

GLEN COVE SCHOOL DISTRICT PLAN

2020 – 2021 District Committee Members

Dr. Maria L. Rianna, Superintendent of Schools
Melanie Arfman, Principal, Deasy Elementary School
Lawrence Carroll, Assistant Principal, Middle School
Alexa Doeschner, Principal, Landing Elementary School
Betsy Lashin, Assistant Director of Special Education
Antonio Santana, Principal, Glen Cove High School
Alison Fletcher, President, GCTA
Amy Gallo, Teacher, Gribbin School
Christine Johnson, Teacher, Landing School
Kathleen Noonan, Teacher High School
Tina Braja, President, PTA Council
Alexis DiMaggio, Parent
Roni Jenkins, Parent
Amanda Miller, Parent
Michelle Rottino, Parent

ADOPTED by Board of Education: July 7, 2021

INTRODUCTION

The Glen Cove District continues to work toward the goals envisioned in Commissioner’s Regulation 100.11 Participation of parents and teachers in school-based planning and shared decision-making, in order to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, gender, language background or disability.

This plan has been developed and will be reviewed biennially in collaboration with members of the District Steering Committee composed of the Superintendent of Schools, administrators selected by the District’s administrative bargaining organization, teachers selected by the teachers’ collective bargaining organization and parents selected by the school-related parent organization, who will make a good faith effort to find parent representatives who are not employed by the District. The plan shall be adopted by the Board of Education at a public meeting after consultation with and full participation by the designated representatives and seeking endorsement of the plan from such designated representatives serving on the District Steering Committee.

This plan brings together all those associated with the District – parents, teachers and administrators to better educate the children of Glen Cove. It is hoped that through a process of sharing of ideas the school and all children who attend them will benefit.

DISTRICT PLAN COMMITTEES

Ground Rules

Ground rules will assist the school-based shared decision-making committees in governing its discussions and decision-making process.

No Attribution: It must be agreed that each member may speak freely and that his/her statements will not be reported or attributed to any individual.

Consensus: The group shall arrive at decisions through a process of consensus. Consensus is a systematic process used by a group to make decisions which everyone can support. A consensus decision has been reached when one of the following occurs:

- Everyone on the committee actively supports
- Everyone on the committee can live with the decision or
- No one on the team will sabotage the decision

Minutes: should be taken at each meeting as part of the district meeting process.

Quorum: A meeting requires a quorum which shall consist of two-thirds (2/3rds) of the members. The committees may recommend, but not implement, a decision. Committee topics should be within the realm of the education experience and be sensitive to contractual obligations. They should be aware of the effect their decision may have on other schools in addition to its own. Avoid topics that can:

- Affect labor contracts;
- Affects personnel: assignments, evaluations, discipline, etc.

It is incumbent upon the committees to arrive at consensus in a timely manner. It is possible for a committee to decide by consensus that it cannot make a decision or that it cannot make a decision by the deadline. If a committee cannot make a decision for any reason, the first step in the process will be to refer it to the District Committee for a decision. If the District Committee cannot reach consensus, the decision on the building level would be made by the principal; on the district level, the Superintendent of Schools.

It is essential to the success of the District Plan that members make a commitment to consensus decision making. Therefore, the District will provide all District Plan committees consensus material every year within the first 30 days of school; it is the responsibility of each member to review the material.

If ad hoc committees are formed to assist committees specified in this plan, their members must be solicited through their prospective units. Ad hoc committees should not supplant the work of any committee in this plan. Work of an ad hoc committee which is formed to assist a committee defined in this plan must report back to that committee. Ad Hoc committees will be excepted if consensus training proves to be impractical because of time or other constraints.

THE DISTRICT STEERING COMMITTEE

1. The District Steering Committee is an ongoing committee, the principal functions of which are:
 - a. Assume responsibility to review the plan and submit the plan to the Board of Education for adoption every two years.
 - b. Establish specific annual goals, if the committee so chooses, to be worked on for that year.
 - c. Mediate conflicts within other District committee under the District Plan.

