

COLD SPRING HARBOR SCHOOL DISTRICT
The Francis Roberts Community Center
75 Goose Hill Road
Cold Spring Harbor, New York 11724

SHARED DECISION MAKING PLAN

ROBERT C. FENTER
SUPERINTENDENT OF SCHOOLS

Originally Approved:	October 26, 1993
Amended:	November 15, 1994
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Amended:	June 12, 2008
Amended:	June 10, 2010
Amended:	November 8, 2011
Amended:	July 10, 2012
Amended:	April 14, 2015

MEMBERS OF THE DISTRICT COMMITTEE ON SHARED DECISION MAKING

DISTRICT COMMITTEE MEMBERSHIP

Superintendent of Schools
Principal, Cold Spring Harbor High School
Principal, Lloyd Harbor School
Principal, West Side School
Principal, Goosehill Primary School

At least one parent representative from each School Improvement Team

Representative, Cold Spring Harbor High School HTA
Representative, Cold Spring Harbor High School HTA
Representative, Goosehill Primary School HTA
Representative, West Side School HTA
Representative, Lloyd Harbor School HTA

(Previous Facilitator), Previous Committee Member

INTRODUCTION

It is now widely recognized that school improvement must be centered on each individual school. The educational process is most effective when all of the constituents -- parents, teachers, administrators, staff, students, and the community -- take part in determining the key educational decisions. This leads to the development and maintenance of a “learning community.”

The process of school based planning and shared decision making is not new to our school district. We have long practiced many of its main principles. The Shared Decision Making Plan (referred to as the “District Plan”) makes more explicit these practices, in order to meet the state requirements and to further increase the effectiveness of our schools.

The purpose of school based teams which we call “School Improvement Teams (SIT’s)” is to improve the educational performance of all students in the school through the collaborative participation of team members in the decision making process. The responsibilities of the District Committee on Shared Decision Making (referred to as the “District Committee”) are to review and revise the District Plan, to ensure that all constituent groups have a clear understanding of the District Plan, and to support and facilitate the involvement of all SIT members.

The District Committee believes that the process of shared decision making will improve the educational achievement of all students.

A. Membership of the School Improvement Teams in each school.

Lloyd Harbor School:

- 1 Principal
 - 4 Teachers representing the various grade levels, special areas and special education
 - 1 Non-teacher employee from the clerical, custodial, cafeteria, teacher assistant and teacher aide units
 - 3 Parents (A child must be attending the school)
 - 1 Parent of a classified special education student
- Others may be added on a need basis as determined by the SIT
These optional positions shall be advertised and posted.
Student(s) by invitation

West Side School

- 1 Principal
 - 4 Teachers representing the various grade levels, special areas and special education
 - 1 Non-teacher employee from the clerical, custodial, cafeteria, teacher assistant and teacher aide units
 - 3 Parents (A child must be attending the school)
 - 1 Parent of a classified special education student
- Others may be added on a need basis as determined by the SIT
These optional positions shall be advertised and posted.
Student(s) by invitation

Goosehill Primary School

- 1 Principal
 - 4 Teachers representing the various grade levels, special areas and special education
 - 1 Non-teacher employee from the clerical, custodial, cafeteria, teacher assistant and teacher aide units
 - 3 Parents, including at least one parent of a kindergartner (A child must be attending the school) and one parent who is a GPFA Board Member
 - 1 Parent of a classified special education student
- Others may be added on a need basis as determined by the SIT
These optional positions shall be advertised and posted.

Cold Spring Harbor High School

- 1 High School Administrator
 - 1 Junior High School Administrator
 - 6 Teachers representing the various disciplines
 - 1 Non-teacher employee from the clerical, custodial, cafeteria, teacher assistant and teacher aide units
 - 4 Parents representing the 7-8 and 9-12 grade areas (A child must be attending the school)
 - 1 Parent of a classified special education student
 - 3 Students representing the 7-8 and the 9-12 grade areas
- Others may be added on a need basis as determined by the SIT
These optional positions shall be advertised and posted.

For issues related specifically to the Junior High School, the committee may choose to appoint a Junior High School sub-committee which may include additional members as determined by the SIT.

Notes applicable to all school teams:

Diversity of membership is encouraged in all categories, to ensure broad representation. Members may serve on only one school's team at a time.

B. Method of Choosing the School Teams

- Administrators will be chosen by the administrators of each school.
- Teachers will be self-nominated, then chosen by vote of the teachers on secret ballot.
- Parents will be self-nominated
- Self-nomination forms are submitted to CPC Chair via CPC mailbox in District Office. If the number of parent self-nominations exceeds allotted membership, names will be drawn by lottery by CPC chairperson and board at a public meeting.
- All parents who have submitted self-nomination forms will be contacted by CPC president by May 1st.
- SIT parent committee members will be announced at final CPC meeting in May
- Parents can contact CPC chairperson or building principal with any questions.
- Non-teaching employee members will be self-nominated and chosen in a combined vote of all non-teacher employees.
- Student members to be self-nominated and chosen by secret ballot vote of students.

C. Meetings

Each School Improvement Team is expected to meet at least once each month, September-June. The frequency of meetings shall be determined by each team.

Meetings shall not be scheduled during the regular school day. All meetings of School Improvement Teams shall be open to the public. At the beginning of each school year, each School Improvement Team shall establish observer participation procedures for that year. Constituent comments may be directed to their respective School Improvement Team representatives.

D. Terms of Office for Team Members in Each School

Term of office is one year commencing in September of each year.

