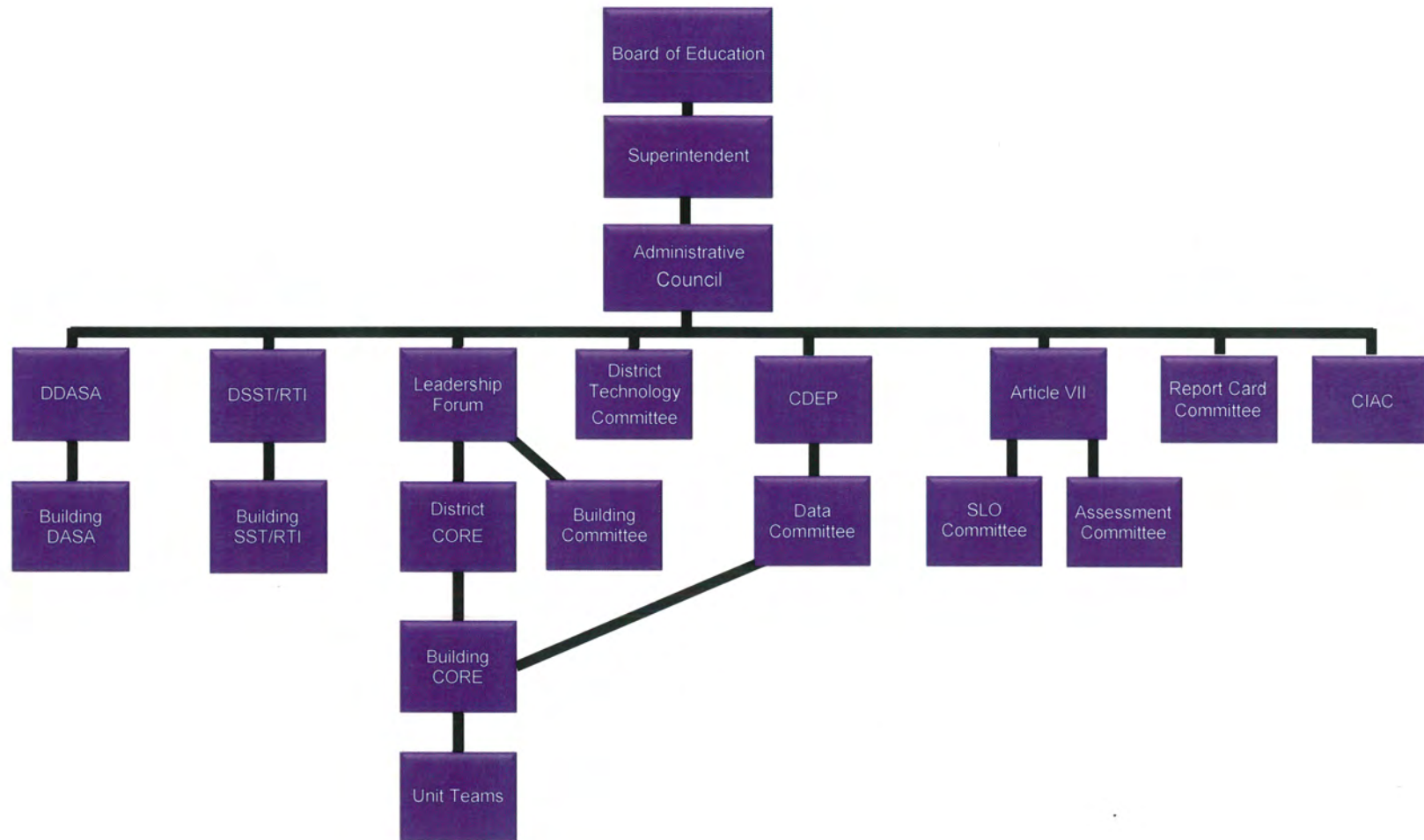


# Hamburg Central Schools

## Committee Organization Chart





# Hamburg Central School District

## Committee Descriptions

<i>Committee</i>	<b>Purpose</b>	<b>Membership</b>	<b>Meeting Frequency</b>
<i>Leadership Forum</i>	Communication	Union leadership and Superintendent	1x/month
<i>District Core</i>	Items that impact student achievement, ensure consistency throughout district, share agenda with building core , policy recommendations, district procedures reviewed	Core team facilitators, building administrators, central office admin	1x/month
<i>Building Committee</i>	Facility related, working environment	Union representatives, building administration	1x/month
<i>Article VII</i>	APPR, lesson planning, improving instruction, staff development, assessment	Four teachers, four administrators, facilitator	1x/month
<i>CIAC</i>	<i>Curriculum, Instruction, Assessment</i>	<i>Teacher coordinators, elementary coordinators, administrators</i>	<i>1x/month</i>
<i>CDEP(Comprehensive District Education Plan)</i>	Data review to set goals for the district	TBD	2x/year
<i>Building Core Teams</i>	Items that impact student achievement, sharing issues/ information with district core, designating unit teams based on building need  Facilitator: Reassess position every two years; not part of a Unit Team	<b>Elementary:</b> principal, facilitator, parent rep, grade level rep, special ed, related service, teacher aide, special area, DTC Rep  <b>Middle School:</b> principal, facilitator, grade level rep, combined department rep, parent rep, related service, teacher aide, special area, special ed, clerical, counselor, DTC Rep  <b>High School:</b> department rep, principal, facilitator, parent, counselor, clerical, DTC Rep	Elementary: 1x/month  Middle School: 2x/month  High School: 1x/week

<i>Unit Teams</i>	All buildings: safety and technology  Based on building need: create other teams ( could be based on survey results)	All Staff  Unit Team Facilitators (needs to be a member of Core)	4x/year
<i>DATA</i>	Registration, verifying data to state level, ensure consistency across the district	Clerical, chief information officer, director of pupil services	1x/two months
<i>SST/RTI</i>	Support individual students in academic and behavior areas	Building facilitator, membership changes based on the need of the student	1x/week Varies based on student need
