

**Montclair Public Schools
School Action Team for
Partnership Model
Historical and Current
10/25/2022**

PPP 10/25/2022

Montclair Public Schools

- The former School Review Council had been the vehicle of the Montclair Public Schools for school-based change for over thirty years. It included five parents and five teachers in its membership.
- In response to the Board of Education's goal of increasing family/community engagement, the district adopted a more inclusive model for implementation in the 2010-2011 school year which would allow for a more representative and diverse membership of parents, teachers and community partners up to 20 members (maximum).
- Under this model, the School Action Team for Partnership functions as an advisory board to the principal on school based change, district initiatives and the six types of parental involvement activities.
- Epstein's Six Types of Involvement are: Parenting, Communicating, Volunteering, Learning at Home, Decision Making, and Collaborating with the Community.
- "Based on more than two decades of research on parental involvement, family engagement and community partnerships, the National Network of Partnership Schools' tools, guidelines, and action team approach may be used by all elementary, middle and high schools to increase involvement and improve student learning and development," Dr. Joyce Epstein, 2008 – Founder and Director of National Network of Partnership Schools at Johns Hopkins University.

Montclair's Action Team Partnership Model

- This model went through a two-year planning stage.
- In November of 2009, principals, teachers, parents/caregivers and community partners, who were recommended for the School Action Team for Partnership by the principals, attended the first training session facilitated by one of the senior staff from the National Network of Partnership Schools at Johns Hopkins University.
- Each school's team reviewed its school goals and objectives for the current school year.

Training for Team Members

- A district-wide annual training for the SATp committee is recommended to take place each fall.
- In addition, a mid-year/winter (Jan.–Mar.) district-wide training/workshop is recommended, to share progress on goals and “best practices.”

Timeline

- The Action Team for Partnership was fully implemented in the fall of 2017.
- The first district-wide SATp meeting was held in October 2017, at Mt. Hebron Middle School (currently, Buzz Aldrin Middle School).
- The SATp Policy and Regulation (P&R2419) remains in effect.
- It is recommended that teams meet in June to pre-plan for the coming school year.

Work in Progress

- The School Action Team for partnership, in addition to focusing on increased parental and community involvement, will also focus on school-based change and district initiatives.
- The policy and Regulation (2419) were revised and approved by the Board of Education on September 20, 2021.
- The School Action Team for partnership continues to evolve. Please refer questions to Dr. Felice A. Harrison-Crawford, Asst. Superintendent of Operations and School Support Services at 973-509-4020 ext. 50302 or fcrawford@Montclair.k12.nj.us.

Guidance

School Action Team for partnerships

School – Family – Community Partnerships

I. Purpose of School Action Team for Partnerships Guidance: (Regulation)

The Montclair Board of Education believes that a quality educational system is developed and improved through the collective and appropriate involvement of administrators, teachers and other school staff, parents/caregivers, **community partners** and students. Efforts shall be made to see that discussions and dialogue occur in each school community to involve those closest to the issues in the decision-making process. Although there are different roles for administrators, teachers, other school staff, parents/caregivers, **community partners** and students, the Board establishes **School Action Team for Partnerships** as the specific avenue for involving all as potential planners, participants, and initiators for proposed change. The purpose of **School Action Team for Partnerships** is to provide an open and inclusive forum for **involvement by** the school community in the development, implementation and evaluation of educational programs and policies, **as an advisory group to the principal**. ***The six types of involvement include: parenting, communicating, volunteering, learning at home, decision-making and collaborating with community.**

School Action Team for Partnerships shall: (1) **conduct** at least 6-10 monthly meetings of each school community to discuss current or proposed school initiatives and **emerging** issues; (2) develop agendas for and conduct these monthly meetings, and (3) set up and oversee working sub-committees and other programs as needed. **School Action Team for Partnerships** shall organize and conduct **their** business in a manner which is open and inclusive of the **diverse school community**. As the principle means of achieving thoughtful and valuable proposals for change, **School Action Team for Partnerships** shall operate in a manner which recognizes and encourages the need for many points of view from **relevant stakeholders**. **School Action Team for Partnerships** shall, therefore, be governed by the following general principles. The Superintendent or his/her designee shall be responsible for implementation of the SATP policy and shall each year review the goals, objectives and procedures developed and implemented, and the composition of the **School Action Team for Partnerships** at each school.

