

Elmira Heights CSD

# PLAN FOR PARTICIPATION

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## *Plan Review/Development*

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## *The Four Decision Modes: Setting Expectations*

### **MODE 1**

**LEADER:** Decision Maker

**TEAM:** Carries out decision

**RESPONSIBILITY FOR DECISION:** Leader

**OTHER CHARACTERISTICS:**

USUALLY involves:

- rules
- laws
- regulations
- policies
- contracts

but will also include those areas the leader chooses not to delegate.

### **MODE 3**

**LEADER:** Joint Decision Makers

**TEAM:** Joint Decision Makers

**RESPONSIBILITY FOR DECISION:** Everyone

**OTHER CHARACTERISTICS:**

Use concerns based consensus

No one has veto vote as long as topic is in Mode 3

Everyone is responsible for raising concerns

Everyone is responsible for problem solving the concerns raised and addressing them back to person who raised them

Once consensus is reached all are responsible for supporting, no backstabbing

### **MODE 2**

**LEADER:** Decision Maker

**TEAM:** Advisory - to give input

**RESPONSIBILITY FOR DECISION:** Leader

**OTHER CHARACTERISTICS:**

Team is responsible to respond, each member decides how much time they want to spend influencing the decision

Leader should state up- front the mode being used, if not, team should ask

Leader does have a veto vote

### **MODE 4**

**LEADER:** Delegates

**TEAM:** Decision Maker

**RESPONSIBILITY FOR DECISION:** Everyone

**OTHER CHARACTERISTICS:**

Leader needs to state parameters up-front, if not, team needs to ask

If decision fits parameters, leader needs to support.

Sometimes parameters change during the process, if so, they need to be communicated

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## *Section I*

### **Definition– Shared Decision Making**

Shared decision making is a collaborative process that actively involves stakeholders in discussion and decision-making in areas that relate to student achievement.

### **Purpose– Shared Decision Making**

The purpose of Shared Decision Making is to follow a structured process that focuses on improving teaching and learning.

## *Section II*

### **The District Leadership Team (DLT)**

#### **Purpose/Responsibilities**

- > Lead and implement the Shared Decision Making Plan
- > Review the Shared Decision Making Plan biennially
- > Facilitate district-wide communication
- > Plan staff development activities
- > Review building plans to ensure alignment with district goals
- > Review critical student achievement data
- > Implement goals established by the Board of Education that support the District Mission

#### **Areas of Shared Decision Making**

- > Educational issues within the context of the Mission of the District
- > Building plans that impact student achievement
- > District created plans that focus on instruction and staff development
- > Data and information relating to student achievement

**Limitations of Authority**

- > Mandated subjects of bargaining
- > Assignment of personnel
- > Hiring personnel
- > Discipline/discharge of employees
- > Other duties of the Board of Education established by law

**Composition of DLT**

Stakeholders	Members
Superintendent of Schools	1
Administrators	3
Teachers	6
Parents	2
Support Staff	2 (minimum of 1)
Community	2 (minimum of 1)
Others	*

\* Ad-hoc committee members by invitation. Members will have no voting authorities.

### **Election Process**

Each stakeholder group will elect its representatives based upon a fair and equitable process that is designed by each constituency (administrators, teachers, support staff, PFO, Project Graduation). Teacher representatives shall include a minimum of one member from each building. Community representatives will be selected by the standing DLT committee from a list of people expressing an interest in being involved with the DLT. New team members shall be elected to the DLT by September of each year. Terms of service will be two years. Members can be re-elected to successive terms.

### **Procedural Guidelines for DLT**

The following are the guidelines for the operation of the DLT. These guidelines shall be revisited yearly and revised, if necessary, at the October meeting of the DLT.

### **Team Roles**

The DLT will assign the following roles among its members. These roles shall rotate monthly.

- > Committee Chairperson/Facilitator
- > Note-taker
- > Time keeper

The Superintendent of Schools or designee shall be responsible for assisting the note taker by disseminating minutes to all constituency groups following each meeting.

The DLT will share the responsibility for maintaining effectiveness and productivity of the team.

### **Operation Principles/Ground Rules**

The DLT will develop and implement operational principles or "ground rules." These shall be reviewed and revised as necessary in the September meeting of the DLT.

### **Structures/Procedures/Practices**

The DLT will establish agendas for each meeting to be shared with all stake holder groups. Minutes/highlights will be distributed after each meeting to all groups as well.

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**Schedule**

The DLT will create a schedule that will accommodate its members and foster the greatest amount of participation. The team will meet on a monthly basis, with additional meetings if necessary and agreed upon by DLT members. The schedule for the upcoming academic year will be set at the June meeting.

