SCHOOL SITE-BASED TEAMS &
SHARED DECISION-MAKING PLAN
for
HICKSVILLE PUBLIC SCHOOLS

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VISION

A safe-haven where our diverse student body is valued and respected, and students succeed today and are prepared for tomorrow.

MISSION

To provide tailored, relevant, high quality and well-rounded instructional programs to meet the challenges of the future, and to provide staff that are engaging with parents and families and committed to empowering students' college and career interests and readiness. To prepare and motivate our students for a rapidly changing world by instilling critical thinking skills, a global perspective, and a respect for core values of honesty, loyalty, perseverance, and compassion. To foster authenticity, honor all achievements, and work towards promoting a culture where our schools and community can thrive.

Hicksville Union Free School District

PLAN FOR PARTICIPATION IN SCHOOL-BASED TEAMS AND
SHARED DECISION MAKING

Introduction

Pursuant to the Commissioner's Regulations part 100.11, the following plan for participation in school-based planning and shared decision making in the Hicksville UFSD is based upon the knowledge that the teachers, parents, and administrators of Hicksville have unique strengths. Representatives from each of these groups share these attributes and, therefore, will form a school-based team committed to working together to improve the educational performance of all children in the Hicksville Public Schools.

- Hicksville teachers are conscientious professionals committed to students, learning, and the search for new methods of teaching to continue to improve curriculum and instruction in the District;

- Hicksville parents are dedicated members of the school community who have an understanding of the school's history, a keen concern for the welfare of the students, and the prestigious position of being their children's first teachers. They continue to serve as advocates and supporters of improved and enriched programs for all children;

- Hicksville administrators are child advocates who are knowledgeable educational leaders with proven abilities as facilitators, problem solvers, and promoters of excellence in our schools.

Manner and extent of Team involvement membership

- Each elementary school will have its own site-based team composed of three parents, three teachers, one administrator, three students and one representative of all Hicksville UFSD employees in the building not represented by the previously-mentioned groups. There will also be an alternate for the "other" representative in the event the member cannot attend a meeting. If there are no volunteers from any constituent group, the site-based team will function without representation from that group. If a volunteer comes forward, s/he will be able to join the team at any time. An offer of membership will be made in writing to the bargaining unit heads, or designated providers of team members and a declination in writing will be required. If no response if received within seven working days, a declination will be presumed.

- The middle school and high school will each have a team composed of three parents, three teachers, three administrators from the building, one student per grade level and three representatives of all Hicksville UFSD employees not represented by the previously-mentioned groups.

- Administrators, teachers and other employee-members of all teams will be selected by their bargaining units. Parents will be selected by the building PTA's/PTSA's. Students will be selected in each building through a process developed by the existing student government. Where no student government exists, the other members of the site-based team will meet for the sole purpose of determining the process for the selection of student members. All selections will serve for a minimum of one year.

- The convener of each year's organizational meeting will be the principal for site-based teams. A central office administrator for curriculum and instruction will convene each year's organizational meeting of the district's shared decision-making committee. The convener will set meeting dates for the coming year at the June meeting of site-based teams.

- Required ground rules for site-based teams:
    o Site-based teams will use consensus to reach decisions.

    o There must be one administrator, one teacher, one parent, one other employee and one student to allow the team to meet. If 3 of the 5 constituent groups are present at a regularly scheduled meeting, the meeting may be held, but no action may be taken. The minutes of this meeting would be sent to all members and any deferred action item(s) would be the first order of business at the next regularly-scheduled meeting. If a quorum is not reached at a meeting, the meeting may be rescheduled by the principal before the next regularly-scheduled meeting. After two consecutive meeting dates

with no representation from a constituent group, the "no volunteers" procedure will be followed immediately after the second such date.

- o   Minutes must be taken and sent to the district wide committee.

- o   Teams must meet at least once a month.

- The site-based teams will begin to meet within thirty days of the approval of the district plan by the state.

- The district-wide committee will meet quarterly unless there is a matter that requires immediate attention as determined by a consensus of the contact persons.

Educational Issues

- Site-based teams are responsible for evaluating student achievement (outcomes) and identifying areas of strength and weakness, devising strategies to preserve strengths and ameliorate weaknesses, and allocating resources to achieve success.

