

A. ORGANIZATION AND FUNCTION OF THE DISTRICT COMMITTEE

1. Definition and Scope of Authority and Powers

The Hilton Central School District's District Improvement Team was originally formed in 1989 in response to New York State's Excellence and Accountability program. It has since evolved in membership and purpose to meet the spirit and regulations of the New York State system of standards and assessments. The District Improvement Team (DIT) shall assume the role of the District Committee. The purpose of the District Improvement Team broadly defines the scope and authority of its powers. Therefore the District Improvement Team shall:

- implement and communicate the spirit and regulations of the New York State system of standards and assessments; district curricular outcomes; and major initiatives which comprise Hilton's Strategic Plan and Framework.
- review significant school improvement initiatives; and
- appraise and advise the Board of Education appropriately.

in a manner that...

- engages all stakeholder groups in open thoughtful discussions;
- brings direction, focus and integration to all significant school and district improvement efforts;
- encourages continuous learning and improvement;

so that...

- the Hilton Central School District realizes its mission, vision and beliefs (Appendix 1).

In addition the District Improvement Team shall:

- upon review, submit to the Board of Education for approval the Strategic Plan and Framework to improve the educational performance of all students in the school regardless of such factors as socioeconomic status, race, sex, language background, or disability;
- monitor the implementation of the CR100.11 Plan;
- provide assistance to school-based teams in terms of operations, decision making and resource support, e.g., training, etc.;

- prepare and carry out a plan for the biennial review of the CR100.11 Plan and make recommendations for revising the CR100.11 Plan, as needed.

2. Term of the District Committee (DIT)

As previously stated the District Improvement Team has been in existence since 1989. While its composition and purpose have evolved over the years and are subject to regular review, it has no specific term or date of expiration.

3. Composition, Listing and Representation of Committee (DIT) Members

Its composition is in accordance with the regulations and includes the superintendent of schools with multiple groups represented with efforts made to include parents, community at large, teachers, administrators, staff and students.

4. Facilitation of the District Committee (DIT)

The District Improvement Team shall select from its membership the following positions:

<u>Position</u>	<u>Term</u>	<u>Responsibilities</u>
Facilitator	One year	Set agenda and prepare materials for meetings Provide stakeholders information and facilitate meetings
Recorder	One year	Keep minutes Have minutes typed and disseminated

5. Process for Replacement of District Committee (DIT) Members

When someone vacates a seat from a primary constituency, that vacancy will be announced and advertised. Those constituencies whose representatives are not elected by their group (community-at-large, students and teachers-at-large) will be selected by the District Improvement Team from a pool of candidates solicited through the respective advertisements and announcements.

6. Requested Staff Development, and Resource Needs of the District Committee (DIT)

All training, staff development, and resource needs of the District Improvement Team are requested annually during the budget process.

7. Process for Making Decisions or Recommendations and Resolution of District Committee (DIT) Problems

The District Improvement Team shall make decisions largely through consensus. In some situations it may, by consensus, decide to do something by majority.

8. Schedule of Committee (DIT) Meetings

The District Improvement Team will meet six times per year or as needed. Every attempt will be made to maintain a consistent meeting place. DIT work is seasonal and may include one summer date as well.

9. Process Observers

District Improvement Team meetings are open to the public and those individuals interested in attending may do so with the understanding that they will not be expected to participate in any meeting activities nor will they have voting rights on any issues. Individuals who have been asked to attend for their comment or expertise may do so with the same understanding.

10. Addressing External Complaints and Concerns

While the intent of the District Improvement Team is to engage the broadest possible constituent representation in its decision making process, there is no way to predict every possible concern that may arise through the implementation of the DIT's recommendations, decisions and/or plans. Any concern related to the DIT's work is governed by district policy and regulations.

B. DISTRICT PLAN FOR SCHOOL-BASED PLANNING AND SHARED DECISION MAKING

1. Statement of Purpose and Intent of the CR100.11 Plan

The purpose of the CR100.11 Plan is to create a structure for realization of our District Mission, Vision, Belief Statements, and Strategic Plan and Framework. This is intended to improve the performance of every student in each of the schools in the district. Improvement of student performance shall be gauged against state and district outcomes and performance standards in accordance with the shared decision making process and involving all stakeholders.

2. Charge by the School Board to the District Committee (DIT)

The subcommittee of the DIT revising the CR100.11 plan will submit a draft to the District Improvement Team by January 1 of the year in which the plan is due to the New York State Education Department. An approved plan will be submitted to the Board of Education for their consideration by February of the given year.

3. Educational Issues Subject to Shared Decision Making and School-Based Planning

a. Educational issues reflected in the Strategic Plan and Framework are subject to shared decision making and School Based Planning (SIT)

b. Process to Include Other Issues

Depending upon the issue, each School Improvement Team will make requests to the District Improvement Team and/or the Board of Education to expand and/or modify its authority and accountability in a manner consistent with the CR100.11 Plan.

4. Manner and Extent of Expected Involvement of All Parties at the School Level

a. Means by Which to Meet All State and Federal Requirements for Parent Involvement

The Superintendent is responsible for insuring that all State and Federal regulations will be followed, including parent participation in the following State and Federal Programs:

- NCLB
- Consolidated Grant (Titles I, II, III, IV and V)
- P.L. 94-142
- District Committee for CR 100.11
- School Improvement Teams
- APPR Plan
- PD Plan
- Mentoring Plan

b. Formula for the Composition of the School Planning Teams

In 1989, as part of their response to New York State's Excellence and Accountability Program, the Hilton Central School District formed School Improvement Teams at each of its school sites. Since that time, they have worked in conjunction with the District Improvement Team on various school improvement initiatives. The School Improvement Teams will function as the School-Planning Teams and revise their purpose to meet the spirit and regulations of the New York State system of Standards and Assessments, and Hilton's Strategic Plan and Framework.