II. **Membership of School Action Team for Partnerships:**

- A. Composition of Membership: **A minimum of five staff members**, and parents/caregivers/**liaisons representing, PTA, STEP UP (formerly STARS), G&T (formerly SAIL), Sp.Ed., ESL, Health and Wellness, designated grade levels, and community partners** shall make up the formal membership of the School Action Team for Partnerships. The high school shall have nine parent/caregiver members (including a PTSO liaison) and faculty representatives from each department. **Four high school and middle school students** shall also be members of the high school and middle school teams, and they shall come from student organizations. Variations in these numbers may be approved by the Superintendent.
- B. Selection of Committee Members:
1. Selection of Staff Members: Staff members shall be selected by the Principal from volunteers among subject matter leaders, building curriculum specialists, team leaders, department chairs, teaching staff, and other school staff. Staff members shall volunteer to serve as a result of an open request from the Principal.
 2. Selection of Parent /Caregiver Members:
 - a. PTA/PTSO Representative: **The PTA/PTO** position shall be filled by a PTA/PTSO parent representative, preferably a member of the Executive Board, named by the PTA/PTSO who shall represent the PTA/PTSO and serve as a liaison between the PTA/PTSO and the **School Action Team for Partnerships**.

- b. Other Parent **Representatives**: The **other** parent/caregiver members shall be solicited through an open invitation from the Principal and the current **School Action Team for Partnerships Co-Chairs**. The invitation shall explain the function and purposes of **School Action Team for Partnerships**, and shall ask for anyone interested in serving on the **Action Team** to respond **in writing**. The parent/caregiver/**liaison** members shall be selected from among those responding by consensus of the Principal, and the current **School Action Team for Partnerships Co-Chairs with special attention to the balanced diversity of team members**.
3. Selection of Student Members (**Middle and High School only**): The Principal shall consult with co- curricular advisors in making the selection of student members.
- C. Chairpersons: One staff member shall serve as co-chairperson while the other co-chair shall be a parent-caregiver. Chairpersons shall be selected by the principal in consultation with the current **School Action Team for Partnerships Co-Chairs**. It is recommended that the Chairs not serve more than two consecutive years. Terms are for **two** school years, September to June and **should be staggered to insure continuity**. **The Superintendent may give permission to extend the term**.
- D. Representative of the School Population: **Parent/Caregiver** and Staff membership on **School Action Team for Partnerships** shall fully represent the student population. Every effort shall be made to ensure representation of the school's population, including but not limited to race, gender, grade level, ESL, Special Education, STARS and **SAIL** programs, and **grade level representatives as follows; one parent from K-2, one parent from 3-5, and one parent from each grade 6-12 not represented in other programs**.

- E. Notice of **School Action Team for Partnerships** Membership: The formal membership for all **School Action Team for Partnerships** shall be established and communicated to parents/caregivers and staff by the Principal through established bulletins and newsletters no later than the last day of school each June. The list of members should be forwarded to the Superintendent and/or his/her designee, as well.
- F. Vacancies: Any vacancies in the **School Action Team for Partnerships** shall be replaced by the: Principal and current School **Co-Chairs** from recommendations by the current **School Action Team for Partnerships**. Any staff vacancies shall be filled by the Principal. Any student vacancies shall be filled by the Principal in consultation with co-curricular advisors **at middle and high school levels**.
- G. Term of Membership: The term of membership for **parents/caregivers** and staff members shall be two years, **EXCEPT** that a parent/caregiver may serve for three years if at least one year is as a **Co-Chair** and a staff member may serve for more than two years if serving as subject matter, house, or curriculum leader. The term of membership for students shall be one year.
- H. Orientation and training of **School Action Team for Partnerships**: The Superintendent shall provide an orientation for **School Action Team for Partnerships** members regarding their role and responsibilities in the beginning of each school year. The Superintendent shall provide for periodic training and leadership development of **School Action Team for Partnerships** members in areas related to their roles and responsibilities.