2. The members of the District Steering Committee will be:
 - a. The PTA Council President and four (4) parents of children now attending Glen Cove Schools, to be chosen by the PTA Council.*
 - b. The GCTA President and four (4) teachers.*
 - c. The Administrators' Association President and any four (4) administrators.*
 - d. The Superintendent of Schools or designee.

*To the greatest extent possible, representatives will come from all four school divisions.

3. At least two (2) members of each unit and a quorum are necessary to make a recommendation.

4. Terms of the members of the District Committee will be two years. However, members may service for more than one term.

5. The role of facilitator, minute takers, et al, shall be shared amongst all members.

6. Meetings will be scheduled through consensus as needed with no less than three (3) per year. Meetings will be scheduled to maximize participation by committee members. It is suggested that meetings be held at the beginning, middle and end of the school year. A meeting may be cancelled by the facilitators, if no agenda items are in place within one week of the meeting. Cancelled meetings should be rescheduled with a reasonable time period. Suggested time of the meetings is one hour.

7. The District Steering Committee is empowered to invite experts in a specific field and/or representatives from other areas in the school district, as appropriate.

DISTRICTWIDE CURRICULUM COMMITTEE

Educational Issues Subject to Shared Decision Making

The Districtwide Curriculum Committee is an ongoing committee, charged with reviewing, evaluating and recommending changes to curriculum and textbooks.

Involvement of All Parties

The Districtwide Curriculum Committee is composed of ten (10) people consisting of the Superintendent of Schools or his/her designee, plus one representative from each level (elementary, middle and high) from each of the following groups: parents, teachers and administrators. Members are appointed by and serve at the discretion of their association. Terms for members of the Districtwide Curriculum Committee will be two years, but a committee member may serve more than one term. The Committee will meet as needed with a minimum of four meetings per year.

If needed, the Districtwide Curriculum Committee will work with ad hoc committees to recommend changes. The Districtwide Curriculum Committee is empowered to invite experts in a specific field to meet with the committee.

Minutes will be taken at each meeting and provided to the Board of Education by the Superintendent. In May and/or June, the Districtwide Curriculum Committee will present an annual report on the previous year's activities to the Board of Education.

SCHOOL SITE BASED COMMITTEES

Involvement of All Parties

The purpose of the site based committees is to involve administrators, teachers, parents and students in the school's shared decision making process in order to improve the total educational experience and support the District Goals. Each committee may discuss all topics that are relevant to its school. In addition, each committee will make decisions on any matter that the Board of Education legally empowers it to act upon and that is not governed by State Education law, Commissioner's Regulations or contractual agreement.

Members will be expected to attend meetings at least once a month and attend consensus training. Meeting times and days will be decided by consensus. Every effort should be made to plan meetings that will encourage parents to attend.

Each site based committee will choose, by consensus, a facilitator and a secretary to serve on a rotational basis. Each site based committee will submit and have its minutes posted on the District website. If the need arises, the District Committee will be available to each site based committee.

Makeup of the Site Based Committees

Each site based committee is composed of administrators, teachers, parents and students of the site appointed by and serving at the discretion of their association, according to the following:

- **High School** (up to 15 members with an equal number of parents/faculty) and **Middle School** (up to 11 members with an equal number of parents/faculty):
 - One Principal
 - Two other administrators (e.g. assistant principal, coordinator, director)
 - Four faculty members representing a cross-section of staff
 - Four parents representing a cross-section of the students
 - **High School** – Four students selected by the student government
- **Elementary Schools K-2 and 3-5** (up to nine [9] members each with an equal number of parents/faculty):
 - One principal
 - Four Faculty members representing a cross-section of the staff
 - Four parents representing a cross-section of the students

Terms for members of each committee will be two (2) years, but a committee member may serve more than one (1) term. High School student members will serve one (1) year term, but may serve more than one (1) term.

Each site based committee is empowered to invite experts in a specific field and/or representatives from other areas in the school district, as appropriate, to meet with its members.