There are five schools in the district

- Elementary Level
- Quest (K-6)
- Northwood (K-6)

Secondary Level Village (K-6)
 Merton Williams (7-8)
 High School (9-12)
Each having a School Improvement Team (SIT)

The selection process for team members is by solicitation of volunteers to represent each constituency group (parents, community members at large, teachers, administrators, staff and students). Minimum commitment is for a two year term.

c. Definition of the General Authority and Powers of the School Improvement Team (SIT)

Since 1989 School Improvement Teams have assessed their school's areas of strength and needed improvement based on the Seven Correlates of Effective Schools. Various assessment surveys have been used, administered to the staff, parents and, where appropriate, students. School based plans were generated by the School Improvement Teams using the data received from these surveys. The plans provided a framework to discuss what is done well and to create specific action plans to address areas for improvement.

The School Improvement Teams will develop School-Based Education Plans with the primary purpose to close the gap between current student performance and the outcomes and performance standards established by the District Improvement Team and approved by the Board of Education. These School-Based Education Plans will identify needs, strategies, and indicators of progress. These plans will continually evolve. Each School-Based Education Plan will be completed within a year of approval of the District Plan by the Board of Education. They will be submitted to the District Improvement Team for review and approval. Each School Improvement Team will be responsible for monitoring, updating, and adjusting their plan on a regular basis, which will be at least once a year.

d. Facilitation of the School Improvement Team (SIT)

Each Team will have a chairperson or facilitator. In instances where the Team decides, co-chairpersons or co-facilitators will be utilized. Responsibilities shared by the joint leadership are the same as for the individual: Set and publish agendas, distribute information prior to the meeting, facilitate and keep the meeting focused, attempt to reach consensus on issues requiring decisions, and serve as a member of and liaison to the District Improvement Team. The chairperson/facilitator term will be one year minimum.

The Secretary position will rotate among the Team members. This individual is responsible for capturing the content of the meeting, forwarding the minutes for typing, and ensuring complete distribution.

e. Process for Replacement of Team Members

All members will serve for a two year term with the exception of the students, who may serve one year. To allow for continuity within the team a rotating schedule for term conclusion will be created.

f. Requested Training and Resource Needs of the School Improvement Team (SIT)

School Improvement Teams may request training and resource support from the District in such areas as: Facilitator Training, Educational Research, Consensus

Decision Making, Team Building, Shared Decision Making and others areas of need. A commitment by the District has been made to training and education.

g. Process for Decision Making and Resolution of Problems

The School Improvement Teams realize that differences of opinion are helpful in reaching a quality decision and therefore employ consensus as the decision making process. In some situations they may, by consensus, decide to do something by majority.

h. Human and Other Resources Committed To Support Work of the Team

Teams will have access to funds as well as clerical and administrative support for document preparation, copying, and distribution.

i. Schedule of Team Meetings

Each School Improvement Team will meet regularly. Meeting location and time will be decided by the Team and scheduled for the full school year, if possible.

j. Process for Receiving Input from Representative Stakeholders and Communicating with Them

Each School Improvement Team may employ surveys directed to: staff, parents, students, and the community-at-large (where applicable) and use other data sources as well. This information in conjunction with faculty

meetings, parent group meetings, School Improvement Team meetings, and District Improvement Team meetings will be the basis of communication with the stakeholder groups. Written communication will be shared via meeting minutes and articles in school and district publications.

5. Means and Standards by Which all Parties are to Evaluate Improvement in Student Achievement

a. District's Vision, Mission, Beliefs, Goals, Graduation Standards, Strategic Plan and Framework

The strategy to achieve vision, mission, beliefs, goals, graduation standards will entail the following:

- In collaboration with School Improvement Teams and CSDT, the District Improvement Team will review student achievement data on a yearly basis;
- In collaboration with School Improvement Teams and CSDT, the District Improvement Team will review action plans developed as part of the district Strategic Plan and Framework;

b. Strategy for Development of School-Based Education Plans to Achieve Student Performance Standards

The School Improvement Teams in collaboration with the staff, District Improvement Team and the CSDT will restructure curriculum, assessment, and school structure, as required to implement the strategy.

c. Process to Ensure Coherence of School-Based Education Plans Across the District

The District Improvement Team will review and endorse the evolving SIT Plans on a regular basis to ensure that the plans are congruent with the District's Mission, Beliefs, Graduation Standards, Strategic Plan and Framework and CR100.11 plan.

6. Specifications for the Organization and Content of SIT Plans

The organization and content of the SIT Plans shall be in accordance with the following specifications:

- Develop strategies to close any gaps between performance standards and present status of all students;

- Identify the forces supporting and inhibiting each strategy and adjust;
- Specify progress indicators tied to the strategies;
- Develop an action time line for the implementation of the SIT Plans;
- Establish steps to monitor the implementation of the SIT Plan and adjust it;
- Develop a system for reporting to all stakeholders the progress and results of the SIT Plan in terms of disaggregated student performance data.