Plan for
Shared Decision Making
and
Site Based Management

2011 – 2013
VISION STATEMENT

The vision of the Freeport Public Schools is to inspire in all the desire to learn and succeed. Our schools will be safe learning communities that celebrate our achievements and encourage active partnerships with families and the entire community. We will empower students to embrace the challenges and opportunities of the future.

MISSION STATEMENT

The primary purpose of our school system is to teach all children how to learn and to foster in each child the desire for life-long learning. We are committed to providing the means for cultural, intellectual, emotional, ethical, social and physical growth and an appreciation for cultural and ethnic diversity, which will assist every individual to become an informed and productive participant in our democratic society.
Plan for Shared Decision Making and Site Based Management

This plan will comply with State and Federal regulations for the involvement of teachers, parents, administrators, teaching assistants, custodial, secretarial, food service, security and student representatives (as applicable). Based on the current Commissioner’s regulations, our school-based teams are advisory in nature. The Board of Education, while retaining final decision-making authority, seeks to involve all members of the school community to the extent possible in the educational planning for the District. For this reason, the “Shared Decision-Making” process has been revised as of July 2000.

The goals of shared decision making shall be to ensure:

1. That all District stakeholders have an equal share in the decision making process;
2. That all stakeholders know the appropriate person(s), group or committee to contact for sharing needs and concerns;
3. That all stakeholders have a sense of ownership and a commitment to the shared decision making process and support decisions through consensus;
4. That there is community awareness of and involvement in the shared decision making process;
5. If necessary, that training is provided for all stakeholders in order to ensure that they fully understand the process of shared decision making as well as the components of the District Shared Decision-Making and Site-Based Management Plan;
6. That there is funding to provide necessary training every two to three years for all stakeholders involved in shared decision making; training may be done at the individual school or district level; and
7. Revising or updating the District Shared Decision Making Plan.

The goals of the District Site-Based Management Team (DSBMT)*

1. Facilitate the development of the written plan for shared decision making in the District;
2. Facilitate the ongoing implementation of shared decision making by all stakeholder groups and committees;
3. Identify and communicate with all stakeholder groups and ensure their participation by reviewing Site Based Management Team minutes;
4. Ensure District and school outcomes/goals are developed, implemented, evaluated, and are not in conflict; and
5. Assess shared decision making and site based management in the district and revise the plan as needed.

*The DSBMT is referred to in District Policy as the District Planning Council
Charge Statement 1:

The "educational issues" that will be subject to cooperative planning and shared decision making at the school level

After careful consideration, the following three areas have been identified as appropriate for shared decision-making. The first three are the charge statements for school level teams. These areas may be addressed cooperatively at the school level by the individual School Site-Based Management Team.

Any issue which impacts more than one school is to be discussed in an advisory role. Recommendations on such issues are to be sent to the DSBMT. These issues considered by the site-based teams are intended to improve student performance.

The fourth area, Areas Not Open for Site Based Discussion, represents items that the Board of Education does not see as appropriate for the shared decision-making process.

1. HOME/SCHOOL COMMUNITY PARTNERSHIPS

Parents, staff, students, and community understand and support the basic mission of the schools and district and are made to feel that they have an important role in achieving this mission.

2. STAFF DEVELOPMENT

Staff development is a long-range activity, which involves training in support of program development and implementation to ensure and maintain the highest quality of instruction. Staff development will be in conformance with the State mandated district professional development plan.

3. INSTRUCTIONAL EFFECTIVENESS/PROGRAM DEVELOPMENT

The schools should provide a climate of high expectations for success. All staff members have the capabilities and means of assessment needed to assist students to achieve District Exit Outcomes. These decisions will conform to State mandated District plans such as Academic Intervention Services (AIS), Professional Development Plan, RTI Plan, Mentoring Plan, Title I, Bilingual Education Plan, etc.

4. AREAS NOT OPEN FOR SITE-BASED DISCUSSION

The Board of Education believes that most educational issues can best be resolved at the school level with consensus among all stakeholder groups. However, there are certain responsibilities that are only within the Board’s purview and that the maintenance of the District’s unity of purpose requires that these issues be addressed by the duly elected Board of Education. Thus, it is important that the school community recognizes that
there exists a body of issues that are not open for discussion by a district level or school level team. Examples of these items are:

a. Terms and conditions of employment (contracts);
b. Staff supervision and continuance issues;
c. District budgeting process;
d. Board Policy;
e. Student Course of Study mandated by State guidelines;
f. Transportation issues; and
g. State and Federal regulations.