- Proposals for curriculum revision may be made by site-based teams, district supervisors, teachers, parents, or students to the district's curriculum council which will approve, disapprove, or amend such proposals by consensus.

- The district curriculum council will be composed of up to three representatives from each elementary site-based team, four representatives from the middle school site-based team, four representatives from the high school site-based team, district curriculum supervisors, central office administrators for curriculum and instruction. All representatives would be expected to serve for one year.

- Site-based teams will assume the responsibility of the building budget committee for decisions about the per pupil allocation portion of the budget and will present recommendations to the superintendent for capital improvements.

- Site-based teams will assume responsibility for reviewing health and safety issues in each building and will include appropriate personnel when discussing these issues or may delegate responsibility to a health and safety sub-committee.

Means and Standards to Evaluate Student Achievement

The Hicksville Public Schools in its mission statement outlines its desired educational outcomes. In evaluating the achievement of these outcomes, the site-based teams and the district's curriculum council will examine student performance utilizing the state's curriculum frameworks, state examinations, standardized tests and expanded measures of assessment.

Accountability

- Members of the site-based teams will report back to and solidify input from their constituency groups at least quarterly.

- Each site-based team will be required to send minutes to the district-wide committee.

- Each site-based team will submit its plan to the district-wide committee.

- At the end of each year, each site-based team will evaluate its plan and the implementation of the plan.

- There will be a written report of this evaluation sent to the district-wide committee and distributed to the constituent groups.

Agenda Setting

Team members will brainstorm topics for discussion in order to establish agendas for the year. The team will determine the strengths of its building, as well as areas for possible attention. Information gathering techniques, i.e. surveys, interviews, data review, etc., may be used. Team members will present the first draft of the agenda to each member of their group and report the group's suggestions to the team. The members will come to consensus regarding the area(s) that the team will address.

Minutes

Minutes will be taken at each meeting. The responsibility for recording the minutes will rotate among team members. Minutes will be distributed to team members, the Superintendent, the Board of Education, other building principals. A copy will also be filed in a central location in each building for availability to any member of the school community, and posted on the Shared Decision-Making page of the district website.

AREAS FOR DECISION MAKING

Site-based teams will be specifically charged with responsibility for consensus-based decision making in the following areas:

- Student instructional objectives:
  - Curriculum and program development at the program/building level
  - Textbook review
  - Student outcomes and means of assessing them
  - Scheduling

- Staff Development
- Health and Safety
- Student Discipline

DECISION BY CONSENSUS

1) Allows all voices to be heard, information shared, and feelings expressed.

2) All members of the team have explicitly stated that even if they do not favor the decision, they can allow it to stand, and will not deliberately work against its success.

3) Team members view the decision as a fair one, and, therefore, are willing to support it.

DISPUTE RESOLUTION

Disputes in site-based teams will be resolved in the following ways:

- If consensus cannot be reached by the site-based team, the team may (a) request dispute resolution assistance from the agency-planning team if the dispute emanates from team processes, or (b) bring the issue to the appropriate departmental level if the dispute emanates from other than team processes.

- If consensus continues to be unable to be reached, the process or issue will be brought to the District Superintendent.

- If consensus continue to be unable to be reached, the process will be brought to the District Shared Decision-Making Team.
- Disputes not resolved at the District Shared Decision-Making Team level will be resolved in accordance with the provisions of law.

Areas Not Open to
School-Based Planning and Shared-Decision Making Team

- Class size
- Current purchase and maintenance contracts
- District calendar
- Employee contractual issues
- Employee discipline matters
- Employment, Dismissal and Tenure
- Individual personnel matters
- Salaries
- Individual student matters
- Issues in conflict with other buildings
- Issues in conflict with policy and regulation of School Board and/or State Education Department
- Staff assignments
- Staffing

STATEMENT OF SUCCESS: REQUIRED COMPONENTS TEAM

The District Shared Decision-Making Team will submit a statement of success of the district plan in achieving its objectives.

For each of the six component areas shown below, check the box for the rating which most closely reflects the agreement of the District Shared Decision-Making Committee 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					
Involvement of All Parties					
Means and Standards Used to Evaluate Improvement of Student Achievement					
Accountability for Decisions					
Dispute Resolution Process					
Coordination of State and Federal Requirements for Parental Involvement					

District Shared Decision-Making Team Composition
- Assistant Superintendent
- 1 member from each building
- Meets quarterly