Self-nominations shall take place prior to May 16th of each year, except for the election of student reps, which shall take place prior to June 1.

Team members may not serve more than three consecutive terms at any one school. In the event that terms have expired and there is a shortage of representation, a member may serve for one additional term.

In the event a vacancy occurs during an unexpired term the constituent group shall choose a new representative within 30 days.

E. Responsibility for Facilitating Meetings

Each School Improvement Team shall choose by consensus one of its members as a facilitator for one or more meetings.

F. Decision Making Guidelines

All decisions of the school teams shall be made on the basis of consensus rather than by vote. Consensus is a process by which members of a group, through analysis and discussion, seek to reach a shared position which all members agree “they can live with” even though not all may agree with all the aspects of a decision.

In order for the teams to function effectively all members are encouraged to participate in (district sponsored) training workshops. All members are expected to attend team meetings on a regular basis. Consensus decisions shall be made by a quorum of the team.

As School Improvement Teams are deliberating, consideration should be given to:

- 1) The impact their decisions will have on other schools.
- 2) The laws, policies, and responsibilities governing the district school board and administration.
- 3) The fiscal impact of their decisions.
- 4) How their decisions will improve student achievement and how to assess the effectiveness of their decisions.

G. Appropriate Issues for School Improvement Team Consideration

The areas which may be considered are broadly defined to include issues which the individual teams determine will have a positive impact on the educational environment of that school, specifically as they relate to student achievement.

As the State of New York guidelines indicate, areas of discussion for School Improvement Teams may include:

- Curriculum
- Instructional materials
- Communication
- Methodology
- School culture/climate
- Scheduling
- Budgeting
- Staffing
- Health and Safety

G. (Continued)

Teams should be aware that their authority does not extend to every issue within the area listed. In those instances, teams are strongly encouraged to make recommendations to the appropriate decision-making body.

Issues **not** to be considered by the School Improvement Teams:

- 1) Contractual issues
- 2) Appointment, placement, and responsibilities of staff
- 3) Purchasing and service contracts
- 4) Areas affecting other schools
- 5) Individual students and their placement

H. Procedures and Responsibilities for Recording and Communicating

Each team shall be responsible for posting notices on the school website.

Each team shall be responsible for keeping notes, and upon approval, shall post on their school website.

I. Annual Review

The teams of all schools shall meet together at least two times per year. District Committee members shall attend the joint meetings.

The first joint meeting shall be held by November 1st for the following purposes:

- 1) To orient newly-elected team members to the process of shared decision making.
- 2) To share the goals each team has established for the upcoming school year. This would enable the teams of all schools to coordinate issues affecting more than one school.

The second joint meeting shall be held in the spring for the following purposes:

- 1) To provide each SIT the opportunity to review its goals and the extent to which these goals have been realized.

2) To suggest possible amendments to the District Plan.

J. Amendment Procedures

Amendments to the District Plan shall be proposed and discussed at the joint School Improvement Team meetings.

The District Plan and any proposed changes will then be reviewed by the District Committee. If there is consensus, proposed changes will be submitted to the Board of Education for review and approval.

K. Means and Standards to Evaluate Student Achievement

Student achievement as defined by the district is the academic, social and personal growth of the individual.

The standards by which student achievement will be measured and evaluated shall include and be consistent with the goals established by:

- The New York State Board of Regents
- The Cold Spring Harbor School District
- Each School Building
- Each School Improvement Team

The team shall be responsible for determining the objective and/or subjective means by which its initiative to improve student achievement will be measured and evaluated. A plan for assessment and evaluation shall accompany each initiative prior to implementation.

L. Accountability

Teams shall report the effectiveness of their initiative to their constituents and to the District Committee.

M. Dispute Resolution Process

Should a dispute occur which prevents the team from functioning, the team shall consider the following process:

- 1) Table the issue.
- 2) Consider whether the issue is appropriate.
- 3) Contact the Superintendent for counsel.

4) Intervention by an impartial party.

If the above procedure does not result in a resolution of the dispute, the District Committee shall be convened to render a final decision.

N. Coordination of State and Federal Requirements for Parental Involvement.

The District Committee in coordination with the Assistant Superintendent for Curriculum and Instruction shall ensure that all state and federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall District Plan.

O. The District Committee

Membership shall be comprised of the following positions:

Superintendent of Schools
Principal, Cold Spring Harbor High School
Principal, Lloyd Harbor School
Principal, West Side School
Principal, Goosehill Primary School

At least one parent representative from each School Improvement Team

Representative, Cold Spring Harbor High School HTA
Representative, Goosehill Primary School HTA
Representative, West Side School HTA
Representative, Lloyd Harbor School HTA

(Previous Facilitator) Previous Committee Member

The purpose of the District Committee is to ensure that all constituent groups have a clear understanding of the Plan, and to support and facilitate the involvement of all School Improvement Team members.

The responsibility of the District Committee is to implement the Plan. That is to say, the committee is to conduct the two annual joint meetings of the District Committee and the School Improvement Teams to adhere to the time frames set forth in the Plan, and to review and amend the Plan as necessary.

The term of office of the members of the District Committee shall be one year commencing in September.

Selection of the District Committee members shall be completed by September 15 of each year.

The Superintendent shall call a meeting of the District Committee in the spring of each year. The facilitator(s) shall be chosen by consensus of the Committee.

If a member is unable to attend a scheduled meeting, he or she shall name a designee and report the name of such designee to the Superintendent's office.