Miller Place Union Free School District



PLAN FOR THE PARTICIPATION BY TEACHERS AND PARENTS IN SCHOOL-BASED PLANNING AND SHARED DECISION MAKING

2025-2027

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REVISED: June 2017

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REVISED: July 2019

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In Fulfillment of NYSED Regulation 100.11

I. THE EDUCATIONAL ISSUES WHICH ARE SUBJECT TO SHARED DECISION MAKING AND COOPERATIVE PLANNING AT THE SCHOOL LEVEL

A. The School Improvement Team's primary concern is focused on issues and initiatives that directly or indirectly improve student achievement. Both formal and informal data are the driving force when seeking topics that are going to be addressed by the School Improvement teams.

B. The following topics for potential areas for improvement that may be explored are:
   1. Data analysis
   2. Curriculum
   3. Identifying exemplary practices
   4. Instructional materials
   5. Student scheduling
   6. Behavioral procedures
   7. Health and safety procedures
   8. Various other building procedures
   9. Articulation with other committees of the District
   10. Professional development

C. The School Improvement Team will refrain from issues such as:
   1. Hiring and firing
   2. Staff evaluation
   3. Staff placement
   4. Contractual issues

   Where applicable, the building Principal will respond in a timely manner to all consensus-reached decisions that have been forwarded to them by the School Improvement Teams and seek District Office Administration and then Board of Education approval where appropriate.

II. THE MANNER AND EXTENT OF THE EXPECTED INVOLVEMENT OF ALL PARTIES

A. School Improvement Team Members:
   Beyond the mandated members of each School Improvement Team (Teachers, Parents, and Administrators) there are other stakeholders such as non instructional staff, senior citizens, etc., and local civic groups who may also serve on such teams on an "ad hoc" basis. Students at the secondary level may also have representation. Non-instructional groups such as clerical and custodial personnel

and food service may be included as members of each building committee**,** as appropriate.

B. The size of the committee and number of members from each constituency:

Constituent	**AMPS**	**LADSBS**	**NCRMS**	**MPHS**
1 administrator	**1**	**1**	**1**	**1**
1 teacher per grade level	**3**	**3**	**3**	**4**
1 teacher from "encore" subject areas (P.E., Art, etc.)	**1**	**1**	**1**	**1**
1 parent representative from each district parent group (PTO and SEPTA)	**2**	**2**	**2**	**2**
1 non-instructional staff representative	**1**	**1**	**1**	**1**
1 student (1 student per grade level at MPHS)	**NA**	**NA**	**1**	**4**
Totals:	**8**	**8**	**9**	**13**

C. Selection procedures: Each school-based constituent group will ask for volunteers to serve on the School Improvement Teams. Parent members of the SIT Committees should have at least one child in that particular building as their term begins.

D. Term of service: Each term of service is for two years. Where possible, stakeholder terms should be staggered to ensure that experienced members remain as part of the ongoing team.

E. Frequency of meetings:Building committees must meet a minimum of once a month with each building committee reserving the right to meet more frequently. Ad-hoc groups may meet to address short term goals or needs, as necessary.

F. Meeting schedules:Each School Improvement Team will determine their meeting schedule. It is suggested that meetings be held at various times to accommodate stakeholder availability and also encourage attendance by non-members.

G. Meeting format: Monthly meetings should be held in person at the respective school building when possible and if not possible, may be scheduled via Zoom, Google Classroom or any other District approved virtual meeting format.

H. Replacement procedures: If someone is unable to continue on the building committee, the chairperson will ask the involved constituent group for a replacement to serve out the remainder of the term.

I. Roles and responsibilities:
    1. FACILITATOR: Each building committee should have a Facilitator selected or elected by the appropriate building committee. A facilitator should be chosen annually.
    2. RECORDING SECRETARY: Each building committee should have a Recording Secretary who will be responsible for taking minutes and with the Facilitator, be responsible for distributing information about the School Improvement Teams' activities.

J. Who sets the agenda: The building committee members, with the chairperson, set the agenda with input from their constituents. The agenda should be prepared and distributed at least one week prior to meeting. The chairperson is responsible for collating and distributing the agenda.

K. Communication and information: Minutes shall be kept by each committee. Copies will be sent to the Board of Education via the Superintendent, other building School Improvement Teams, the constituent groups the committee members represent, and will be made available to all faculty and staff via email or within a Google Classroom folder.

III. THE MEANS AND STANDARDS BY WHICH ALL PARTIES SHALL EVALUATE IMPROVEMENT IN STUDENT ACHIEVEMENT

A. A thorough review of all current measures of achievement (local, state, and national assessment data) shall assist in the development of local standards of excellence by the School Improvement Teams. The School Improvement Teams shall receive data in order to formulate goals as appropriate. All standards of excellence and results of assessments are reviewed annually. Examples of standardized assessment methods include state assessments and standardized tests, report cards, teacher tests, student observations, etc. Examples of non-standardized methods of assessment include portfolios, research papers, interviews, oral presentations, skill proficiency, etc.

IV. THE MEANS BY WHICH ALL PARTIES WILL BE HELD ACCOUNTABLE FOR THE DECISIONS WHICH THEY SHARE IN MAKING

A. The most important goal of any School Improvement Team is improved student achievement. All members of the committee are therefore accountable for using data to develop plans to improve student achievement, monitor its progress, provide for assessment practices, make any necessary revisions, and report the results to their constituents to the public, and to the Board of Education via the Superintendent.

B. Similarly, all other decisions made by the Schools Improvement Teams relating to issues other than student achievement must also be monitored, assessed, revised as needed, and communicated. Accurate and reliable minutes will be available within seven days of each meeting. All committee members are responsible to relay information from the School Improvement Teams to their constituents and relay information from their constituents to the School Improvement Teams. This communication and/or flow of information can take many forms, such as verbal reporting at meetings, emails, newsletters, and/or notes in school mailboxes, etc.

V. THE PROCESS WHEREBY DISPUTES PRESENTED BY THE PARTICIPATING PARTIES ABOUT THE EDUCATIONAL ISSUES BEING DECIDED UPON WILL BE RESOLVED AT THE LOCAL LEVEL

A. All decisions should, whenever possible, be based upon data and facts**,** with each School Improvement Team member having ample opportunity to comment on the issue at hand.

B. Individual members of each committee may reintroduce the unresolved issue for further discussion whenever new or additional information/data is available.

C. All disagreements or disputes involving the participating parties or members of the School Improvement Teams must be resolved at that level through the vote of the majority of the members of the committee.

D. A District Steering Committee should be formed by the Superintendent. The Steering Committee's responsibilities shall be, but not limited to:
   1. Assessing this plan's operation every two years;
   2. Facilitating Training; and
   3. Establishing a forum for exchange of exemplary activities

*In the absence of a steering committee provisions should be made for the above responsibilities.

VI. HOW THE FEDERAL AND STATE REQUIREMENTS FOR THE INVOLVEMENT OF PARENTS IN PLANNING AND DECISION MAKING WILL BE COORDINATED AND MET BY THE OVERALL PLAN

A. The Superintendent will ensure that all parent and teacher involvement mandated by law or required by the various federal, state, or local programs is coordinated with the activities of the School Improvement Teams. Since the various programs require parental involvement, shared decision making techniques will continue to be utilized and information (other than confidential) in the form of minutes will be shared between the building committees (School Improvement Teams) and the various committees for each of the federal, state, and local programs.