HUNTINGTON UNION FREE SCHOOL DISTRICT
ADMINISTRATIVE REGULATIONS

SHARED DECISION MAKING AND SCHOOL-BASED PLANNING R-3160

District Plan

These regulations are intended to implement Board of Education Policy P-3160 and shall constitute the district’s plan for the participation of administrators, community representatives, parents, students, support staff and teachers in school-based planning and shared decision making.

Creation of District-wide Committee

The Board of Education shall appoint a district-wide Shared Decision Making Advisory Committee for the following purposes:

1. to clarify the process of school-based planning and shared decision making
2. to provide a forum in which school-based teams can periodically raise questions, express concerns, make suggestions and share their successes with other teams
3. to serve as a resource and support to the school-based teams
4. to facilitate the resolution of conflicts which may arise within a team
5. to review the district plan every two years, beginning in 2012, and recommend to the Board recertification or amendment of the plan

The Committee shall have no decision making authority with respect to the operation of school-based teams.

The Board shall appoint Committee members in two-year terms of office. Committee members, however, are encouraged to serve multiple terms in order to provide continuity in planning.

The Committee will meet at least four times per year. The Assistant Superintendent for Curriculum and Instruction will be responsible for scheduling such meetings.
Composition of District-wide Committee

The district-wide Shared Decision Making Advisory Committee shall be composed of:

- the Superintendent of Schools
- the Assistant Superintendent for Curriculum and Instruction
- 3 administrators selected by the District School Principals Association
- 1 department chairperson selected by the Department Chairpersons’ Association
- 7 parents, one selected by each building PTA/PTSA to represent each school
- 1 parent selected by SEPTA
- 1 parent selected by the Huntington Council of PTAs
- 7 teachers, one selected from each building by the Associated Teachers of Huntington to represent each school
- 7 aides or monitors or teaching assistants, one selected by the Aides, Monitors and Teaching Assistants Unit to represent each primary school, intermediate school, middle school and high school

Creation of School-Based Teams

A school-based planning and shared decision making team shall be established at each school. The primary purpose of the team is to continue to improve the quality of education and the educational performance of all students in the school.

Educational Issues

School-based teams may address a variety of educational issues including, but not limited to:

- assessment of student achievement
- attendance and discipline procedures
- budgeting
- communications
- curriculum development (including instructional technology)
- enrichment programs and activities
- guidance programs and services
- health and safety issues and concerns
- recognition of student achievement
- school climate
- training for parents and staff
Means and Standards for Evaluating Improvement

Following a thorough review of all current measures of student achievement, each team shall develop standards of excellence for its school. Standards of excellence shall:

- be related to the district’s mission statement, state and district goals
- seek continued progress and improvement
- provide for standardized and nonstandardized methods of assessment. All standards of excellence and corresponding assessment results must be reviewed annually by the team and be reported in writing to the Board of Education.

Composition of School-Based Teams

The composition of the school-based planning and shared decision making teams shall be as follows:

<table>
<thead>
<tr>
<th>Role</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrators</td>
<td>1-3</td>
</tr>
<tr>
<td>Community Representatives</td>
<td>0-4</td>
</tr>
<tr>
<td>Parents</td>
<td>3-8</td>
</tr>
<tr>
<td>Students</td>
<td>0-4</td>
</tr>
<tr>
<td>Aides, TAs, Monitors</td>
<td>1-2</td>
</tr>
<tr>
<td>Clerical</td>
<td>1-2</td>
</tr>
<tr>
<td>Custodial</td>
<td>1-2</td>
</tr>
<tr>
<td>Teachers</td>
<td>3-8</td>
</tr>
<tr>
<td>Total</td>
<td>8-30</td>
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</tbody>
</table>

Members of the teams shall be selected by their representative organizations. Community representatives shall be selected by the school-based team.

The number of members on each elementary school team shall be determined by a group consisting of the Principal, three parents selected by the school (two PTA / one SEPTA), and three teachers selected by the Associated Teachers of Huntington. At the secondary schools, the number of team members shall be determined by a group consisting of the Principal; two PTA members and one SEPTA member; and three teachers selected by the Associated Teachers of Huntington. The number of seats available to parent and teacher representatives must be equal.

