

**Horace Mann Middle School
Home of the Chargers
Site-Based Management
Handbook 2019-2020**



**2820 Union Avenue
Sheboygan, WI 53081
920-459-3666**

Mission Statement

Our mission is to facilitate and promote shared decision making within our school community, which will support staff and parents in helping our students become caring, contributing, and responsible citizens.

Site-Based Management Team

Membership can consist of one-third parents (whose children attend Horace Mann), one community member, one eighth grade teacher, one seventh grade teacher, one sixth grade teacher, two allied arts teachers, one special education teacher, one specialist (guidance, PACE, reading, library, dual language or ELL teacher), one support staff representative, the building principal, the assistant principal, and student representative(s) (the Student Council president). All members are responsible for finding an alternate if unable to attend a meeting. Membership for Horace Mann staff will be for a period of three years. Parent and community representatives may serve a two-year minimum/three-year maximum term. Additional years may be served, particularly to prevent the simultaneous exit of all parents who would like to be on the Site-Based Team. If multiple volunteer forms are received, preference is given to parents who represent the various elementary schools, then positions will be chosen through a lottery system.

Purpose of the Site-Based Management Team

- Establish and revisit this handbook annually
- Develop/support the school building goals
- Form subcommittees to address specific issues
- Monitor the progress and implementation of the SBM team's plan
- Interpret data and information about the school to make improvements
 - Keep staff, parents, students and the school community informed of decisions and actions of the SBM team
 - Develop an ongoing plan to promote the school

Site-Based Management Handbook

Instructional			
Decisions The SBM Team decides which of the following items the Team will address during each school year. Item 1 is re-	SBM Team Decision	SBM Team with Support/Input from Board an Central Office	Possible PAS Waiver Needed
1. Building Site Based Management Teams will develop and implement action plans to meet district-established proficiency levels.	No	X	
2. Selection of instructional materials	No	X	X
3. Changes in time allocation for subjects and courses	Maybe	X	X
4. Major changes to the daily or weekly instructional schedule	Maybe	X	X
5. Date, time, content, and presenters at student assemblies	Maybe		
6. Student field trips	Maybe		
7. Parent/teacher conference procedures	Yes		
8. Open house procedures	Yes		
Personnel (Staffing)			
1. Composition of staffing based on building needs within district limits	No		X
2. Screening and selection of staff members	Maybe	X	
3. Allocation of building funds for staffing such as Title 1, General Building Fund, and Carry Over Funds	No	X	
Finance			
1. Funding of Remodeling	No		
2. Capital equipment needs (over \$300)	Maybe		
3. Allocation and/or reallocation of funds within HM budget. (Such as Carryover Funds, Office and instructional Funds)	Maybe		

Site-Based Management Handbook

2019-2020

Operating Principles

We chose our operating principles based on the eight principles of the SASD Coaching Leadership Team regarding appropriate discussion for the constructive function of the SBT to benefit all involved. (HMMS family)

1. Straight Talk

Definition: Direct, honest, and ethical conversation held with integrity.

School centered, open honest, direct conversation, lacking in emotion/personal agendas.

2. Active Listening

Definition: Eye contact, head nods, distraction free, giving the speaker your full attention with simple gestures so they know you are engaged.

Listening without interrupting, paraphrasing or repeating what you heard.

3. Conversations After the Meeting

Definition: Holding a meeting after the scheduled meeting was over to complain is counterproductive. Meetings afterward should be to reinforce what was just discussed.

Productive and professional conversation to move the group forward.

4. Alignment

Definition: Working with the group openly and honestly towards a decision that benefits the whole school.

Setting any differences aside to look at things through a “whole” school lens. Use facts, be prepared and open.

5. Possibility

Definition: Our efforts are for the good of the whole school, creating a healthier culture.

Taking a, 'we can" attitude and thinking outside the box.

6. Accomplishment

Definition: Forward progress and thinking in the completion of the goals we set as a group.

Consistent communication, follow-up and proper documentation.

7. Clear Measurable Outcomes

Definition: Specific, Measurable, Assertive, Relevant, Time-bound (SMART).

Personal knowledge and investment in our goals.

8. Value Team Members

Definition: Respect each other's time, opinions and contributions to the group.

Establish norms, have a timekeeper, follow the agenda, keep on task, avoid sidebar.

Enforcement and violations of said Operating Principles will be addressed as follows:

1. List Operating Principles on agenda.
2. Agree on what to share at the close of the meeting/create a "check-out" list.
3. All team members are the "Keepers of the Operating Principles" at each meeting.
4. Check out on the Operating Principles at the end of each meeting. We will list this as an agenda item so we can talka bout how we did or did not observe application of the Operating Principles throughout the meeting.
5. A separate meeting for a violation may be needed.

Site-Based Management Handbook 2019-2020

Members

Nic Collins-Principal

Brian Hinn-Assistant Principal

8th Grade Representative: Brent Kasberger

7th Grade Representative: Tina Thone, Co Chair

6th Grade Representative: Cori Legemaat

Specialist Representative:

Allied Arts Representative: Kim Plautz, Co Chair

Special Education Representative: Allison Cernak

ELL/Dual Language Representative: Susan Santana

Support Staff Representative:

Student Council Reps: Noel Krugel,

Parent Representatives: Troy Kunstman,

Angie Martin

Community Representative:

Andrew Jakus, Boys and Girls Club

Valerie Pilmaier, UW-Green Bay @ Sheboygan

Decision Making

Decisions will be made by consensus. If consensus cannot be reached, the decision-making process will begin again. When the team reaches consensus, the decision goes to the implementation stage.

Chairperson Responsibilities

There will be co-chairperson for the SBM team. They will share the responsibilities of leading the team, including the development and distribution of the agenda, chairing of the meetings, and providing input and updates to staff members. The co-chair will be responsible for publishing and distributing the agenda and minutes as soon as possible after the meeting. Office/Library staff will also post the minutes on the website for viewing.

Recorder Responsibilities

The recorder will take minutes at each meeting. He or she will be responsible for recording the minutes accurately.

Communication Responsibilities

The SBM team will be responsible for informing staff members and parents of the events and timelines established by the team via the Horace Mann website, "In Touch" newsletter, and social media.

Open Forum Process

The SBM team will allow any members of the Horace Mann Community (parents, community member, teachers, students, etc.) to give input to the team at the beginning of each meeting. The team's co-chairs will manage this time. Please see details on the next page.

Open Forum Guideline

At Horace Mann Site-Based Management Meeting

Welcome to this meeting of the Horace Mann Middle School Site-Based Team. We are pleased that you are interested in educational issue. We are interested in your comments and concerns about Horace Mann Middle School.

In order for the meeting to flow smoothly, we would appreciate that the following guidelines be followed by anyone wishing to address the Site-Based Team.

1. Please limit comments or suggestions to three minutes or less because we do have a full agenda to follow.
2. Comments and suggestions are welcomed. Personal criticism of the Horace Mann Site-Based Team Members, school personnel, or any district employee is out of order.
3. If you are a resident within the Horace Mann Middle School District or work within the Sheboygan Community and would like to be recognized please raise your hand. After being recognized, please state your name and your connection to Horace Mann Middle School. Also for our record, please sign your name, email, and phone number on the clipboard after you have spoken.

The Horace Mann Middle School Site-Based Team normally receives citizen input and does not respond or debate. If there is a need for an answer or a response to a concern or issue, a representative of the Horace Mann Middle School Site-Based Team will get back to you in a timely fashion.

Thank You for Your Assistance.