<i>DASA</i>	Support DASA claims (harassment, bullying, intimidation), review data and interventions, community building	Building dasa coordinator, director of pupil services	1x/month  2x/year community meeting
<i>ACM (Administrative Council Meetings)</i>	Communication, consistency, plan, address concerns, questions,	Administrators	1x/month
<i>DTC (District Technology Committee)</i>	Organize and allocate resources, Technology plan	TBD (representatives are also part of building core team)	4x/year
<i>Report Card (Elementary)</i>	Continue to review and revamp report card as needed	Grade level rep, director of pupil services	1x/two months
<i>Assessment (APPR)</i>	Based on needs from grade levels, Review assessments, Review assessment timeline	Teacher union reps, administration, membership changes based on need	As needed
<i>SLO (APPR)</i>	Review and assist SLO process	Teacher union reps, administration, membership changes based on need	As needed
<i>Elementary Grade Level Meetings</i>	Share and Discuss so there is consistency across all four elementary schools	Elementary grade level teachers AIS/Special Education should choose a grade level to join once a month	1x/month 7:50 – 8:30
<i>Department Meetings</i>	Discussing curriculum/instruction, district information, building information,	Facilitated by Department Leader Teachers Pre-K – 12	1x/month (Thursday)

	and a way to obtain feedback		
<i>Department Leader Meetings</i>	Department Leaders meet as a group per building to share department information, ask questions, receive clarification, brainstorm	Department Leaders in the building Building Administrator Curriculum and Instruction Representative	Varies
<i>1:1 Department Leader Meetings</i>	Share department information, ask questions, receive clarification, brainstorm	Department Leader Building Administrator 1:1	Varies
<i>Network Teams</i>	Led by Boces and Curriculum /Instruction Office – topics change based on needs of departments/levels	Teaching staff Pre-K – 12	Varies
<i>Intervention Block Planning Meeting - Elementary</i>	Review how the month went (including data) and plan for next month	Teachers AIS Staff Special Education Teachers (if available) Aides (if available)	1x/Month Each grade level meets for 40 minutes during their common planning