



Shared Decision Making Plan

July 1, 2018 through June 30, 2020

Committee Members for District Shared Decision Making

Matthew Klafehn—Principal
Leslie Whitcomb—Superintendent
Andrew Kourt—Principal
Kelly Smith- Teacher
Vicki Count – Teacher
Maria Sime -- Teacher

Committee Members for Jr/Sr High School

Ben Long —Teacher
Kelly Briscoe – School Resource Deputy
Dotan Schips – Teacher
Marcie Robertson – Parent
Josh Noble – Assistant Principal
Britt Buckenroth – Parent & teacher
Matthew Klafehn—Principal

Committee Members for Walter B. Howard Elementary

Alex Chandler- Teacher
Britt Buckenroth —Parent
Kelly Smith- Teacher
Ashley Schaible- Teacher
Tylea Gebbie – teacher
Chelsea Mastin – Teacher
Melissa Cook -- Teacher
Andrew Kourt —Principal

Composition and Term of Committees

Both Building and District Committees will consist optimally of teacher, parent and administration representatives. However, representatives from the community and the support staff are encouraged. The building principal will serve on their building Shared Decision Making Committee and will also serve on the District Committee. The Superintendent will be a member of the District Committee.

Members will serve for two years. Every two years membership for another two years will be solicited. Incumbent committee members may continue to serve if their representative group selects them.

All issues open to shared decision making must be in full compliance with Education Law, Commissioner Regulations and Decisions, Board of Education Policy, and negotiated contractual agreements. The building level team may not make decisions that will negatively impact the other school site. After being informed of an issue in writing, prior to a regular meeting, both teams may jointly meet to address educational issues that impact both buildings. If such a meeting occurs, the district superintendent will participate as a decision making partner. Decisions requiring an immediate financial commitment must fall within the current school district budget. The building level and district committees are advisory only. The school board reserves the right to accept or reject recommendations. Although the school board appreciates and desires the input from the shared decision making committees, the board is aware that they are ultimately responsible.

According to New York State Regulation, (8 NYCRR §100.11(c)), the District Plan must address the following:

- The educational issues that are subject to cooperative planning and shared decision making at the building level.
- The manner and the extent of involvement of each of the parties.
- The means and standards to be used in evaluating the improvement in student achievement.
- The method of holding each party accountable for the decisions they help make.
- The process for resolving disputes on educational issues at the local level.
- The manner in which all state and federal requirements for the involvement of parents in planning and decision making will be coordinated and met by the overall district plan (8 NYCRR §100.11(c)).

1. Educational issues that may be addressed at the Building level:

- Facility
 - Safety issues
 - Teaching space
 - Playgrounds/athletic fields
- Program
 - Character education
 - Student achievement
 - Innovative programs
 - School schedules
 - Curriculum
- Students
 - Discipline/reward system
 - Transitions
 - Acceleration opportunities

2. The manner and extent of involvement of committee members:

- Attend and participate in the meetings
- Communicate with constituents
- Keep up with information
- Develop an understanding of issues being discussed
- Chairperson prepares agenda with input from members
- Members keep meeting notes

3. The means and standards that may be used to evaluate student improvement

- Discipline, VADIR, DASA data
- New York State Regents examinations
- NYS Alternate assessments
- Attendance data
- Dropout data
- Fountas and Pinnell scores
- Graduation Rates
- Early Literacy Profile
- Writing Rubrics
- Benchmark Assessments
- Survey results

4. The accountability method for committee members:

- Each Building team will annually prepare a report by June 15 regarding their activities. This report will be shared at the District Shared Decision Making Committee.

5. The following is the process for resolving disputes:

Each team should make every effort to resolve differences by consensus. Consensus is defined as a systematic process used by a group to make decisions which everyone can support. When consensus cannot be reached, the building team shall implement the following steps:

1. Step I:

- The chairperson shall isolate, in writing, the identified unresolved issue.
- The issue is tabled until the next meeting.
- At the next meeting, members are polled to determine if there has been any change in position.
- If consensus is still unattainable, small research groups, each including representatives of different viewpoints, are formed to study and document pros and cons of the issue. At the next meeting, the findings of the research groups will be discussed. The chairperson should identify any similarities and determine if consensus is possible on any piece of the issue. The team may agree that they are unable to reach consensus and proceed to Step II.

2. Step II:

- The team will seek advisory mediation which will be presented at the next meeting. The mediator will be the other building's principal. If the team cannot agree to accept the mediator's recommendation, the team will proceed to Step III.

3. Step III:

- At the next meeting, the team will decide how the issue will be resolved by a method selected by the team. Such methods may include a vote by the team; a determination by the Superintendent or Board of Education.

6. Parent involvement includes:

- Parent Volunteers
- School-sponsored community events
- Common Application meetings
- 504 and IEP meetings
- Parent conferences
- Teacher, principal and district newsletters
- District website and Facebook account
- Teacher eBoards
- Membership in the District Health and Safety Committee, Building and District Shared Decision Making committees
- WBH School, Parent, Teacher Association
- Tiger Jam at WBH
- WBH Code of Conduct contract
- Student management system parent portal
- Open Houses
- Parent Information Nights:
 - Kindergarten and Pre-K Orientation/First Day
 - 6th Grade Graduation
 - Transition nights
 - College Preparation night
 - Meet the coaches night