

ADMINISTRATIVE PROCEDURE

SCHOOL-BASED MANAGEMENT TEAMS-COMPOSITION

3415

Procedure No.

July 1, 2013

Date

- I. **PURPOSE:** To provide guidelines concerning the composition of the School-Based Management Teams.
- II. **POLICY:** Board of Education Policy 3415, School-Based Management Team, enumerates the composition of the School-Based Management Teams. In adopting this policy, the Board established that all components of the school community would be represented by persons chosen by their respective groups, and that there be an appeal process designated to assure that the SBMT could not be weighted to unfairly influence decision-making.
- III. **PROCEDURES:** Integral to the School Improvement Process is school-based decision-making. This is to be accomplished at each school by a School-Based Management Team (SBMT).

A. Composition

The SBMT should be representative of all components of the staff, and include parent and community representation. Therefore, in addition to any other membership on the SBMT, the PTA (PTSA, PTO or other parent advisory group) president shall appoint one representative to serve; the Faculty Advisory Council (FAC) shall appoint one representative to serve; CE-AFSCME, Local 2250 and SIEU, Local 400-PG shall each appoint one representative (employed at that school) to serve; and, in all high schools, the Student Government Association (SGA) shall appoint one representative to serve.

B. Appeal Procedure

If any member of the SBMT feels that the composition of the SBMT does not afford all involved parties equal opportunity for input and, by its composition, gives undue influence to any particular segment of the school community, then that member may request that the appropriate Area Superintendent review the composition of the team. A further appeal may be made to the Superintendent of Schools, and ultimately, to the Board of Education if the member continues to feel that the concerns raised have not been adequately addressed.

C. Responsibilities

The SBMT shall serve as an advisory committee to the principal in terms of the school improvement plan, school procedures, policies and functioning. The SBMT is advisory in nature. Decision-making rests with the principal.

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- IV. **RELATED PROCEDURES:** Prince George's County Public School Handbook entitled, *Steps to School Improvement in Prince George's County Public Schools*, Part II, *Strengthening the School Improvement Process Through School-Based Management*, and Board of Education Policy 3415, School-Based Management Teams.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** This procedure originates with the Division of Academics and will be reviewed and updated as necessary.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 3415, dated August 27, 1993.
- VII. **EFFECTIVE DATE:** July 1, 2013.

Distribution: Lists 1, 2, 3, 4, 5, 9 and 10