

**WEST GENESEE CENTRAL SCHOOL DISTRICT  
CAMILLUS, NEW YORK 13031**

**DISTRICT PLAN**

**FOR**

**SCHOOL-BASED PLANNING AND SHARED DECISION-MAKING**

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**THE WEST GENESEE CENTRAL SCHOOL DISTRICT PLAN FOR  
SCHOOL-BASED PLANNING AND SHARED DECISION-MAKING  
COMMISSIONER’S REGULATION 100.11**

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## **ARTICLE ONE**

### **EDUCATIONAL ISSUES SUBJECT TO COOPERATIVE PLANNING AND SHARED DECISION-MAKING AT THE BUILDING LEVEL**

All educational issues to be considered at the building level shall be limited to those that will improve student performance. Issues subject to shared decision-making may be limited by law, regulation, board policy, contract language and budgetary constraints.

The following questions will be addressed by the building Shared Decision-Making Committee to determine whether a particular issue is subject to cooperative planning and shared decision-making by the building committee. If the answers to the questions in Part A are all "Yes", and the answers to the questions in Part B are all "No", then the issue to be resolved is suitable for a consensus decision by the building committee. Issues that do not meet the standard above may still be suitable for consideration on an advisory basis.

#### **PART A**

- Is this issue consistent with the district's Mission Statement and Strategic Plan for Educational Improvement?
- Is the issue consistent with building goals?
- Does the issue have impact on the educational program?
- Are the details of the issue intended to improve student performance?
- Is the impact of the issue restricted to the building considering it?

#### **PART B**

- Is the issue restricted by law or regulation?
- Is the issue restricted by contract language?
- Does the issue require expenditures by the District beyond the current budget?
- Does the issue require changes in staffing/job descriptions?
- Is the issue subject to prior or pending Board of Education action?

**ARTICLE ONE** (Continued)

**THE FOLLOWING IS A LIST OF SUGGESTED ISSUES THAT MAY BE SUBJECT TO COOPERATIVE PLANNING AND SHARED DECISION-MAKING:**

Academic Expectations and Assessments  
Expenditure of Building Budget Allocation  
Building Communication  
Building Goals  
Building Operational Concerns  
Community Relations  
Conflict Resolution  
Discipline  
Faculty Meetings  
Fund Raising  
Grade Level Organization  
Grouping for Instruction  
Instructional Curriculum  
Master Schedule  
Morale of Staff  
Needs Assessment  
Professional Development  
PTA/PTO Staff Interaction  
Staff Selection  
Student Activities  
Student Placement Process  
Student Self-Esteem  
Student/Staff Recognition  
Student Handbook  
Technology  
Transitional Programs

## ARTICLE TWO

### **MANNER AND EXTENT OF INVOLVEMENT OF ALL PARTIES**

#### **A. The Building Shared Decision-Making Team:**

A Building Shared Decision-Making Team will be established at each school in the West Genesee Central School District. The composition of the building teams will vary as determined by the unique needs of each level but should fall within the guidelines as detailed below. Significant effort will be made to fill the range of numbers within each category. Additional resource people and/or non-instructional staff and students may be invited to attend meetings on an "as needed" basis by the consensus of the building team.

	<u>ELEMENTARY</u>	<u>MIDDLE</u>	<u>HIGH SCHOOL</u>
Teachers/Special Areas/ Support Staff*	3-5	3-5	4-8
Parents	3-4	3-4	4-6
Administrators	1-2	1-2	2
Students	0	0-2	4
Non-Instructional	1	1	1
Community	1	1	1
Totals	10-13	10-15	16-20

\*At least one should be support staff or special areas and at least one should be a classroom teacher.

#### Definitions:

- Support Staff: nurses, psychologists, guidance, speech, social worker, remedial reading, remedial math and resource
- Non-Instructional: teacher aides, teacher assistants, custodial, cafeteria workers, secretarial
- Community: To be determined as appropriate by Building Team

#### **TERM**

The term of office will be established by each Building Team. The Building Teams are encouraged to stagger the terms of office.

#### **TRAINING**

The District will coordinate, with representative groups, an annual training session at the beginning of the school year for new committee members.

