Huntington Union Free School District
Office of Curriculum and Instruction
District-wide Shared Decision Making Advisory Committee

Items for discussion
Tuesday, March 29, 2011

1. Purpose of the committee –

- To clarify the process of school-based planning and shared decision making, this can be found on page 2 of the Regulation. The purpose of the SDM at each school is to improve the quality of education and the educational performance of all students in the school.
- To provide a forum in which school-based teams can periodically raise questions, express concerns, make suggestions and share their successes with other teams
- To serve as a resource and support to the school-based teams
- To facilitate the resolution of conflicts which may arise within a team
- To review the district plan every two years, beginning in 2012, and recommend to the Board recertification or amendment of the plan
  - This committee has no decision making authority with respect to the operation of school-based teams.
  - All members here will be appointed by the Board of Education at its next meeting on April 4 for a two-year term of office.
  - This committee will meet at least four times per year. I will be responsible for scheduling meetings with the assistance of the committee’s secretary.

2. Responsibilities of the SDM Advisory Committee –

- Provide, upon request, training for school based teams in the decision making process and the development of consensus.
- Develop a program for timely review of the District Plan, which will occur in late Fall 2011
- Provide a forum for representatives of the school-based teams to report on goals implementation and/or issues discussed within the school-based teams
- Review and coordinate annual goals set by school-based teams (See Goals form)
  - Goals will be submitted to the district committee by December 1 of each year to be accompanied by action plans and methods of assessment for each goal
- Coordinate a presentation to the Board of Education consisting of building level goals and outcomes
  - Presentation may include representatives of each school-based team, and shall occur no later than the May or June meeting of the Board of Education

3. Roles and Responsibilities of SDM Advisory Committee Officers

- Chair –
  - Maintains order during SDM Advisory Committee Meetings
- Ensures the Agenda for the meeting is followed
- Organizes the presentation to the BOE in May/June on the outcomes of school-based team goals.

- **Vice-Chair** –
  - Assume the responsibilities of the Chair in his/her absences

- **Secretary**
  - Record the minutes for each SDM Advisory Meeting
  - Send by email the minutes from each meeting to all committee members
  - Make available at the scheduled meeting the previous meeting’s minutes