



Department of
Education

Joel I. Klein
Chancellor

MEMORANDUM

TO: All Principals

FROM: Joel I. Klein

Re: Chancellor's Regulation A-655: Development of
Comprehensive Education Plans

Date: May 5, 2009

Chancellor's Regulation A-655, which includes the Central Plan for Participation of Parents, Teachers and Administrators in School-Based Planning and Decision-Making, is being reviewed and revised in accordance with procedures established in Commissioner's Regulation 100.11. While this process is taking place, School Leadership Teams ("SLTs") will be meeting and developing Comprehensive Education Plans ("CEPs"). Because the governing regulation is currently under revision, this memorandum will provide guidance on how to develop your school's CEP for the 2009-2010 school year. When your SLT develops the CEP, please follow the procedures described below rather than those outlined in the 2007 version of Regulation A-655.

- The responsibilities of the SLT are to develop and review the school's CEP, including annual goals and objectives, and to consult with the principal in developing a school-based budget and staffing plan aligned with the CEP.
- The SLT is not responsible for the hiring or firing of school staff.
- To ensure alignment of the CEP with the school-based budget, the principal shall provide the SLT with a report from the DOE Galaxy budgeting system within a reasonable period of time after the school receives it. The school-based budget provides the fiscal parameters within which the SLT will develop the goals and objectives to meet the needs of students and the school's educational program. The principal makes the final determination on the school-based budget.
- SLTs must use a consensus-based¹ decision-making process as their primary means of making decisions. Teams must develop methods for engaging in collaborative problem solving and solution seeking that will lead to consensus-based decisions and, when necessary, effective conflict resolution strategies. When a team has made every effort to resolve an issue, and members cannot reach agreement, they should seek assistance from their District Leadership Team.

¹ Consensus is a method of reaching agreement acceptable to the group as a whole which may include compromise.