

SOUTH LEWIS CENTRAL SCHOOL

SHARED DECISION MAKING PLAN

SHARED DECISION MAKING PROCESS
FOR THE
SOUTH LEWIS CENTRAL SCHOOL DISTRICT

1.0 District Team:

1.1 **Purpose:** The purpose of the District Team will be to monitor, assess, facilitate, and support the shared decision making process for restructuring and school improvement.

1.2 **Composition:** School Superintendent; Teachers' Association President or designee; SRP Association President or designee; one administrator; one from each elementary, one middle school and one high school teacher appointed by the SLTA President; one ad hoc member mutually selected by the SLTA President and Superintendent of Schools; and one parent appointed by the district's parent organizations.

1.3 **Accountability:**

1.31 The district team shall periodically give reports to the Board of Education concerning Building Plans, District Plans, Assessments and Evaluations. The District team will annually review the Building Team Plans.

1.32 The purpose of these reports is to keep the Board informed on the maintenance of standards of excellence and progress of educational improvement.

2.0 Building Teams:

2.1 **Purpose:** The purpose of the building team is to make data driven decisions that focus on the improvement of teaching and learning.

2.2 **Composition:**

2.21 Elementary Buildings (K-5): building principal, 3-4 teachers, 2 SRP representatives, and 2 parents.

2.22 Middle School (6-8): building principal, 3-4 teachers, 2 SRP representatives, and 2 parents.

2.23 High School (9-12): building principal, 3-4 teachers, 2 SRP representatives, and 2 parents.

2.3 **Authority:** The building team may implement any decision that does not negatively impact other buildings and does not require the expenditures of more funds than are available to the building team.

2.31 Decisions may not be in conflict with District policy, SLTA and SRP Agreements or interfere with terms and conditions of employment currently enjoyed by members of SLTA and the SRP bargaining units, Education Law, and Commissioner's Regulations.

2.4 **Areas of Decision Making:** The main emphasis of the building team is to facilitate decision making by the people implementing and impacted in order to maintain high expectations for all students, create a positive school climate, ensure a safe and orderly school environment, monitor students' progress on a frequent basis and promote effective home-school communications.

3.0 Operational Principles:

3.1 **Representation:**

3.11 Teacher and SRP representatives shall be elected by their own constituency under the supervision of their respective bargaining units.

3.12 Parent representatives shall be selected by their own constituency under the supervision of their respective school organizations. Employees cannot serve as parent representatives.

3.13 Team members represent constituencies, therefore every effort should be made for a broad based representation of all.

3.14 Representatives shall serve for two years and may succeed themselves.

3.2 **Essential Procedures:**

3.21 Each team shall establish their own rules of order. Such rules should include record keeping, agenda setting, meeting times, and selection of a chairperson and recorder.

3.22 Teams shall meet two times a month for the purpose of planning, monitoring, and validating their work.

3.23 Teams shall distribute minutes of their meetings to their respective constituents and the district team.

- 3.24 Teams shall ensure the development of action plans based on annual assessments of their respective buildings. These plans shall be made available to the district team.
- 3.25 A building team may establish sub-committees or task forces, charged with clearly defined purpose(s), to assist the team with its work.

The results of such sub-committees and task forces are intended to supplement, not supplant, the shared decision making process as outlined in this plan.

3.3 **Release Time:**

- 3.31 The district will provide adequate release time for members to participate fully in the shared-decision making process.
- 3.32 Building teams will have available one-half day release time per month or one full day release time per two months.

4.0 Decision-Making: All decisions shall be made by consensus.

5.0 Issues Identification: Issues for restructuring and school improvement shall be identified by the building teams based on the needs assessment and/or stakeholders' concerns.

- 5.1 The needs assessment tools shall be determined by each building team and done on an annual basis for issue identification.
- 5.2 Issues identified by stakeholders shall include the data involved in the issue and rationale.

6.0 Fiscal/Training Responsibility:

6.1 **Operational Budget:**

- 6.11 Each team will develop operational budgets annually and they will be submitted to the district team with the district and building plans each year for approval.
- 6.12 Operational budgets will be based on the action plans as determined by each building.
- 6.13 Operational budgets should include such items as, but not limited to, release time, workshops, training, conferences, consultation fees, and recognition.

6.2 Training/Support:

6.21 Training will be made available through a variety of methods to allow all constituents an opportunity for participation.

6.22 Each building team member must complete a course of training in the shared-decision making process.

7.0 Evaluations: Evaluations of the educational process and improvement programs shall be made by each building team.

7.1 Each building team will evaluate student achievement as it relates to the team's action plan.

7.2 Building evaluation results shall be reported to the district team.

8.0 Review Process: This shared decision making model shall be reviewed annually by the District Team.