III. Goals, Purpose and Role of School Action Team for Partnerships

- A. Purposes and Responsibilities: The purpose of **School Action Team for Partnerships** is to serve as an advisory group to the Principal and to make recommendations to the Principal and participate in the following activities:
1. Review issues and concerns related to school improvement, including any substantive issues which affect significant numbers of children;
 2. Facilitate the **articulation, collaboration and development** of annual school goals, priorities and action plans consistent with the district's overall priorities through an annual planning process;
 3. Monitor and review the implementation and **progress** of action plans and other school improvement activities, including parent and professional development activities; **parenting, communicating, volunteering, learning at home, decision-making and collaborating with the community;**
 4. Review state and district-wide assessment results and consider and recommend solutions for problems and concerns related to school goals and objectives;
 5. Review and comment on proposed changes or additions to educational programs, policies and procedures on a school and district-wide level;
 6. Recommend and review proposals for the initiation or modification of a school program in accordance with BOE regulations;

7. Provide information for families concerning curriculum, new or ongoing programs, and issues such as homework and testing;
8. Provide support to school-level programs for student development, including health, mental health, substance abuse prevention, and social problem-solving;
9. Coordinate and work with the PTA/PTSO for the good of the school and the district;
10. Improve **parent/caregiver and community partnerships practices and**
11. Review and submit annual action plans through the District to the **National Network of Schools, Johns Hopkins University and the designated Central Office Department in June of the school year.**

B. Scope of School Action Team for Partnerships: The **School Action Team for Partnerships** may raise concerns, make recommendations for changes in existing programs or policies, make recommendations for new proposals, and endorse or reject proposals as provided under this regulation. All such recommendations, or decisions of the **School Action Team for Partnership** shall be reported in writing to the Principal, who shall decide how to act upon the reports.

IV. School Action Team for Partnerships Meetings

- A. Scheduling of Meetings: There shall be a minimum of six community-wide **School Action Team for Partnerships** meetings per school year, and they shall be at times that are conducive to participation of the school community. At least half of the meetings shall be scheduled in the evening. Each **School Action Team for Partnerships** shall determine the number and time of the meetings. In addition, the **School Action Team for Partnerships** shall set a meeting schedule for itself as a working committee.
- B. Participation at **School Action Team for Partnerships** Meetings: All meetings are open to the entire school community and general participation is encouraged. Members of the **School Action Team for Partnerships** are expected to attend the **School Action Team for Partnerships** meetings. Other staff members may be invited to attend **School Action Team for Partnerships** meetings if appropriate for the subject matter being discussed.
- C. Agenda:
1. Input into Agenda: Members of the school community may suggest proposed agenda items to the **Co- Chair** or members of the **School Action Team for Partnerships** on an ongoing basis. There shall be opportunities to discuss proposed agenda items during the first and last meeting of each school year, and at the end of every school-wide **School Action Team for Partnerships** meeting, where a time shall be set aside for any attendee to raise concerns and suggestions for future agendas. Every proposed agenda item shall receive follow-up by the **Co-Chairs**.

2. Development of Agenda: The agenda for each **School Action Team for Partnerships** meeting shall be developed by the **School Action Team for Partnerships Co-Chairs**, based on priority areas identified by the Principal. Any substantive issue that would affect a significant portion of the school population (including students, staff; and or parents/guardians, **community partners**) must be included on the **School Action Team for Partnerships** agenda.
 3. Announcement of Meeting Agenda: Monthly meeting agendas shall be announced to parents, staff, and **community partners** through the **school web page**, principal's bulletin and newsletters. A reminder notice shall be disseminated to all parents/caregivers and staff no later than one week prior to the meeting.
- A. Purpose: The School Action Team Council, consisting of all School Action Team for Partnerships co chairs (parents/caregivers, and staff), shall meet as a collaborative body for communication and idea-sharing purposes. Communication shall also occur among the School Action Team Council and the PTA Council.
 - B. Meetings: There shall be a meeting of the School Action Team Council and the Superintendent at least two times a year. Written minutes shall be taken and distributed to all Council members.
 - C. Facilitator; The Superintendent shall designate one or two member(s) of the School Action Team Council to act as Facilitator(s), for scheduling meetings, preparing agendas, assuring minutes are maintained and disseminated, etc.

