

Sagaponack Common School District

Shared Decision Making Committee Plan* 2015-2017

*Adopted by Sagaponack Board of Trustees on July 13, 2015.

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1. Introduction:

The Sagaponack Common School District Shared Decision Making Committee's (SDMC) purpose is to ensure participation of parents, teachers, community members, and administrator(s), in school-based planning and shared-decision making. Central to this goal is a solid and consistent communication link between the Board of Trustees, community, administrator(s), teachers, and parents.

2. Mission Statement:

The Sagaponack Common School's teachers, administrators, parents and community are committed to the belief that all children have the right and should be provided the opportunity to achieve excellence in educational pursuits according to their individual talents and abilities. The Shared Decision Making Committee (SDMC) is committed to supporting the education of students in the values, critical skills, and essential knowledge necessary to be contributing and responsible individuals who are prepared to take the next steps in their future personal, academic, and professional endeavors.

The purpose and goal of the SDMC shall be to improve the educational performance and overall development of all the students in the school. The SDMC works to ensure the meaningful participation of administrators, teachers, parents, and community members in school-based planning and decision making with regard to Educational and Non Educational Issues. Central to this goal is communication between the Board of Trustees, Superintendent, teachers, parents, and community members that represents the diverse range of opinions and points of view.

3. District Goals of the SDMC:

- To strive to exceed NYS educational standards and increase school and student performance.
- To ensure the participation of parents and community members in the school's improvement efforts in education, curriculum, social development, social culture, and potential development of extracurricular programs and activities.
- To foster effective communication between the Board of Trustees, Superintendent, teachers, parents, and the community.
- To strive to become a leader in elementary school excellence in NYS.

4. Shared Decision Making Committee:

(a) Membership- Required membership shall include the following: (1) Superintendent, (1) Head Teacher, (1) Teacher, (1) Parent-Resident, (1) Parent-Non Resident and (1) member of the Sagaponack Community. Required membership roles will be filled at the

beginning of each school year and be considered for renewal annually. **All parents of Sagaponack Common School students and interested community representatives shall be entitled to attend Shared Decision Making Committee meetings and, if so desired, share their view points with the committee. However, only the required members as listed above, shall participate in the final decision making process.**

(b) Quorum – A quorum shall be required to conduct business at any SDMC meeting. A quorum shall consist of at least 2/3 of the representatives of the SDMC , provided that there is at least one required parent representative and one teacher representative present.

(c) Selection of Facilitator and Note-taker - A facilitator and note-taker shall be selected by majority vote of the Shared Decision Making Committee Members present at the first meeting of the school year.

The facilitator, defined as the guardian of the team process, is responsible for establishing the meeting agenda including suggestions for agenda items made by parents, teachers, the Superintendent, the Board of Trustees and by community members. The agenda will be established and provided to the District Clerk for posting at the school's website at least five days in advance of each meeting after which further suggestions or new business will have to wait for the following meeting.

The note-taker, defined as the guardian of the committee's ideas, is responsible for taking detailed minutes of the meeting and for distributing the draft minutes to all committee members by email and for providing the draft minutes to the District Clerk for posting on the school's website within 15 days after each meeting. Once they have been approved by the entire committee at the following meeting, the note-taker will provide the final minutes to the District Clerk who shall post the final minutes, replacing the draft minutes on the school's website.

The facilitator and note-taker will hold their respective positions for a term of one year unless their status and affiliation to the school changes such that they would no longer be entitled to membership of the Committee, in which case they shall be replaced for the remainder of their term by a volunteer committee member who shall be selected by a majority vote of the shared decision making committee members present at the next scheduled meeting.

(d) Dispute Resolution Plan- In the event consensus on an issue is not reached by the Committee, the Superintendent shall contact the president of the school board to mediate and participate in order to reach a consensus. (See Section 6 (b) for specific information about the Dispute Resolution Plan).

(e) Terms of service- The facilitator and note taker shall serve one year terms. Failure of a required member to attend 2 consecutive meetings without a surrogate shall be cause for removal. The facilitator and note taker shall be volunteers.