**Training**

The DLT will receive the necessary training to function as a group.

**Quorum**

The DLT will designate its own quorum requirements at the meeting in September.

**Budget**

The DLT will adhere to standard district budgetary procedures.

**Model for Decision Making**

The DLT will operate with a consensus model for all decision Making aligned with the Four Decision Modes. The consensus model is defined as:

***I believe I understand others' point of view; I believe others understand my point of view. I am willing to implement the decision that I helped make and will support it publicly and privately in words and action.***



## ***SECTION III***

### **The Building Leadership Teams (BLT)**

#### **Purpose/Responsibilities**

- > To prepare, lead and implement building goals that align with the district goals focused on site-based issues that relate to student achievement.
- > To communicate with the DLT and constituency groups regarding issues, actions, plan and results.
- > To build teamwork, ownership and support the decisions made at the building level.
- > To assist with the budgetary process and set priorities within the building level.
- > To annually assess the effectiveness of decisions made on improving student achievement.

#### **Areas of Team Decision Making**

- > Educational issues within the context of the Mission of the District
- > Selection of textbooks
- > Development of grade level curriculum and instructional programs
- > Budgetary decisions that align with building priorities

#### **Areas Not Subject To Shared Decision Making**

- > Mandated subjects of bargaining
- > Assignment of personnel
- > Hiring personnel
- > Discipline/discharge of employees
- > Other duties of the Board of Education established by law

**Composition of the Team**

The composition of the BLT will be defined and implemented at each building level but must include all representatives mandated by regulations. The DLT will receive building level team composition and operating procedures annually.

**Election Process**

The election process will be established at each Building Level Team.

**Procedural Guidelines**

The procedural guidelines will be established at each Building Level Team. All procedural guidelines will be submitted to the DLT.

## ***SECTION IV***

**Action teams**

**Purpose**

From time to time it may be necessary to create action teams to address specific tasks identified by the BLT. Action teams must report directly to the BLT and must operate within the guidelines established by the district and building level teams.

**Composition**

The composition will be determined by the BLT.

**Obligation**

The action teams will be charged with preparing an action plan that addresses the specific issue identified by the BLT. The completed plan will be submitted to the BLT for review, modification and implementation.

Action teams must work within the established budgetary procedures in the district.

## ***SECTION V***

### **Means and Standards**

Data will be used to assess the effectiveness of plans developed to increase student achievement. Some examples of data to be examined include:

- ◆ Grades 3-8 ELA, Math Tests
- ◆ Grades 4 & 8 Science Tests
- ◆ NYS Regents Exams
- ◆ NYSESLAT, LAB-R
- ◆ NYSAA
- ◆ DIBELS, AIMSWeb
- ◆ Locally developed benchmark assessments
- ◆ Locally developed pre/post tests
- ◆ BMI (Body Mass Index)

### Performance Based Assessments:

- ◆ Portfolios and/or Profiles
- ◆ Student demonstration
- ◆ ACT, PSAT, SAT, SAT II
- ◆ Student performance in Art, Music, Drama and Athletics
- ◆ Career Development and Occupational Studies Performance
- ◆ Involvement in Co-curricular and Interscholastic Athletic events
- ◆ NYS Physical Fitness Test

**Other Data/Sources of Evidence**

- ◆ School interim reports and reports cards
- ◆ Attendance Rates
- ◆ Disciplinary Reports
- ◆ Graduation Rates
- ◆ Retention Rates
- ◆ Free and Reduced Lunch Rates
- ◆ Failure Rates
- ◆ Honor Roll Lists
- ◆ Drop Out Rates

**OTHER**

- ◆ Parent Input
- ◆ Teacher recommendations/feedback
- ◆ Community Based Surveys

## ***SECTION VI***

### **Review and Resolution**

#### **Purpose/Responsibilities**

Implementation of the Review and Resolution procedures shall be the responsibility of the DLT. The DLT shall serve to:

- > Review BLT plans to ensure alignment with district goals
- > Identify areas of misalignment between BLTs and mediate a solution
- > Resolve any conflicts that may arise

## ***SECTION VII***

### **Accountability**

The DLT and BLT teams are charged with carrying out the purpose/responsibilities as outlined for the year. This shall include information as provided by each BLT.

## ***SECTION VIII***

### **State/Federal Guidelines for Parental Involvement**

The Shared Decision Making Plan shall be implemented in accordance with all state and federal regulations. The plan shall be reviewed and recertified biennially.