SCREENING COMMITTEES' PROCESS

Purpose

The purpose of the Screening Committees is to provide an opportunity for teacher and parent input into the hiring process for teachers, supervisors and administrators. It should be noted that filling the position of Superintendent of Schools is the prerogative of the Board of Education and is exempt from this process. **The hiring process outlined below will be piloted for the 2021 – 2022 school year. Members of each hiring committee will be sent a follow-up survey to provide feedback to the District Committee. The District Committee will review the surveys to determine if any revisions are to be made to the process.**

Involvement of All Parties

A Screening Committee will be composed of the following:

- Up to two (2) teachers who are designated by the GCTA;
- Up to two (2) parents as designated by the PTA Council;
- Up to two (2) administrators/supervisors as designated by the GCEAA;
- Up to two (2) representatives from other bargaining units may be included, as appropriate.

Process for the Hiring of Full Time Teachers

In accordance with NYSED, all screening committees are advisory in nature and confidential. Additionally, committee members must make known any relationship or prior knowledge of any candidates brought before the committee (see Appendix D).

1. Formation of Screening Committee:

- a. Superintendent/Designee will contact the Presidents of the GCEAA and GCTA with at least ten school days' notice, whenever possible, in order to request Screening Committee members. PTA Council will be contacted and, as a result of surveying parents periodically, provide the district with an ongoing list of members interested in being part of the screening committees.
- b. Superintendent/Designee will designate a school administrator to serve as the Chairperson of the Screening Committee.

2. Screening Committee Set-Up:

- a. The Chairperson will schedule the initial meeting of the Screening Committee in conjunction with the members.
- b. There will be a planning session prior to interviewing candidates; scheduling, orientation and resumes will be the focus. Each committee member will be provided with the cover letters and resumes for each of the candidates being interviewed.

- c. During that planning session, the committee will develop and review a list of questions, based on the job description, which is approved by the entire committee and agreed to by consensus.
- d. The Screening Committee will set criteria and select and/or create questions collaboratively by which candidates will be evaluated. The Screening Committee will interview all of the available candidates.
- e. Screening Committee meetings will be held outside of the school day in order to avoid interference with the educational process of our students.

3. Screening Committee Operation:

- a. Whenever possible, Superintendent/Designee will provide the Screening Committee with at least ten qualified candidates for the position. It should be understood that the pool of candidates may be severely limited based upon the nature of the position, the time that the position is being filled and the limitations to fill a position on a timely basis. Therefore, the above guidelines must be applied in a flexible manner so as not to interfere with the timely recruitment of qualified candidates.
- b. Each member of the Screening Committee will complete a Candidate Review Form (see attached Appendix B) during the candidate's interview which will be submitted to the Superintendent/Designee and made available for review by Central Office Administration. Should the BOE request to see the documents, the names of the committee members will be removed.
- c. At the end of the interview process for all candidates, the Screening Committee will review their individual notes and complete, as a committee, a listing of all candidates reviewed with specific strengths and weaknesses documented for each candidate (see attached Appendix A). This should be the rationale for ranking of all candidates.
- d. Personal notes made by committee members during the interview process shall be destroyed, not collected, at the conclusion of the process. The discussions, interview questions and conversations of the Screening Committee are to be kept confidential.
- e. A subgroup of selected candidates will be called back to perform a demonstration lesson unless time does not permit. Teacher and administrator/supervisor members of the Screening Committee will observe the demonstration lesson. Every effort will be made to ensure that at least one member from these units that participated on the committee be present at this demonstration lesson if a time cannot accommodate all teacher/administration members.
- f. The Screening Committee will determine by consensus the final ranking of those candidates who will be recommended to the Superintendent of Schools (see Appendix A) to move forward. For confidentiality purposes, Appendix A will be kept in the Office of Human Resources and if any questions should arise, it can be viewed but not copied or emailed.

