Community Engagement Plan Template

Philip J. Schuyler Achievement Academy

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?

Community Engagement Team and parents were consulted and given the opportunity for active feedback via a stakeholder meeting in conjunction with the school's annual Open House. At that time, verbal feedback was welcomed with an opportunity for written feedback to follow on a form created by the CET. The form will be posted on the school's website in multiple languages and all parents have been encouraged to provide feedback.

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).

A request was made by the school's School Improvement Director to the Albany Public School Teachers Association, the Albany Public School United Employees, the Albany Public School Administrators Association and to the Parent Teachers Association for the names of their members who would be interested in serving on the Community Engagement Team. The administrators on the team are the two administrators who work in the building. A request was also made to two community partners who play a key role in the day to day operations of the school.

When a member is no longer able to serve on the committee, the member will recommend a replacement that serves in their same stakeholder role. Members of the above organizations (i.e. APSTA, APSAA, APSUE) will consult with the leadership of their organization for recommendations.

If the team believes there is a gap in membership, consensus must be reached to add additional members.

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)?

The Building Leadership Team (BLT) has already made recommendations which are included in the provisionally approved SIG Continuation Plan. The Community Engagement Team reviewed the Continuation Plan and made recommendations that are in alignment with the state indicators selected for receivership.

The Building Leadership team will meet monthly to review progress and implementation. The Community Engagement Team will meet after the submission of the 2nd and 4th quarter reports submitted to SED to monitor implementation.

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

The initial agenda was set by the Building Principal and the School Improvement Director. It included an overview regarding the purpose of the committee, a review of the provisionally approved continuation plan, an initial discussion about possible recommendations and the need to develop the Community Engagement Plan. Each meeting will contain an agenda, attendance and meeting minutes. Once the SED Indicators became available to the team, a review of previous recommendations occurred to ensure alignment with the indicators. As a result of the indicators, recommendations were modified. Future agendas will be developed based on outstanding discussion items by the CET team, and updates on the progress of the school's improvement efforts.

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

Share at Open House, include in SNN, school website and create a parent-friendly explanation of the CET committee and its recommendations.

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

The recommendations will be sent home with students, posted on school's website, left at the front desk for parents and shared with community providers (i.e. libraries, churches, etc). The school will work to have the recommendations translated in multiple languages.

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 Community Engagement Team will receive a copy of each quarterly report and the team will meet after the 2^{nd} and 4^{th} quarter reports are submitted. Additional meetings will occur as 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 minutes of the CET and the BLT will be shared between the two groups as they relate to all school improvement efforts and progress updates. In addition, the Principal and the School Improvement Director are members of both committees.