(f) Shared Decision Making Committee Meeting Dates / Times- The Shared Decision Making Committee, at its first meeting of the school year, will determine the meeting dates/times for the entire school year. There will be five SDMC Meetings each year: three after school and two evenings. All committee meetings will last one hour.

(g) Subcommittees- On an as needed basis, the Shared Decision Making Committee may ask volunteers to participate on subcommittees. All findings of the subcommittee will be shared with the entire Shared Decision Making Committee.

(h) Roles and Responsibilities of Committee-

- To put the needs and interests of students first and foremost in making all decisions
- To take responsibility for the setting, implementation, evaluation and achievement of the Plan's goals and objectives.
- To establish objectives and programs that are realistic, measureable and achievable.
- To dedicate sufficient time to become fully involved to achieve the objectives and programs of the Committee.
- To communicate with all members for the purposes of soliciting input and informing all interested parties of decisions taken by the Committee.
- To develop and build school standards utilizing benchmarks and best practices as the school strives to exceed NYS standards and to become a NYS leader of school excellence.
- To utilize available research and professional expertise when available to achieve the Committee's goals.
- To make a good faith effort to try to achieve consensus on all issues that come before the Committee and work collaboratively in a positive and respectful manner.
- To support and work to implement all decisions made by the Committee.
- To report the progress of its goal implementation and results to the Board of Education and school community periodically and at the very least on an annual basis.

5. Educational and Non Educational Issues that the SDMC may become involved in:

- Develop a mission statement
- Goals which include standards for measurement
- Staff development
- Student performance-monitoring, progress towards outcomes, and analysis of student achievement data, and recommendations for improvement
- Curriculum, Extra-curriculum and materials
- Instructional methods
- Grouping
- Behavior and discipline
- School environment
- Communication among all stake holders

6. Decision Making Process & Dispute Resolution

(a) Guidelines for Decision Making

- Decisions should focus on improving student educational achievement.
- Decisions should be consistent with current research and best practice.
- Decisions must be consistent with federal and state requirements and recognized procedures.

(b) **Inherent in this regulation is the important understanding that it is the intent of the SDMC to operate as a committee that works towards building consensus with every topic it embraces and/or decision it makes. With this in mind, a good faith effort shall be made by the SDMC to achieve consensus in the decision making process. This means that “I can live with the decision, I understand the decision and I will support the decision”. Only in the event that a consensus on an issue can't be reached by the SDMC then the Dispute Resolution Plan, described in section 4 (d), shall be followed.**

- If the president of the Board of Trustees is not successful in efforts to assist the SDMC to reach consensus, a representative group of SDMC members will meet with the Board of Trustees.
- The facilitator will promptly inform all SDMC members of the unresolved issue, and provide notice of the upcoming additional meeting with the Board of Trustees .
- The Superintendent will be joined by the members of the SDMC(one teacher, one parent and one community member) and will present the issue to the Board of Trustees for their consideration. The Board will review all information and work with these members of the SDMC to reach consensus.If consensus cannot be reached at this time, the Board will send the issue back to the full SDMC where the SDMC will consider the following options: (1) Agree to have the SDMC vote on the issue through paper ballot; (2) Permit the Board of Trustees to make the final decision on the issue; (3) Table it. All of the above will take place within regularly scheduled meetings of the SDMC and the Sagaponack Board of Trustees.

7. Means and Standards:

The following means and standards shall be applied to evaluate and monitor student performance and achievement, grade performance, and school performance. Standards are the levels that define the acceptability of how knowledge, skills, and values that are the intended results of outcomes are to be used, demonstrated, and displayed by students:

- NYS report cards and accountability reports
- Standardized Test Results: NYS English Language Arts/Math/Science
- Performance based assessment measures, such as: AIMSWEB, Terra Nova, & report cards
- Questionnaires / Surveys
- Benchmarking and Best Practices

8. Term:

This Plan shall remain in effect for 2 years from the date of its approval at which time it shall be reviewed by the Shared Decision Making Committee and, if determined necessary, revised or amended.