent group shall select its own representatives to the School-Based Management Teams as described on Page 3.
2. All team members must be accountable:
 - to their constituent group by collecting information and providing feedback relative to the team's activities;
 - for the implementation of the district-wide plan as it pertains to their school-based team;

- for working toward consensus among their team members;
 - for carrying out their duties as described in the overall District Plan.
3. Any constituent group can appeal to the District Planning Committee for assistance in facilitating a resolution.

Procedures and Responsibilities

1. An official record shall be kept of all consensus decisions (**decisioning minutes**), including dates, time, and place of each meeting, attendance of the members of the committee, and a listing of the decisions approved at each meeting.

All SBM teams must submit a chronological decision record to the Superintendent's Office for distribution to the District Planning Committee members not later than the end of June of each school year.

The District Planning Committee shall meet annually in October for the purpose of reviewing School-Based Management Team end-of-year reports.

Decisions reached by the School-Based Management Team shall be communicated in writing to all constituents and interested parties as decisioning minutes.

The chairperson of each school's SBM team shall be responsible for the distribution of the decisioning minutes and meeting notices in accordance with the following guidelines:

- A copy of all decisioning minutes shall be distributed to:
 - Members of the School-Based Management Team
 - Members of the District Planning Committee
 - Superintendent of Schools
 - Board of Education
 - President of each of the employee units
 - President of the PTA Council
 - President(s) of the School PTA units
- Notices of all meetings shall be posted in the school building where staff signs in and placed in the library of each building. An electronic and/or a hard copy shall also be sent to the Superintendent of Schools and placed in school newsletters by each building principal.

- **Decisioning minutes** are submitted at the end of the year specifying the decisions that were made by the SBM Team. In addition to decisioning minutes, a copy of all **regular minutes**, which are submitted monthly by each SBM team, shall be kept on file in each school building in the principal's office. Regular minutes should include a listing of topics discussed at each meeting as well as other informational items of interest. The chairperson shall be responsible for the distribution of regular minutes, electronic or hard copy, to the following:
 - Members of the School-Based Management Team
 - Members of the District Planning Committee
 - Superintendent of Schools
 - Board of Education
2. All meetings of the School-Based Management Team will be open to anyone as observers, but not as participants.
 3. The School-Based Management Team will be responsible for typing, distributing, and posting of all notices, decision records, and other SBM informational materials electronically and/or in hard copy.
 4. Copies of all minutes shall be posted on the respective school's website.
 5. Required training for new SBM members will be provided in the fall of each year, but not later than November of each year.
 6. The School-Based Management Team shall review the School-Based Management Plan at their first annual meeting.

Topics and Areas For Discussion/Decision

School-Based Management Teams are authorized to discuss and/or make decisions on the topics listed hereafter. School-Based Management Teams need not address all of these topics, and may wish to choose only a few for major focus in any given year.

In addition to the chronological listing under Procedures and Responsibilities Item 1 (Pages 5-6), each SBM Team is required to evaluate the results of each consensus decision that was made during the course of each school year. This evaluation should be sent to the Superintendent of Schools as a written annual report using the means and standards cited in the SBM plan. Annual reports should be received in the Superintendent's office not later than June 30 annually. The Superintendent will then distribute a copy of each SBM Team's annual report to the members of the District Planning Committee.

All other school committees should keep the SBM team informed of their progress towards the development of new ideas and recommendations.

- A. School outcomes/goals/results
- B. Curriculum and Instruction
- C. School Environment
- D. Scheduling
- E. Parent Education and/or Workshops
- F. Communication Improvements
- G. New York State Standards

It may be necessary at times for a subcommittee to work as a separate group and then report back to the full team.

Means and Standards to Evaluate Program Effectiveness for Student Achievement

Each School-Based Management Team shall identify and explain means to evaluate the effectiveness of its program and its decisions prior to implementation of any program. For example, the means and standards by which all parties shall evaluate improvement in student achievement or program effectiveness will be measured by, but not limited to:

- A. AUTHENTIC ASSESSMENT
 - Portfolio assessment
 - Performance based assessment
 - Authentic task assessment
 - Criterion referenced testing
- B. TRADITIONAL ASSESSMENT
 - Standardized testing
 - Norm referenced testing
 - Routine rankings, scores, grades and chapter tests

- New York State and national standards

C. OTHER MEASUREMENTS THAT ARE SPECIFIC TO A PROGRAM, TASK OR GOAL OF THE TEAM, such as:

- Surveys
- Frequency charts
- Relevant data
- Focus groups

Following the implementation of any program or decision by the SBM Team, the committee must submit an evaluation using an appropriate measurement which assesses the effectiveness of the program or decision. This written evaluation must be submitted to the District SBM Team with the following year's annual report. The task of each team is to focus on the evolving outcome goals that are consistent with societal needs and expectations as defined by high school graduation and the world of work.

