



Buffalo Teachers Federation, Inc.
271 Porter Avenue
Buffalo, New York 14201
(716) 881-5400
(716) 881-6678 (fax)

President PHILIP RUMORE

June 28, 2016

MEMO TO: All Buffalo Teachers
FROM: Philip Rumore, President, BTF
RE: Site-Based Document

Since there still seems to be some confusion relating to site-based management teams (SBMT's), we have included the Board Approved document on our website under miscellaneous (www.btfny.org)

You should note:

- Teacher member(s) must be elected by the teachers at the school. The Delegate Chairperson is automatically one of the members.
- In order for a vote to take place, there must a quorum (pg. 3-4) and consensus (pg. 4).
Note: A quorum must include a teacher, administrator, and parent.
- The SBMT develops (approves) the School Comprehensive Education Plan (SCEP) or School Improvement Grant (SIG) and the School Based Budget (pg. 2).
- The SBMT's also should vote on after-school agencies/organizations.

PR:su