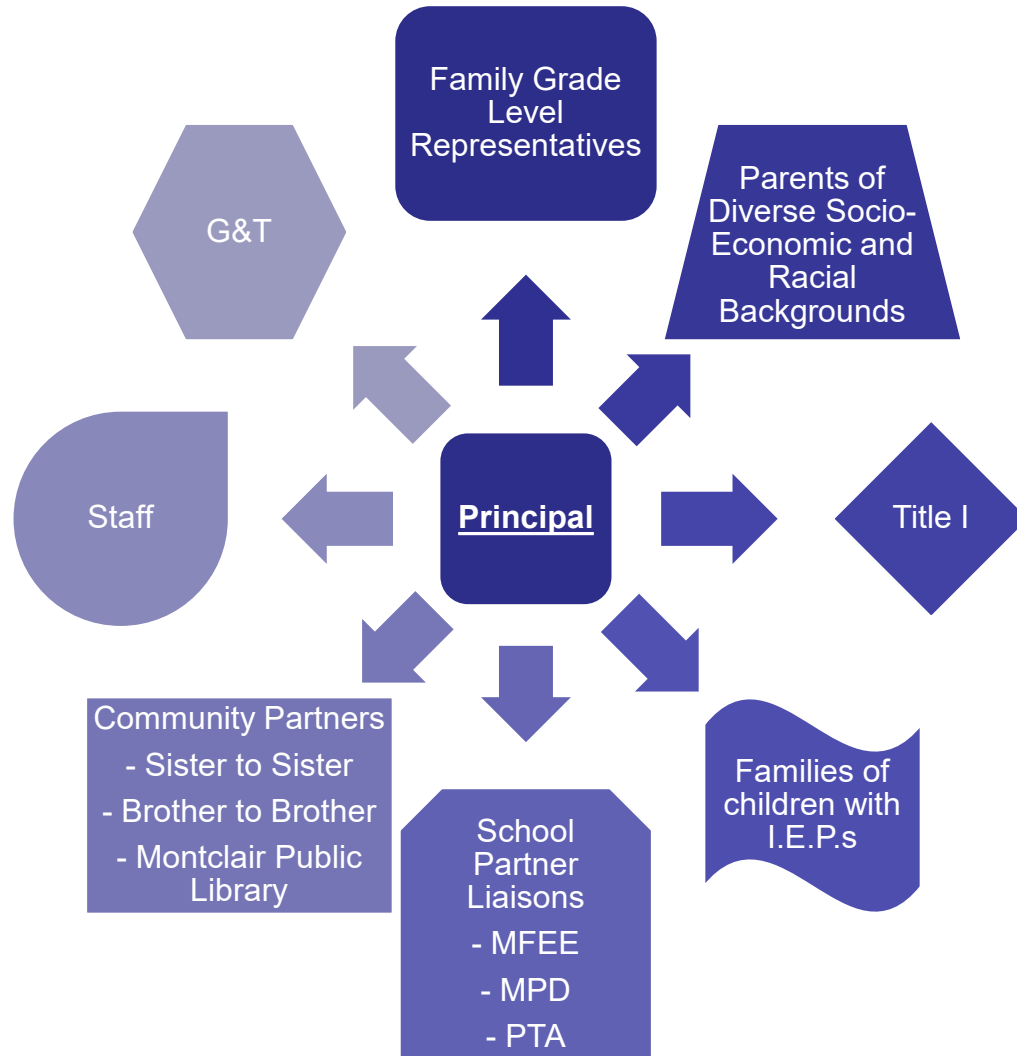
- D. Input into Decision-Making and Solicitation of Ideas from the School Community: **School Action Team for Partnerships** members shall solicit the input of the school community prior to making decisions. As appropriate, the **School Action Team for Partnerships** Committee shall also use surveys, questionnaires, or other methods to solicit opinions and perspectives of the school community.
1. Sub-Committees: Whenever appropriate, the School **Principal and Co-Chairs** shall establish sub-committees on critical issues, open to anyone in the school community.
- E. Rules of Order and Decision-Making: The rules of order and decision-making to be followed at **School Action Team for Partnerships** meetings shall be by consensus and dissenting opinions shall be included in the minutes.
- F. Minutes of Meetings: Written minutes shall be kept for each meeting and shall be available in the school office. A summary of each school-wide meeting shall be published in a school newsletter and **on the school web page**. Minutes of school-wide meetings shall be sent to the Superintendent **and or his/her designee**.

