

ARDSLEY UNION FREE SCHOOL DISTRICT

District Plan for the Planning and Performance Leadership Teams (PPLT)

2016-2017

I. The building planning teams (PPLT) shall have the responsibility and role of cooperatively planning and making recommendations to the building administration, district administration and the Board of Education. The educational issues may include but are not limited to the following:

1. Organization of the instructional program within the existing parameters and resources provided by the Board of Education, e.g. setting schedule and length of periods.
2. Setting expectations/outcomes for students.
3. Setting discipline guidelines.
4. Developing recognition programs for students.
5. Setting direction for expenditures within those categories designated within the district budget as school-based choices.
6. Interviewing prospective staff members.
7. Developing recognition and honors programs for staff.
8. Establishing evaluation methods, as well as monitoring, analyzing and providing recommendations for improved student performance.
9. Providing fiscal recommendations for future school years.
10. Providing for the health, safety, and welfare of students and staff.

Those areas not subject to shared decision-making by the PPLT's are: (1) matters established by law, regulation, Board policy or employee contract; (2) those items that impact on the tax rate; (3) or any matters relating to individual personnel performance.

II. The manner and extent of the expected involvement of all parties. A Planning and Performance Leadership Team (PPLT) shall be established for each school.

The membership of each PPLT shall consist of two building administrators, six parents, six teachers, one support staff member and one student from each grade, 7-12. All PPLT members shall be volunteers selected by their respective stakeholder groups. Each stakeholder group must ensure that among the volunteers the PPLT is as diverse as possible so as to represent the entire stakeholder group. So as to ensure continuity within each PPLT, members of the PPLT shall serve staggered three-year terms, with one, two and three-year terms at the outset. All meetings must take place during evening hours; however, with the consensus of the membership of each PPLT, other meeting times may be elected. There will be no district compensation for voluntary participation as a member of a PPLT.

Each individual PPLT shall participate in its own training program to facilitate group cohesion. Each PPLT chair or designee shall orient new members to the PPLT's operating procedures and district plan and by-laws.

While the Compact for Learning stresses site-based management, there are issues that may be discussed at the building level that may have impact on other buildings or the district. Therefore, in order to ensure coordination among our schools, a Coordinating Committee, consisting of three members from each school's PPLT, shall be established to meet as needed with the Superintendent of Schools. The Board of Education will provide funds for development as recommended by the Coordinating Committee for each of the building PPLT's and will expect the PPLT members will fully participate in same.

To assist in PPLT coordination the chairs of each committee should communicate on a regular basis and share minutes of each team's meetings.

In September/October the Board of Education may hold an orienting session for the PPLT teams, as needed.

PPLT members are encouraged to seek membership on other district committees that exist to provide input and to serve as a liaison back to the respective building PPLT.

After the first meeting of each school's PPLT, bylaws shall be developed which at the minimum shall include:

- A Chair/Co-Chair shall be elected to convene PPLT meetings.
- Member roles and responsibilities will be detailed.
- Meeting dates and times will be established.
- Operational procedures will be outlined, including requirements for a voting quorum.

III. The means by which the PPLT will be held accountable for the decisions which they share in making.

All meetings and reports of the PPLT's shall be made public. Written minutes shall be kept of each meeting and distributed to the various constituent groups in the school, to the Board of Education/District Office, and to the general public. Minutes should not be overly detailed. However, they should be detailed enough to indicate the issue under discussion, its history, the major concerns regarding that issue, the potential solutions, a rationale for the recommendation, and the vote of the PPLT by individual members. At the very least, the minutes must define the resolution under discussion upon which a vote was called. Executive summaries of each meeting shall be prepared as soon as possible after the meeting and distributed to the members of the PPLT and to the Board of Education.

A. The major responsibilities of the PPLT members shall be to:

1. In decision/recommendation making put the welfare and needs of all students first and foremost.
2. Put personal needs/interests aside and serve as a trustee who can, when necessary, act independently of his/her stakeholder group.
3. Create a climate of trust and respect in which the PPLT may meaningfully participate in the school decision making process for the improvement of student achievement.
4. Fully support all of the decisions made by the PPLT, even if the decision was not the first choice of the individual team member. "Support" is defined as each building team member working to fully and successfully implement the decision of the PPLT and to be available to explain the decision and its implications, in a positive manner to stakeholders.
5. Attend all meetings and training sessions as required.
6. Actively participate in PPLT meetings and discussions in a meaningful and positive manner.
7. Solicit input from his/her stakeholder group regarding issues being considered by the PPLT and share decisions made by the PPLT with his/her stakeholder group.

B. The major responsibilities of each PPLT with regard to ongoing evaluation of their decisions shall be to ensure that:

1. All decisions made must reflect a goal of improved student performance.
2. The PPLT monitors the intended and unintended effects of its decisions upon students.

3. The PPLT monitors the effectiveness of its own decision-making process and makes any necessary changes.
4. The PPLT modifies its decisions, as appropriate, and bases change on data.

IV. The process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level.

Shared decisions require consensus of each building team member, i.e. all members can support the decision and no member strongly objects to a decision.

If the PPLT cannot reach consensus or cannot complete its work in a timely fashion, the matter shall be referred to the Superintendent of Schools for resolution. If the majority of the PPLT wishes to appeal her decision, they may do so directly to the Board of Education.

V. The manner in which all State and Federal requirements for the involvement of parents in planning and decision-making will be coordinated with and met by the overall plan.

Parents must be involved in consulting, planning, designing and implementing programs as required by Federal and State regulation. The Superintendent and/or designee will ensure the involvement of parents in a meaningful manner in accordance with the district Mission Statement and the Compact for Learning. All programs shall be coordinated by the Superintendent and/or designee in the usual manner. Regular meetings shall be held to ensure appropriate involvement.