- g. These recommendations will be in rank order; however the Superintendent is not obligated to make a final recommendation in accordance with the committee's rank order of candidates.
- h. If the committee cannot put forward more than one candidate, it will notify the Superintendent and seek guidance. Should they choose to not put any candidates forward, the search will be extended.
- i. If the committee cannot identify finalists, or the finalists are deemed not acceptable by the Superintendent or the Board of Education, then the committee will reconvene with a new pool of candidates. The same committee members would reconvene to interview additional or new candidates for the same position, which were chosen from the same pool of candidates resulting from that specific posting, unless the member is unable to serve.
- j. It is the prerogative of the Superintendent of Schools to reject all candidates. If the Superintendent rejects all candidates, the screening process would then be carried out again with a new pool of candidates. In the event of such a decision, the committee may request the rationale. The same committee members would reconvene to interview additional or new candidates for the same position, which were chosen from the same pool of candidates resulting from that specific posting, unless the member is unable to serve.
- k. References of candidates will be checked by Superintendent/Designee in collaboration with the administrator chairing the committee, using the appropriate forms. General information regarding references will be shared with committee members, if requested.
- l. The Superintendent of Schools/Designee will interview all available recommended candidates. It will be the Superintendent's prerogative to recommend candidate(s) to the Board of Education for appointment or for the Board to meet the candidates, and/or interview candidates.
- m. Prior to BOE approval of any candidates, no feedback will be shared with the hiring committee.
- n. The Board of Education will not meet or communicate with candidates prior to them being screened by this committee and being recommended by the Superintendent.
- o. It should be understood that the Superintendent of Schools is accountable for all personnel decisions, and so along with that accountability he/she should also have the responsibility for making recommendations to the Board of Education.
- p. When the Board of Education takes action on the Superintendent's recommendation, the committee will be notified in writing of such action by Superintendent/Designee via the Feedback Form (Appendix C)

Process for Hiring Central and Middle level Administrators

In accordance with NYSED, all screening committees are advisory in nature and confidential. Additionally, committee members must make known any relationship or prior knowledge of any candidates brought before the committee (see Appendix D). **The hiring process outlined below will be piloted for the 2021 – 2022 school year. Members of each hiring committee will be sent a follow-up survey to provide feedback to the District Committee. The District Committee will review the surveys to determine if any revisions are to be made to the process**

1. Central Office Pre-Screening of Applicants

- a. The Superintendent/Designee will review resumes and pre-screen selected applicants along with the appropriate administrative staff.
- b. The Superintendent/Designee will provide the Screening Committee with at least eight (8) qualified candidates for the position, whenever possible. It should be understood that the pool of candidates may be severely limited based upon the nature of the position, the time that the position is being filled and the limitations to fill a position on a timely basis. Therefore, the above guidelines must be applied in a flexible manner so as not to interfere with the timely recruitment of qualified candidates.

2. Formation of Screening Committee:

- a. Superintendent/Designee will designate a school administrator to serve as the Chairperson of the Screening Committee.
- b. Superintendent/Designee will contact the Presidents of the GCEAA, GCTA and PTA Council with at least ten school days' notice, whenever possible, in order to request Screening Committee members.

3. Screening Committee Set-Up:

- a. The Chairperson will schedule the initial meeting of the Screening Committee in conjunction with the members.
- b. There will be a planning session prior to interviewing candidates; scheduling, orientation and resumes will be the focus. Each committee member will be provided with the cover letters and resumes for each of the candidates being interviewed.
- c. During that planning session, the committee will develop and review a list of questions, based on the job description, which is approved by the entire committee and agreed to by consensus.
- d. The Screening Committee will set criteria and select and/or create questions collaboratively by which candidates will be evaluated. The Screening Committee will interview all of the available candidates.
- e. Screening Committee meetings will be held outside of the school day in order to avoid interference with the educational process of our students.