VI. School-Based Program Modification or Initiation

- A. Initiation: Any staff member and/or parent/caregiver may recommend the modification or initiation of a school program. A proposal of up to two pages, which includes (1) rationale for the change, (2) objectives for the change, (3) proposed textbook, software or instructional materials, (4) budget implications, and (5) method(s) of evaluation, may be submitted to the **School Action Team for Partnerships** and the principal at any time during the school year. When proposals involve budget implications, adoption shall conform to the annual budget calendar and requirements.

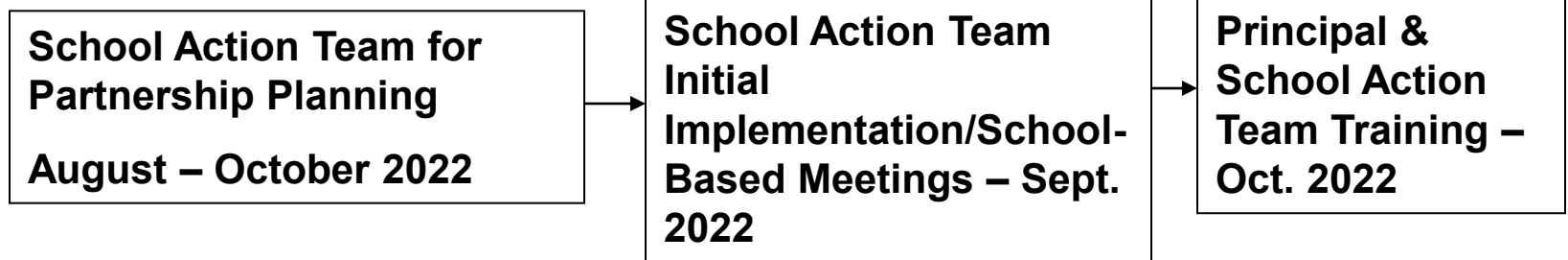
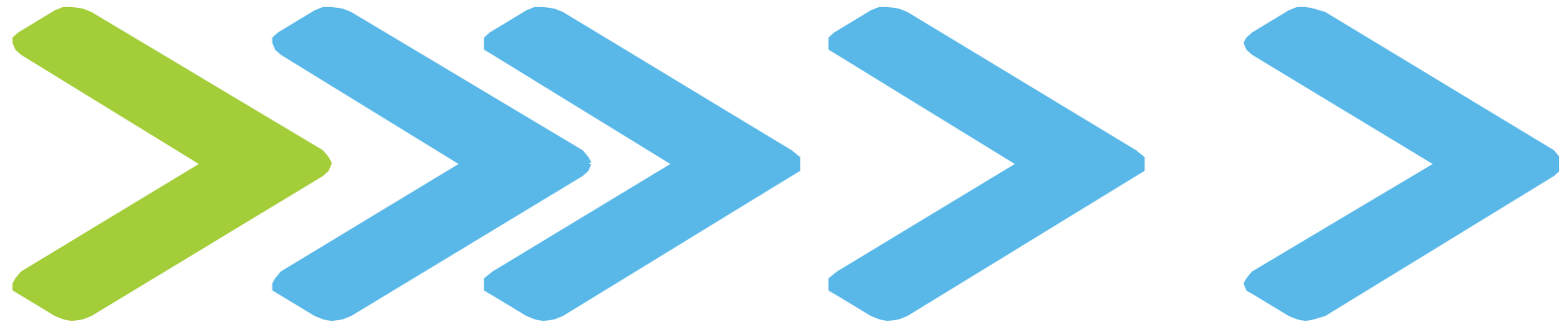
- B. Preliminary Review. All proposals are referred to the **School Action Team for Partnerships** with written comments from (1) the appropriate subject matter leader or department chairs, and (2) the Principal. The subject matter leaders/department chairpersons/ comments shall reflect the opinions of teaching faculty affected by the proposed change.
- C. Open Discussion. The **School Action Team for Partnerships** shall advertise to the parent/caregiver community and teaching faculty the proposal to be discussed with the announced agenda. The initiator of the proposal shall be requested to present the information to the **School Action Team for Partnerships**; the subject matter leader/department chairs shall present the comments representing the teaching faculty in that department. The **School Action Team for Partnerships** shall reach a consensus recommendation based on input to (1) endorse, (2) change, (3) table for additional discussion, or (4) reject the proposal. All proposals shall include rationale for the position and also dissenting opinions, if any. **This recommendation will be forwarded to the Principal.** The Principal shall then, in writing, either (1) endorse the proposal, (2) endorse the proposal with reservations/comments, or (3) reject the proposal with reasons.
- D. Administrative Review. The Principal shall then forward the proposal with one of three written positions for a program/course change in his/her building to the **Superintendent, and/or his/her designee**, who may refer the proposal to the Superintendent. The proposal shall continue to include all written responses through the review process. The proposal shall then be evaluated for a decision to either (1) endorse, (2) return to the Principal and **School Action Team for Partnerships** for modification, or (3) rejection.
- E. Formal Adoption. If it is endorsed by the Superintendent, the proposal shall be presented to the Board of Education, which shall consider the proposal and vote to (1) accept, (2) revise and accept, or (3) reject the proposal.

