

Community Engagement Plan Template

Directions: Please answer the following questions to meet the requirements of Commissioner's Regulation §100.19 (c)(3).

1. How were stakeholders consulted in the development of the Community Engagement Plan?

Stakeholders (i.e., administrators, teachers, teacher aide/assistants, parents and students) were consulted in the development of recommended changes of the current Strategic Plan for School Excellence (SPSE) in unison with the School Improvement Grant (SIG) application for 2015-2016. To date, there have been three during three Community Engagement Team informational/work session meetings. The meetings occurred on :

- *September 17th, 2015 at 4:00pm in the school café*
- *October 5th, 2015 at 8:30am in the school data room*
- *October 21st at 2pm in the school library.*

In order to make well informed decisions, stakeholders were provided the following literature by the administrative team:

- *Strategic Plan for School Excellence (SPSE)*
- *Receivership PowerPoint*
- *New York State ELA and Math Assessment Data (14/15). Additional progress monitoring data is forthcoming for the current school year.*
- *Level 1/2 indicators*
- *School Improvement Grant (SIG) 6 Application with full narrative and budget*
- *DTSDE Report from April 2015*

Total attendance during the three receivership and community engagement meetings for each stakeholder group was as follows:

- *District support – 9/17 –3, 10/5 – 1 10/21 -0*
- *Administrators – 9/17 –2, 10/5 – 2 10/21 -2*
- *Parents – 9/17 –3, 10/5 – 2 10/21 -2*
- *Students – 9/17 –2, 10/5 – 0 10/21 -4*
- *Teachers – 9/17 –4, 10/5 – 7 10/21 -5*

- *Teacher Aides/Assistants – 9/17 -1, 10/5 – 1, 10/21– 1*
- *Community Members- 9/17-2 10/5-2 10/21-4*

2. How are members of the Community Engagement Team selected? What is the process for modifying the membership of the Community Engagement Team or filling vacancies? Please note: the administrator, teacher, and parent members of the Community Engagement Team must be selected through the process established in Commissioner's Regulation 100.11(b).

Administrators – Principal and Assistant Principal

Parents – A notice went home to all parents asking for a submission of application for parent facilitator. Several parents were interviewed from the list of applicant; a parent facilitator was selected by administration. The community organizations , including the Hamlin Park Taxpayers Association were canvassed for members.

Teachers – a secret ballot of the entire teaching staff was distributed and collected to select the five teachers and 5 teacher alternates. There are two BTF representatives on the CET.

Teacher Aides/Assistants – a secret ballot of the teacher aides and assistants was distributed and collected to select the one teacher aide/assistant and their alternate. The BEST union representative is also a voting member of the CET.

Students – current student leadership team members were selected to be members of the team. There are currently two Grade 7 and 8 student representatives.

Any modification to the membership of the Community Engagement Team or filling vacancies will be in accordance with the Commissioner's Regulation 100.11 (b).

3. What is the manner and extent of the expected involvement of all parties in developing recommendations regarding implementation of school receivership (i.e., the Community Engagement Team, Superintendent Receiver, the district, the school based leadership team)?

Commissioner's Regulation 100.11(c) governs the manner and extent of the expected involvement of all parties in developing recommendations regarding implementation of school receivership. It is expected that a quorum from each stakeholder groups (ie. administration, teachers, teacher aides/assistants, parents, and students) will be involved per Commissioner's Regulation 100.11(c).

4. How will the Community Engagement Team conduct meetings and formulate recommendations?

Meetings will be conducted in the following manner:

- *Norms will be established to set the decorum for meetings*
- *Stakeholders will be assigned roles such as timekeeper, recorder, chairperson to govern the process*
- *Only votes of voting members will be counted; majority rules. A form was developed to serve as written evidence of votes by each stakeholder.*
- *Agendas will be prepared to establish the parameters of the meeting*
- *Minutes will be recorded to serve as evidence for meeting discussions and their content*
- *Recommendations will be formulated during brain storming/work sessions based on school-wide data and other key strategies aligned to meeting the Level 1 and Level 2 indicators.*
- *Each stakeholder group will be given the opportunity to share out their input for the recommendations.*
- *Meetings are open to all members of the school's community.*

5. How will the Community Engagement Team solicit public input?

Public input will be solicited through multiple points of access. The Site Based Management Team, School Leadership Team and School #74's website. Once established, the Parent Teacher Organization will also serve as point for public feedback and comment. The Buffalo Public School District also provides communications through the news media and newspaper outlets.

6. How will the Community Engagement Team make public its recommendations?

The Community Engagement Team will make public its recommendations using five communication methodologies: through the school's website, Take home folders (a school-based school to home communication system) will include a letter outlining recommendations, School connect automated calls, and e-mails.

7. How will the Community Engagement Team be provided with the information necessary to assess the implementation of the comprehensive education plan or department-approved intervention model?

The school administrators on the Community Engagement Team will provide stakeholders school-wide data in the areas of academics, attendance, discipline, and parent involvement, as a means for monitoring and tracking the implementation of the Strategic Plan for School Excellence (SPSE). If the SIG application is approved the CET will use this education plan to progress monitor, modify and change course of action when needed.

8. How will the Community Engagement Team coordinate its work with any school based management/shared decision making team or school building leadership team that is operating in the school?

The recommendations derived from the Community Engagement Team will be shared with the school's School Leadership Team (SLT) and School Based Management Team (SBMT). The SLT consists of the building administrators, Instructional Coaches, and lead teachers at each grade level. The SBMT consists of the building administrators, teachers, teacher aides/assistants, parents, community partners, and students. These bodies will contribute ideas with respect to setting targets and sustaining continuous improvement throughout the school year as aligned with plan goals. The Strategic Plan for School Excellence is the document that currently drives the education plan for School #74.