The students' best educational interests should always be considered when determining the appropriate method of assessment.

Consensus

Decisions are to be made by consensus, not by vote of the membership. Consensus signifies:

- that** all members accept the decision in principle after having had the opportunity to fully voice his/her opinion on the issue(s);
- that** the complete decision may not be 100% aligned with a member's beliefs, but is not antithetical to sum and substance of his/her beliefs;
- that** failure to voice an opinion on a decision allows for acceptance of the point under discussion;
- that** the decision is the property of the entire committee, not just those who support it strongly;
- that** no one will be personally singled out for supporting or rejecting the decision; and
- that** all will support the decision and not oppose its implementation.

Decision Making

At least one representative from each constituent group must be present for any decision to be made.

The School-Based Management Team may not implement a decision if it:

1. doesn't have the authority to do so

2. doesn't have the funds to implement it
3. will affect other schools in addition to its own
4. affects labor contracts, New York State Education Law or other laws
5. affects staff assignments, evaluation, discipline, etc.

Ground Rules

Ground rules will assist the School-Based Management Team in governing its discussions and decision-making process. It is required that each SBM team adopt a set of ground rules and review them on an annual basis. See Appendix A for suggested ground rules.

Frequency of Meetings

The frequency and time of meetings will be reviewed at least once annually, ordinarily at the first meeting of the year. School-Based Management Teams should meet at least once a month during the school year and more frequently, if necessary. The meetings should be scheduled outside the work day when all members can attend.

Pursuing the Implementation of Consensus Decisions

When the School-Based Management Team reaches a consensus decision, the chairperson shall communicate the consensus decision and implementation schedule to the Superintendent of Schools who will review it and communicate any concerns to the chairperson within ten (10) days. Only then can implementation take place.

Appealing the Superintendent's Decision of a Disapproved School-Based Management Team Consensus

If a School-Based Management Team's consensus decision is disapproved by the Superintendent, an appeal may be made to the districtwide School-Based Planning Committee, which shall decide by a 2/3rds vote of its membership. To do so the chairperson shall send a written appeal, with relevant information, to the chairperson of the Districtwide Planning Team. The Districtwide Team will take up the appeal at its next scheduled meeting or will call a meeting within sixty (60) days. The Superintendent will not vote on any issue brought to the District Planning Committee through the appeal process.

If the School-Based Management Team is not satisfied with the decision of the Districtwide Planning Team, it may be appealed to the Board of Education.

Amendments/Changes to This Plan

Experience will no doubt indicate a need to make some changes in this School-Based Management Plan. When this becomes necessary, the Districtwide Planning Team will consider the changes and make recommendations to the Board of Education, which will make the final decision.

Biennial Review

It should be the responsibility and obligation of those outgoing members who have served on the building teams to participate in subsequent biennial reviews.

Appendix A

The following ground rules are suggested by the SBM District Planning Committee. SBM Teams may wish to modify by adding, deleting, or revising the ground rules stated below:

- No attribution. It must be agreed that each member can speak freely in the Committee and that his/her statements will not be reported to others or attributed to any individual
- Silence means acceptance
- A quorum shall be established by each committee
- Attendance, although taken, will not be reported on the Decision Record
- Pre-decision and post-decision communication to constituents is encouraged and necessary if shared decision-making is to be effective, and
- Each constituent group may bring a maximum of one (1) substitute to any meeting if one is necessary. To the extent possible, the chair will be notified of any substitutions in advance.

Approved by Commack Board of Education: July 13, 1993

Amendments to this plan approved by the Commack Board of Education:

April 20, 1994; June 12, 1995; January 16, 1997, January 15, 1998,
February 17, 2000, January 17, 2002, January 15, 2004, February 16, 2006,
February 14, 2008, January 21, 2010; January 2012; April 2013; May 2014;
March 2015; April 2016; May 2018