School Action Team for Partnership Model



School Action Team for Partnership

September '22 – October '22



*Modeled after work by Epstein, J.L., et. al (2002). School, Family and Community Partnerships: Your Handbook for Action (2nd ed). Thousand Oakes, CA: Corwin Press

School Action Team for Partnership

School Name	Principals Name	SAT Members	Address
School of Excellence	Mr. Stew Dents	Co-Chair (Parent)	
		Co-Chair (Staff)	
		MPD Liaison	
		Parent of Child w ith IEP	
		PTA Exec. Bd. Representative	
		Math/Science Subject Matter Leader	
		SS/ELA Subject Matter Leader	
		PTA/Parent Representative	
		Technology Coordinator	
		Parent of student in G&T	
		Parent of student under Title I (STARS)	
		MSU or College/University Liaison	
		Local Realtor.Business Ow ner	
		MPD School Liaison	
		MV Homeless Liaison	
		MFEE Liaison	

SAMPLE

School Action Team for Partnership

School Name	Principals Name	SATP Members	Address	Telephone #	E-Mail	Meeting Dates		

SAMPLE

NEXT STEPS:

- Identify SATp “leadership team” members (Remember...every parent is a “member” of the SATp)
- Establish meeting dates (6-10 monthly dates per year)
- Leadership team establishes roles and processes for building the agenda: meet as a team to discuss each role (i.e. recorder/minutes taker, etc.), survey to parents regarding agenda (goals, objectives, initiatives, etc.)
- Communicate the meeting date
- Conduct the meeting

SHARING

PROMISING PARTNERSHIP PRACTICES

National Network of Partnership Schools

Johns Hopkins University

<http://nnps.jhucsos.com/>