4. Screening Committee Operation:

- a. Each member of the Screening Committee will complete a Candidate Review Form (see attached Appendix B) during the candidate's interview which will be submitted to the Superintendent/Designee and made available for review by Central Office Administration. Should the BOE request to see the documents, the names of the committee members will be removed.
- b. At the end of the interview process for all candidates, the Screening Committee will review their individual notes and complete, as a committee, a listing of all candidates reviewed with specific strengths and weaknesses documented for each candidate (see attached Appendix A). This should be the rationale for ranking of all candidates.
- c. Personal notes made by committee members during the interview process shall be destroyed, not collected, at the conclusion of the process. The discussions, interview questions and conversations of the Screening Committee are to be kept confidential.
- d. The Screening Committee will determine by consensus the final ranking of those candidates who will be recommended to the Superintendent of Schools (see Appendix A) to move forward. For confidentiality purposes, Appendix A will be kept in the Office of Human Resources and if any questions should arise, it can be viewed but not copied or emailed.
- e. These recommendations will be in rank order; however the Superintendent is not obligated to make a final recommendation in accordance with the committee's rank order of candidates.
- f. If the committee cannot put forward more than one candidate, it will notify the Superintendent and seek guidance. Should they choose to not put any candidates forward, the search will be extended.
- g. If the committee cannot identify finalists, or the finalists are deemed not acceptable by the Superintendent or the Board of Education, then the committee will reconvene with a new pool of candidates. The same committee members would reconvene to interview additional or new candidates for the same position, which were chosen from the same pool of candidates resulting from that specific posting, unless the member is unable to serve.

5. Central Office Interview Procedure

- a. The Superintendent/Designee will review the Screening Committee Rankings/Recommendations form (Appendix A) returned by the committee with the Chairperson of the Screening Committee, GCTA President/Designee and PTA Council President/Designee who served on the committee in order to determine which candidates will return for the next round of interviews.
- b. The Superintendent/Designee will interview the selected candidates along with two (2) administrators, two (2) union representatives and two (2) parent representatives who served on the original screening committee.

- c. It is the prerogative of the Superintendent of Schools to reject all candidates. If the Superintendent rejects all candidates, the screening process would then be carried out again with a new pool of candidates. In the event of such a decision, the committee may request the rationale. The same committee members would reconvene to interview additional or new candidates for the same position, which were chosen from the same pool of candidates resulting from that specific posting, unless the member is unable to serve.
- d. References of candidates will be checked by Superintendent/Designee in collaboration with the administrator chairing the committee using the appropriate forms. General information regarding references will be shared with committee members, if requested.
- e. The Board of Education will not meet or communicate with candidates prior to them being screened by this committee and being recommended by the Superintendent.
- f. Prior to BOE approval, of any candidates, no feedback will be shared with the committee.
- g. It should be understood that the Superintendent of Schools is accountable for all personnel decisions, and so along with that accountability he/she should also have the responsibility for making recommendations to the Board of Education.
- h. When the Board of Education takes action on the Superintendent's recommendation, the committee will be notified in writing of such action by Superintendent/Designee via the Feedback Form (Appendix C).

CANDIDATE REVIEW FORM

Candidate: _____

Position: _____

Committee Member: _____

Date: _____

On each area you are able to judge, rate the candidate using the below scale:

- 5. Excellent
- 4. Very Good
- 3. Good
- 2. Satisfactory
- 1. Unsatisfactory

Comments

Academic Background _____

Teaching Methodology _____

Knowledge of District _____

Professional Commitment _____

Communication Skills _____

Human Relations Skills _____

Initiative and Enthusiasm _____

Understanding of Responsibilities _____

Other _____

Perceived Strengths	Perceived Weaknesses/Concerns

Comments: _____

Overall Evaluation _____

**GLEN COVE CITY SCHOOL DISTRICT
Disclosure / Confidentiality Statement**

All interviewers of the **Glen Cove City School District** must read, sign and return this statement to the District *prior* to conducting any application review and/or interviewing on behalf of the District.

CONFIDENTIALITY STATEMENT

I, _____, hereby agree that:

- All information obtained and/or reviewed by me regarding any and all candidates for positions with the District shall be kept strictly confidential.
- I understand that disclosing any such confidential information may subject the District and me to legal liability.
- I further understand that I may be removed from my position as an interviewer for the District if it is determined that I have disclosed any confidential information during the course of or following the interview process.
- If at any point during these proceedings, I become aware that a candidate is related to me (including relation by marriage) or poses any other conflict of interest; I will notify the Committee Chairperson and recuse myself from the entirety of the process.

Date: _____ Signature: _____