#### **B. Responsibility of the Building Team**

- review at the first meeting of each school year the District Plan for School-Based Planning and Shared Decision Making and reflect this review in the minutes of this meeting

## **ARTICLE TWO** (Continued)

### **B. Responsibility of the Building Team**

- make all decisions and recommendations based on the guidelines in Article I
- put the needs and interests of students first and foremost in the making of all decisions
- facilitate the development of building goals which reflect the district's Mission Statement, and produce outcomes which are in accordance with the district's Strategic Plan
- survey constituents for goal identification
- establish goals and specific objectives
- create a process to implement goals and plans
- receive input from constituents
- evaluate the effectiveness of plans
- promote communication among all committees and constituents
- promote the effectiveness of the shared decision-making process
- acknowledge and celebrate successes
- conduct an annual assessment of building goals using designated form and submit with final minutes of the school year

### **C. Building Team Members will be selected and will serve in the following manner:**

- Teachers: Teachers from the building will be selected through a process developed by the West Genesee Teachers' Association
- Administrators: The building principal will be a permanent member of the Building Team
- Parents: Parent representatives will be determined by a process developed by the building parent organization
- Non-Instructional: Non-instructional staff members will be selected by the building non-instructional staff
- Students: In the high school students will be selected by the student government organization with preference for one each per grade level
- Community Representative(s): The community representative(s) will be selected by the Building Team as appropriate

### **D. Individual Building Team Members have the following responsibilities:**

- avail themselves of annual training at the beginning of the school year provided by the district to Building Team members
- make decisions and recommendations within the parameters of improved student performance
- put the needs and best interests of students first and foremost
- support and participate in the shared decision-making process - every effort to reach consensus should be made
- communicate actions of the team to his/her constituency and bring information from his/her constituency back to the team
- support publicly and work for the successful implementation of all decisions reached by the team, even if a decision reached by the team is not the first choice of a specific team member

## **ARTICLE TWO** (Continued)

### **D. Individual Building Team Members have the following responsibilities: (Cont'd)**

- attend all meetings and be prompt
- review annually the District Plan for School-Based Planning and Shared Decision-Making

### **E. Building Team Committees will use the following operational procedures:**

- determine the time, frequency, number and duration of its meetings
- make agendas available to committee members and constituents in a timely fashion prior to meetings, including opportunities for suggestions from constituent groups
- open meetings to observers; the dates and times should be published in advance
- distribute minutes of committee meetings to committee members in a timely manner and make available to constituent groups, with a copy to Assistant Superintendent for Curriculum and Instruction and WGTA President
- maintain permanent file of all minutes in the office
- select its own chairperson
- make decisions by consensus
- develop other operating procedures as it may deem necessary

## **ARTICLE THREE**

### **MEANS AND STANDARDS TO EVALUATE ACHIEVEMENT**

Building Teams are responsible for developing goals focused on improving student performance. Schools can use a wide variety of assessment measures to determine if building goals have been met. Both currently existing and newly created assessment methods may be used. Teams are responsible for communicating with the school community concerning building progress toward improving student performance. Building teams will provide the means and results of the assessment of their goals and report the assessment results with the final minutes of the school year on the designated form.

## **ARTICLE FOUR**

### **THE MEANS BY WHICH ALL PARTIES WILL BE HELD ACCOUNTABLE FOR THE DECISIONS WHICH THEY SHARE IN MAKING**

Team member responsibilities are to:

- place the needs and interests of students first and foremost in all decision-making activities.
- be prepared to make the time commitment involved, as well as accept the responsibility associated with membership.
- communicate actions of the Building Team to his/her constituency and bring information from their constituency back to the Building Team; all constituents must be kept up to date on decisions and the implementation of those decisions.
- be a productive member of the Building Team.
- identify needs through an assessment process that will include input from constituents.
- develop proposals that are research based and/or data driven.
- define tasks and assign responsibilities to facilitate implementation of decisions.
- review any decisions or changes that have been implemented by the Building Team on a continuing basis, and adjust as needed.
- avail themselves of annual training provided by the district to Building Team members.

## **ARTICLE FIVE**

### **THE PROCESS BY WHICH DISPUTES ABOUT EDUCATIONAL ISSUES BEING DECIDED WILL BE RESOLVED**

The Building Team should make every effort to reach consensus on issues and resolve disputes by techniques of conflict resolution.

If the Building Team is unable to resolve an issue, or if there are questions about the appropriateness of certain actions, the matter can be referred to the Shared Decision-Making Resolution Board for dispute resolution. The Resolution Board shall consist of:

- 2 teachers
- 2 parents
- 2 administrators
- 2 Board of Education members

The Resolution Board must have at least one member from each one of the above groups in attendance in order to convene. Resolution Board members will be drawn from the Committee on School-Based Planning and Decision-Making. Should dispute resolution be needed, the building team would contact the Director of Personnel to initiate the process. The Director of Personnel will serve as a facilitator, if needed. The building team should be prepared to offer possible resolutions.

The Resolution Board will hold a meeting at which the Building Team will make a presentation. The Resolution Board has thirty days after the meeting to reach consensus on resolution(s).

All decisions are subject to appeal to the Commissioner of Education.

## **ARTICLE SIX**

### **THE MEANS BY WHICH ALL STATE AND FEDERAL REQUIREMENTS FOR PARENTS INVOLVEMENT WILL BE COORDINATED**

The West Genesee Central School District believes that parents are the primary educators and care-givers for children. The District Plan supports and encourages the involvement of parents which meets or exceeds the requirements of state and federal grants for parental involvement.