**Charge Statement 2:**

**The manner and extent of the expected involvement of all parties**

We hold that all members have equal worth in the manner and extent of the expected involvement of all school level team members. Consensus is the decision-making model. No decision can be implemented without the consensus of all parties. Each school must set specific yearly goals and have a related action plan. If necessary, training for the School Site-Based Team members should be conducted and include the following:

a. How to run a meeting;
b. Coming to consensus;
c. How to design goals and write action plans; and
d. How to use data analysis before setting goals.

**Selection of School Site-Based Team members**

In each school, team members for each stakeholder group will be selected by the stakeholder group they represent. At each school, each stakeholder group will submit the names of its team members to the school principal so that he/she may inform the team members as to the team’s first scheduled meeting date.
The School Site-Based Teams (SSBT) consist of the following members for a two-year term:

a. 3 – 5 Parents, when possible
b. 3 – 5 Teachers, when possible
c. 1-2 School Administrators
d. 1 – 2 Teaching Assistants
e. 2-3 Custodial/Secretarial/Food Service/Security Representatives
f. 1 – 2 Student Representatives (middle school/high school)

Meetings can be held without team members from the teaching assistants, Custodial/Secretarial/Food Service/Security, and student groups being in attendance as long as one member of each of the primary stakeholder groups is represented: parent, teacher and administrator.

The District Site-Based Management Team (DSBMT)

The District-wide shared decision-making committee to be known as the District Site-Based Management Team (DSBMT) will be selected by the various stakeholder groups they represent.

1. The DSBMT makeup is to be as follows: The Superintendent or designee, FTA President or designee, and PTA Council President or designee, Unit Presidents or designee
2. The DSBMT should meet at least twice per year. The format for the second annual meeting will be to have members of individual school-based teams share successful school improvement activities/accomplishments guided by the school’s Site-Based Team. Additional meetings will be conducted, as necessary or required.
3. Every two years the DSBMT will meet to recertify and/or modify this plan.

Charge Statement 3:

The means by which all parties will be held accountable for their decisions

School Committees will, on a regular basis, inform their representative groups, thereby providing the mechanism for feedback.

Examples:
a. Minutes
b. Meetings
c. Flyers
d. Telephone Chains
e. Public presentation by Site-based Team to all stakeholder groups
f. Other, as determined by stakeholder groups.
**Charge Statement 4:**
The process in which disputes about educational issues being decided will be resolved at the local level

By using consensus to achieve decisions that impact the educational process, accountability of all involved parties is assured. Those decisions made at the school level must be in the best interest of all involved in the educational process. To achieve this, it is important for school teams to seek input and to communicate openly with all stakeholders. School team members should be provided with training and/or inservice to accomplish these goals.

If conflicts should arise within the school teams, one or all of the alternatives listed below should be explored before the involvement of the District-wide Committee or the Superintendent of Schools.

Each stakeholder group regardless of the number of representatives from that group present shall cast one vote per issue. This shall insure equity for all and support the aforementioned goal of consensus.

**CONFLICT RESOLUTION**
1. Training in consensus building techniques
2. Seek additional information (from experts)
3. Table an issue to allow for reflection (parking lot)
4. Peer conferencing
5. Have committee speak to representative's group
6. Train a group in conflict resolution
7. Call in a conflict resolution team/mediator
8. Call in a conflict management expert acceptable to all involved
9. Consultation with DSBMT
10. Majority vote (as long as the three primary stakeholders are represented for the vote)
11. As a last resort, Superintendent makes the decision

**Charge Statement 5:**
The manner in which all State and Federal requirements for the involvement of parents in the planning and decision-making will be coordinated with, and met, by the overall plan

The School Site-Based Teams (SSBT) will assure that parents are involved in the planning, implementation and evaluation of all programs funded through the state and/or federal programs listed below.

a. AIS
b. RTI Plan
c. Magnet Plan
d. Middle States Plan
e. Any other applicable plan not mentioned herein (if appropriate)