



IRVINGTON
UNION FREE SCHOOL DISTRICT

Plan for Shared Decision Making

The Irvington school community believes that students and their growth as learners and individuals are at the core of the work of its schools. We believe that community representation and participation are critical to the success of its students as is the role of local decision making. Shared decision making enriches dialogue and experiences for our students. In this spirit, the goal of these School Site Committees, is to enhance students' learning experiences. All discussions of these committees should be student-centered and project-based while being guided by the areas in the Site Committee Project Suggestion section of this plan.

Means and Standards by which All Parties Shall Evaluate Student Experiences

School Site Committees are formulated as a result of the Commissioner's Regulations Part 100.11. The mission of the work of a School Site Committee is to improve students' school experiences. All actions must be consistent with district practices and policy. School Site Committees may have access only to publicly available information such as, but not limited to, group- achievement and enrollment data. Student achievement/experiences may be measured by a variety of means including, but not limited to:

1. New York State assessment programs; e.g., English Language Arts 3-8; Mathematics 3-8; and Regents scores.
2. Available data such as participation rates and that which can be acquired from surveys.
3. Other locally developed measures such as student work samples and community service products.

Committee Recruitment Strategies

To create an effective and dedicated committee, recruitment strategies must reflect the changing times and the changing needs of the community as well. Note that since family engagement differs from building to building, different protocols for recruitment will be needed.

- Recruit during building Open Houses
 - Set up a table with general information about Site Committees including information about completed projects
 - Create student produced video presentations demonstrating the work done by the committees
- Collaborate with Village of Irvington to
- Personal invitations to increase diversity of committees

- District and PTSA send separate, targeted email blasts to the school community
 - Send emails outlining the great things that are happening and have happened in the schools due to the work of the site committees. Let people know that their participation will be directly responsible for adding to the wonderful things offered to the students.

Membership on School Site Committees

School Site Committees should be comprised of the school principal and a representative group of instructional staff, support staff, parents, and in some schools students. If there are more volunteers than positions available, names will be randomly selected for a one-year term. The outline below is a guide for committee membership and reflects the maximum representation from each group. However, should there be fewer volunteers than available positions, the site committee shall function/meet with effort being made to recruit membership (see above section - Committee Recruitment Strategies). Staff participation is considered to be on a volunteer basis.

Dows Lane	Main Street School	Irvington MS	Irvington HS
1 Principal	1 Principal	1 Principal	1 Principal
4 Instructional Staff	2 Instructional Staff	3 Instructional Staff	4 Instructional Staff
4 Parents*	2 Parents*	4 Parents*	4 Parents*
1 Support Staff	1 Support Staff	1 Support Staff	1 Support Staff
		Students as needed	4 Students

*parent membership should be balanced to provide grade-level representation.

- Parents can serve no more than two consecutive terms on any of the School Site Committees
- Parents can serve on no more than one site committee simultaneously.
- Parents must have a child enrolled in the building where they are seeking to serve on the committee.
- Where students are to be included in the site committee, their parents are not eligible to serve

- Instructional staff members can serve on a building’s site committee , if he/she spends the majority of their work time in that building.
- A site committee may choose to create an ad hoc committee for the purposes of a particular focus.
 - The work of an ad hoc committee will collaborate with the school principal and the site committee to fulfill its objective. In such a case, the ad hoc

committee may meet in place of a regularly scheduled Site Committee meeting.

Site Committee Meeting Information

As mentioned in the previous section, Committee Recruitment Strategies, to create an effective and dedicated committee, recruitment strategies must reflect the changing times and the changing needs of the community as well. This also applies to the timing of the meetings themselves. Meeting times must be flexible and accessible for all committee members and must take place at a minimum of six (6) times per school year. To ensure a diverse and inclusive committee accessibility is essential, whether meetings are held in person or remotely and the timing must be agreeable to all.

School Site Committee Project Categories and Examples

The School Site Committee experience in the Irvington school community has proven to be most effective when its work is project based and initiatives are those with objectives that can be realized within the course of a school year and the term of its membership. For example, the topics listed below are provided as examples of the types of educational issues/topics that can be subject to cooperative planning and shared decision making at the building level by teachers, parents, administrators, and, at the discretion of the board of education. Unless noted as areas for decision by the School Site Committee, these areas are advisory in nature. However, the following areas are excluded from discussion by School Site Committees: contracts, assignment of staff, personnel and personnel evaluations; matters pertaining to particular individuals; and discussions related to individual students.

Note: All projects must be within the parameters of Board of Education policies, practices, and procedures. Certain projects may require prior approval by District administration and/or the Board of Education.

Category	Student Programs, Supports, and Enrichment	Student Wellness	School and Community Relations	Facilities
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<p>Example Project</p>	<p>The Committee may choose to consider the implementation of a new experience that would serve students well such as community service, internships, and extra-curricular programs.</p>	<p>The Committee may choose to review opportunities to enhance students' wellness such as substance abuse programs; enhancements to the code of conduct; developing student assembly programs.</p>	<p>The Committee may choose to review the effectiveness of particular aspects of school and community relations including, but not limited to student recognition programs; school communications and student voice.</p>	<p>The Committee may choose to review aspects of the school facility as it relates to the introduction or maintenance of a student program such as the creation of an outdoor classroom or teaching garden; school beautification; and enhancing current spaces.</p>
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Communication and Documentation of Committee Work

The mechanisms for ensuring accountability for the decisions the School Site Committees make are:

1. All meetings will be posted on the District and school website calendars. Any member of the school/community may attend the meetings and address the committees at a specific, allocated time on the agenda.
2. Minutes will be taken of each meeting, posted within one week of the meeting and filed in the Superintendent's office, shared with the board of education, and posted on the District and School websites. Responsibility for recording of minutes will be rotated throughout the School Site Committee membership.
3. The final Site Committee meeting minutes shall reflect an annual summation of the year's work for each committee. This should highlight the areas of success and any difficulties that were experienced in achieving the committee's objectives.

The Manner in which All State and Federal Requirements for the Involvement of Parents will be coordinated

All decisions made by the School Site Committee must be in compliance with local, state and federal laws. The building principals are responsible for compliance of these state and federal mandates. Their participation on School Site Committees will ensure the coordination of these efforts in planning and decision-making.

Acknowledgements:

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Dr. Kristopher Harrison, Superintendent
Dr. Gail Duffy, Asst. Supt. for Instruction & HR
Beth Propper, Trustee
David Sottile, IMS Principal
Andrea Kantor, DL Principal
Celia Strino, Dir. PPS
Stefanie Brinkerhoff, Teacher Assistant
Alex Lengers, Teacher
Krista Shortino, Teacher
Donna Friedlander, Asst. to Supt.
Pat Bisceglia, Asst. to MSS Principal
Melissa Gross, Parent
Maggie Kadro, Parent
Jen Kasoff, Parent
V. Lubric, Parent

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