

Heuvelton Central School District  
Shared Decision Making Plan  
To comply with  
Commissioner's Regulation 100.11

Approved by the Board of Education – January 23, 2008

Recertified by the Board of Education on January 27, 2010

Recertified with Amendments by the Board of Education on December 21, 2011

Recertified with Amendments by the Board of Education on January 22, 2014

Recertified with Amendments by the Board of Education on January 27, 2016

**TO ALL MEMBERS OF THE COMMUNITY:**

The keystone of all decisions has been and will continue to be our commitment to the educational well-being of our entire community. Therefore, we have adopted the following:

- **BELIEF STATEMENT** – We believe all members of the Heuvelton Central School community have the capability and responsibility to learn. We further believe that Heuvelton Central School doesn't begin and end within the school, but includes all members of our extended community.
- **MISSION STATEMENT** – Our mission is to provide a family atmosphere which will allow members of our community to learn to their utmost potential, in a warm, supportive environment. We, the unified Heuvelton community, are dedicated to developing the skills, knowledge, and attitudes necessary to be successful, contributing members of our society.

Anticipating acceptance of these two statements, we have also adopted the **TOTAL EDUCATIONAL ACHIEVEMENT MODEL for HEUVELTON CENTRAL SCHOOL, or T.E.A.M – H.C.S.**

**T.E.A.M – H.C.S.** is designed to allow for the continued growth and educational development of our entire community. We view our plan, not as an end, but rather, as a journey toward excellence for all facets of our community.

## **I. Educational Issues**

Heuvelton Central School District (HCSD) encourages all stakeholders to participate in and be kept informed of decisions concerning the broad issues affecting overall operation of the school.

To this end, a District Committee with representatives from all stakeholder groups will be established yearly. Using the following criteria this committee will identify issues to be resolved at the District level, as well as those to be referred to other committees.

### **Criteria for Shared Decisions**

1. Specifically, issues subject to shared decision making will have the following characteristics:
  - a.) directly related to the improvement of students learning;
  - b.) support the HCSD mission statement;
  - c.) worthwhile, measurable, and achievable;
  - d.) related to the group considering the issue (i.e. PreK-4, 5-8, and 9-12 grade levels);
  - e.) presented in written format, clearly defining the issue.
  
2. Issues not subject to shared decision making are those which:
  - a.) are under the jurisdiction of education law, regulations, or negotiated agreements;
  - b.) are the direct responsibility of another group;
  - c.) involve financial resources not approved by the Board of Education

## **II. Manner And Extent Of Expected Involvement Of All Parties**

A District Committee will be established yearly. The Committee shall consist of:

- Superintendent of Schools
- Building Administrator(s)
- CSE Chairperson
- President, Heuvelton Civil Service Employee Association or designee
- Three teachers (one representing PreK-4, one representing 5-8, one representing 9-12) appointed annually by the Heuvelton Teachers' Association
- Three parents (one representing PreK-4, one representing 5-8, one representing 9-12) appointed annually by the Heuvelton Parent Teacher Association (PTA)
- Mayor of Village of Heuvelton or designee

This committee will be responsible for providing direction and coordination for all shared decisions.

The District Committee will meet at least four (4) times per year.

- 1<sup>st</sup> meeting – no later than July 31
- 2<sup>nd</sup> meeting – no later than October 31
- 3<sup>rd</sup> meeting – no later than January 31
- 4<sup>th</sup> meeting – no later than April 30

At its first meeting the Committee will select a facilitator to coordinate the discussions and to keep members on task and a recorder to keep minutes of its meetings.

Participation on a District Committee will be voluntary and a commitment of one full year will be expected of all members, with at least (1) parent and (1) teacher serving for 2 years.

Training opportunities will be provided to all participants in the Shared Decision Making process and adequate funding made available. Examples of this training would include: Communication, Facilitation, Consensus Building, Conflict Resolution, and Data Collection and Interpretation.

### **III The Means and Standards by Which All Parties Shall Evaluate Improvement in Student Achievement**

As is so stated in its own text, the purpose of the Commissioner’s Regulation 100.11 “...shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability.”

Therefore every decision that is made through the implementation of the plan that is proposed in this document, shall be judged by its ability to improve student achievement. Student achievement is defined as meeting or exceeding one or more of the items found in the following:

- a.) the New York State Standards including the Common Core Standards
- b.) New York State Assessment System
- c.) Heuvelton Central School District Local Assessment System and the Heuvelton Central School District Standards of Excellence which include developing:
  - Active Learners
  - Cooperative Workers
  - Effective Communicators
  - Practical Thinkers

#### **IV Dispute Resolution Process**

Committees are expected to resolve differences within the group through a process of open discussion and consensus building. It is recognized that complete agreement on all issues is impossible. Therefore, members must be willing to accept and support the decision of the Committee after consensus has been reached.

There will be occasions when a decision made by T.E.A.M – H.C.S. is challenged. When this occurs, individuals initiating the challenge would be expected to submit their concern(s) in writing to the District Committee. The District Committee will determine the need for convening a Dispute Resolution Committee to hear the complaint. This Committee will be convened on an as needed basis, and will consist of the following:

- Superintendent of the School District
- President of the PTA
- President of the Heuvelton Teachers' Association
- President, Board of Education

The four member panel will arrange a time and place for a fair hearing of the concern regarding the disputed decision. The hearing will be chaired by a member of the panel, selected by the panel.

At this time, individual(s) initiating the challenge would be expected to state their concerns. In addition, an explanation of how the decision was arrived at would be presented by a member of the appropriate Committee.

Upon consideration of new data presented at this fair hearing, the Dispute Resolution Committee shall jointly determine whether to support the decision in question or refer it back to T.E.A.M – H.C.S. for further consideration.

#### **V. State and Federal Requirements**

It is the intent of this plan to comply with any and all State and Federal programs (as an example: Title 1, Special Education, Occupational Education) that have a requirement of parental involvement. In no case will this plan supplant those requirements but rather supplement and enhance those decision making capabilities.

## **VI. Accountability**

Members of T.E.A.M – H.C.S. will be accountable to their constituencies and are, therefore, expected to be active participants in Committee work, and prepared to explain how and why a decision was made.

Teacher representatives on the district Committee will give reports to the Heuvelton Teachers' Association and at monthly Faculty meetings during the academic year.

Parent representatives will be liaisons to District Parent Committees such as the PTA and keep these groups informed of the Shared Decision Making Committee's yearly goals and progress.

School Superintendent will update the entire Board by distributing copies of the minutes of SDM meetings and sharing information during Board meetings.

Non-teaching staff will report to their CSEA Local membership at the next available meeting.

Heuvelton administrative representatives will actively update each other as to the activities of T.E.A.M – H.C.S.

In order to be accountable to the community at-large, the District Committee will submit articles, reports and questionnaires for publication in the monthly school district newsletter in an effort to keep district residents informed as to issues and outcomes of decisions made by the Committee, as well as to solicit attitudes and opinions from these same residents. The District Committee encourages all members of the community to get involved with our school.

Minutes of all Shared Decision Making will be stored in a central location and will be made available to the public for review during normal operational hours, on the district's website and also made available upon request.