

# **Huntington Union Free School District**

## **Shared Decision-Making Plan**

### **2024-2025 School Year**

#### **Purpose**

Shared Decision-Making is a process by which groups responsible for implementing decisions become involved in making those decisions. Shared Decision-Making is an inclusionary process involving administrators, teachers, staff and parents. The goal of Shared Decision-Making is to identify issues, define goals, formulate recommendations and implement decisions which help students reach higher standards of excellence.

#### **District Committee Overview**

The committee will consist of the following members:

Superintendent (or Central Office Designee)	PTA Council President (or designee)
One teacher from each building team	SEPTA Council President (or designee)
One parent from each building team	Grant Representative
Four administrators from DSPA	

Members will be selected annually by each of the constituent groups.

#### **District Committee Guidelines**

The District Shared Decision-Making Committee is the coordination of the building Shared Decision Making teams, where we meet as a larger group to discuss progress towards building and district goals.

The District Shared Decision-Making Committee will meet two to three times annually with additional meetings scheduled if necessary.

Meeting notes of the District Shared Decision-Making Committee will be distributed in a timely manner and posted on the district website for public viewing.

#### **District Committee Responsibilities**

Tasks of the group include, but are not necessarily limited to the following:

- reviewing building and district goals
- serving as a liaison among the building committees
- providing coordination among/between building committees

All decisions of this nature will be reached through consensus.

Parameters include a recognition that the topics/actions of the committee are limited by legal restrictions (state and federal laws), fiscally authorized funding, contractual issues in all employee bargaining agreements and Board of Education policies.

### **Building Committee Overview**

The committee will consist of the following members: Building Administration, Teachers, Support Staff, and Parents.

Selection of building team members will be made by each constituent group in accordance with its own procedures:

- Principals will work with ATH representatives to select three to five teacher members.
- Building PTA will select one to two parent members.
- No individual will serve on more than one building team at the same time.

### **Building Committee Guidelines**

1. All participants will serve for one year.
2. Anyone employed by the school district may not serve as a PTA representative.
3. Each constituent group may select alternates for its representatives. Alternates may attend all meetings and may participate in the decision-making process only when the designated representative is absent.
4. The building principal will serve as the chairperson for the meeting.
5. A record shall be kept of each meeting's contents, date, time, agenda and member attendance.
6. Building teams will meet four to five times per year (September through June). More frequent meetings may be scheduled by the team, if needed.

### **Building Committee Responsibilities**

Each team is charged with the responsibility to develop school improvement plans aimed at improving student achievement. The teams operate within the administrative structure of the district; they do not replace it. Decisions that are made by building teams cannot conflict

with law, statutory regulations, Board of Education policies or employee contracts, and must be within the budgetary authority of the building team to implement.

- No decision can be made by a group if no member of the group has the authority to implement the decision.
- No resources can be expended or allocated by a group if no member of the group has the resources to allocate.
- Decisions or expenditures exceeding the group's authority can be formulated into recommendations to be submitted to the person or persons with the power to implement them.

As teams analyze data, establish priorities and develop plans and time frames, they are empowered in all areas which affect outcomes, including but not limited to:

academic standards	beautification	communication
curriculum	mentoring	parent engagement
peer coaching	professional learning	social emotional learning
student achievement		

### **Commitment of Building Committee Members**

For Shared Decision-Making to succeed in creating meaningful, lasting changes in programs and practices, each team member must agree to make a good faith effort to commit to the following:

- Attendance at all Building Team meetings.
- Responsible participation in Team decision-making includes:
  - Expressing concerns clearly and early in the decision process
  - Listening to others
  - Communication with members of the various stakeholder groups outside of Team meetings to ensure that the entire school community is aware of and involved in the improvement process.
- Being a member of a Building Team involves risk-taking; Teams must take chances to create and sustain improvements.
- The Shared Decision-Making process is designed to allow members to participate in setting a direction, creating and implementing change.
- Each Team member shares responsibility and accountability for Team decisions.
- Make decisions and recommendations consistent with research.

- Refer to the District-Wide Shared Decision-Making Committee any recommendations in areas which would impact district-wide.

### **Building Committee Decision-Making Process**

Decisions at building team meetings are to be made by consensus, rather than be a vote of the membership. Consensus signifies that:

All members accept the decision in principle after having full opportunity to voice opinions.

Consensus means that:

- I can live with the decision.
- I understand the decision; it is clear, concrete and specific.
- I had an opportunity to be involved in the decision.
- I will support the decision and do what I can to make it work.
- No one will be personally singled out for supporting or rejecting the decision.
- The decision is the property of the entire committee, not just those who support it strongly.
- All members will support the decision and not oppose its implementation.

It is understood by participants that building teams and the District -Wide Shared Decision-Making Committee decisions and recommendations must be in accordance with state and federal laws and regulations; Board policies; employee contracts; evaluation of staff; mandatory scope of bargaining; personnel matters; and the Shared Decision-Making document. In addition, these teams will not prevent administrators or the Board of Education from fulfilling their responsibilities, including evaluation of staff and programs.

### **Conflict Resolution for Building Committees**

Generally, conflicts on Building Teams deal with the inability of the Team to reach consensus. If a Team determines that it cannot achieve a consensus on a decision, it will use the following process to resolve the decision:

- Table the decision and schedule a time to return to it. In the intervening period, members may collect any information which might assist the Team in resolving the conflict, including that information gained by discussing the matter with stakeholder groups. A subcommittee may be formed to consider alternative ways to resolve the conflict.
- If the Team controls the timeline on the decision and consensus still cannot be reached, the Team will go on to another issue.

- If a decision must be made by a certain date and the Team cannot achieve a consensus on the matter, the person or persons who would otherwise have made the decision if the Team did not exist will make the decision, with the understanding that the decision maker(s) will receive and consider input from anyone on the Team who chooses to provide such input.

### **Building Committee Appeals Process**

#### *Appealing the Superintendent's Decision of a Disapproved Building Team's Consensus*

If a Building Team's consensus decision(s) are disapproved by the Superintendent, an appeal may be made to the District -Wide Shared Decision-Making Committee, which shall decide by a one-half vote of its membership. To do so, the chairperson of the building committee shall send a written appeal with relevant information, to the chairperson of the District Shared Decision-Making Committee. The District -Wide Shared Decision Making Committee will take up the appeal at its next scheduled meeting, or will call a meeting within sixty(60) days.

If the Building Team or Superintendent of Schools is not satisfied with the decision of the District Shared Decision Making Committee, it may be appealed to the Board of Education.

### **Shared Decision Making District Plan Review and Revisions**

In accordance with Commissioner's Regulations Section 100.11, this plan shall be reviewed and approved by the Board of Education annually. Once this plan has been accepted and submitted, no changes will be made to this plan without the approval of the District Counsel for change.

- A biennial review will include an assessment of the plan's success and recommendations for improving the procedure as well as an assessment of the Building Team's makeup.
- The effective date for implementing this plan will begin upon board of education approval. As soon as practicable, shareholder groups will select their participants and initial meetings will be scheduled.

### **Professional Development**

- Training in consensus-building and strategic goal-setting will be provided for all participants who are in need of support.
- Selection of the training organization (consultant) and facilitator, if any, will be made by the Superintendent (or his/her designee).