The Principal must be a member of the team. Other district staff members (administrators, teachers and support staff) must have an assignment in the school. Parents must
have a child in the school and not be a district employee. Community representatives may not be the parent of a student in the district or be eligible to represent any other group on the team.

Term of Service

The term of service on the school-based team shall be one school year, except for the Principal who shall be a permanent member. Team members, however, are encouraged to serve multiple terms in order to provide continuity in planning.

A vacancy may be declared by the school-based team if a team member has failed to attend three consecutive meetings and has no sufficient excuse for the absences. The vacancy shall be filled as soon as possible by the established selection procedures.

Practices and Procedures

Decisions of the school-based teams shall be made by consensus. Consensus means all members of the team, whether present at a particular meeting or not, can live with the decision, will support the decision, and will not undermine the decision.

School-based teams shall establish a regular time and day for meeting. Teams are encouraged to meet as often as the members deem necessary, with a minimum of one meeting per month during the school year. Team meetings will be held so as not to interfere with the instructional program, except under extenuating circumstances and with the approval of the Principal.

Teams are prohibited from discussing individual students or staff members and their assignments.

Authority of the Teams

Decisions can be made by a school-based team if a member of the team has the authority to implement the decision and agrees to do so. The team may not implement any decision that:

- impacts other schools
- requires the expenditure of more funds than are available to the school or
- conflicts with legal obligations, district policy, administrative regulations, or contracts with employee bargaining units.
Decisions made by a team shall remain in effect as long as the team chooses to continue with their declaration. Teams are encouraged to innovate. Decisions made by one school’s team shall not be binding on other schools.

Team Training

The district will provide appropriate training to school-based teams to prepare them for cooperative planning and shared decision making when requested by the team. Such training should include, but not be limited to, group process, planning, consensus building and conflict management. The district will provide teams with appropriate technical assistance to carry out their responsibilities, as needed.

Action Teams

School-based teams are encouraged to involve a broad cross-section of the school community by establishing action teams to focus on specific issues on an as-needed basis. Members of action teams should be chosen from outside the school-based team; however, one member of the school-based team should serve as a liaison to each action team.

Culturally Responsive Action Teams

A culturally responsive action team shall be established at each school to address issues such as cultural diversity and equal educational opportunity and to facilitate communication between the school and its constituent groups. The composition of the team will be determined by each school-based team, but parent and community members should be representative of the cultural groups served by the school.

Resolution of Disputes

When a school-based team decides it cannot come to agreement on an issue and there is a strong objection by at least one member of that team, a conflict exists. At that point, the team may select from the district-wide Shared Decision Making Advisory Committee an assistance team consisting of a parent, a school administrator, and a teacher. The assistance team will meet with the school-based team to facilitate the process of building consensus to resolve the conflict. After considering the advice of the assistance team, if strong objection continues, the school-based team will resolve the conflict either by agreeing to an alternative course of action or by tabling the matter.
Accountability

If a school-based team consistently fails to fulfill its responsibilities or fails to function in accordance with the Board-adopted plan described in these administrative regulations, the Assistant Superintendent for Curriculum and Instruction will meet with the team to review the situation and plan a course of action to address problems which are preventing the team from fulfilling its charge.

If the situation does not improve, the Superintendent will meet with a group consisting of the following persons: one representative from each constituent group on the school-based team, the school-based leader of each constituent group, and the district-wide leader of each constituent group to review the situation and plan a course of action to address existing problems.

If the situation does not improve substantially, the Superintendent may recall the team, in part or in its entirety, and request each constituent group to select new members for the team.

State and Federal Requirements for Parent Involvement

The Principal and Assistant Superintendent for Curriculum and Instruction will work with the school-based teams to ensure that all parent and teacher participation which is mandated by law or district policy is coordinated with the activities of the team.

Communications

School-based teams are expected to record minutes of their meetings. A draft of the minutes will be forwarded to team members for review and approval prior to distribution to others. Upon approval, minutes will be forwarded to the Assistant Superintendent for Curriculum and Instruction.

Each constituent group on the team will use its own system for keeping its members informed of the team’s activities.

Adopted: November 15, 2010