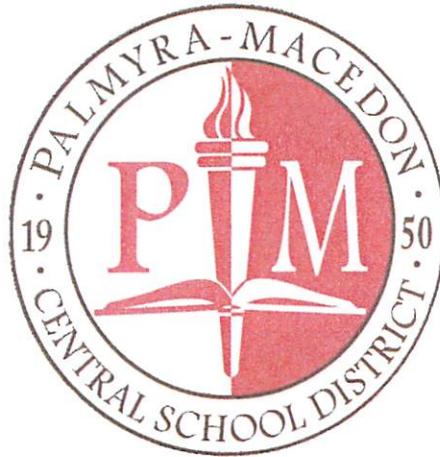


SHARED DECISION MAKING PLAN

Palmyra-Macedon Central School District



Initial District Leadership Team
January 18, 1994

Revised November 15, 2013

Approved and adopted by the
Palmyra-Macedon Board of Education
January 7, 2014
Resolution

District Shared Decision Making (SDM) Team

District Shared Decision Making Team				
Facilitator	Administrators	Teachers	Parents	Staff Members
Ryan Pacatte	Brian Brooks Chip Dolce Marci Munroe Darcy Smith Andrew Wahl	Emily Robischon Audrey Loughlin Joseph Perry	Joni Montroy Lisa Perry	Linda Christ Dorothy Veit

2013-2014 Building Collaborative Teams

Building Collaborative Teams			
PMPS	PMIS	PMMS	PMHS
Elyse Monje Emily Robischon Heather East Kim Dey Kristen Wright Lauren Bradstreet Lisa Perry Marcy Tilson Vicky Blazey Laurie Cook Brian Brooks	Chip Dolce Kate Luke Kate Randisi Wendy Ellis Jen Brewer Leslie Houck Tracy Gubiotti-Brown Jerry Scoppa Katie Steubing Rachel Fedor Susan Grammatico Audrey Loughlin	Christy Alexander Angie Brunner Rick Forrest Lacey Liebenow Dan Lustica Marcia Munroe Darcy Smith Colleen Sousa Karin Thomas Dorothy Veit	Andy Wahl Candace Schneggenburger Casey Heinkel Christopher Oaks Joni Montroy Kimberly Day Lindsay Daniel Lisa Winkler Marisa Pennetta Mark McDaniel Michael Kiesow Neil Fralick Rylee Arnold Steven Sanzo

INTRODUCTION

Rapid changes occurring locally, nationally, and internationally require dramatic improvements in educating our community. Throughout society, there is growing consensus for fundamental change in the way we organize and operate elementary, middle and high schools. In order to change the system so that it produces the desired results, the energies of all participants must be focused upon cooperative endeavors behind shared purposes. Given reasonable consensus on student outcomes and on the means by which they will be pursued, all parties must unite to do their part in working toward common goals. We seek to renew the commitment of all stakeholders to make such effort possible.

In June of 1991, the New York State Board of Regents adopted “The New Compact for Learning” which required the establishment of a district team to develop a plan for “school based planning and shared decision making.” The District Leadership Team undertook this project and completed the Shared Decision Making Plan for the Palmyra-Macedon Central School District in January of 1994.

In August of 2013, each of Pal-Mac's four schools participated in our first “Building Collaborative Team Summit.” The purpose of the summit was to afford each team a shared-opportunity to create their 2013-2014 building plans. Each plan was anchored together in support of two common district goals: *World-Class Learning and Achievement; and World-Class School Culture*. Using the District’s Big Five Targets as the tool for measuring progress and success, teams produced a draft of a plan designed to guide school improvement efforts for the 2013-2014 school year.

Throughout the Fall of 2013, the respective Building Collaborative Teams continued to define the appropriate actions needed to carry out the building result plans. It should be noted that membership of each Building Collaborative Team meets the representation requirements established for shared decision making under the Commissioner’s Regulations. Additionally, each building has additional, non-required members such as staff members and students where appropriate. These collaborative protocols and decisions are fully consistent with the district’s commitment to the Professional Learning Communities (PLC) philosophy. The Building Plans were reviewed at the initial meeting of the District SDM Team and they are submitted as appendices to this document. Further, at the initial meeting of the District Shared Decision Making Team, the team committed to two operating changes.

1. The team of representatives that will be responsible for the review and update of the shared decision making plan will be referred to as the **District Shared Decision Making (SDM) Team**. Previous documents refer to this group as the District Leadership Team. Commissioner’s Regulations allow for this group to be the “Central Planning Team.”

2. The team decided that to support and extend both the spirit and requirements for shared decision making, each building's team will be referred to as the **Building Collaborative Team**.

This SDM plan and the supporting Building Results Plans are “living” documents which will be reviewed and changed as required or as deemed necessary through normal operations. Changes to the SDM Plan will be made by the District SDM Team during the required biennial reviews. Changes to the Building Results Plan shall be made annually by the Building Collaborative Teams. Recommendations for revision to the District SDM Plan may be presented in writing to the District SDM Team by any stakeholder or via recommendations from the Building Collaborative Teams. Any stakeholder not directly involved in a team must accept the responsibility to elect a representative and then place their trust and support in that individual, as well as accept the responsibility to provide input in a proactive way. All actions involving changes to the plan will be recommended to the Superintendent and presented to the Palmyra-Macedon Board of Education for approval.

We believe that this plan will ensure that the district accomplishes its mission and meets the requirements of Commissioner's Regulation 100.11.

MISSION STATEMENT

All students will receive a world class, relevant education.

VISION STATEMENT

READY!

PREAMBLE

1. We believe that effective communication is the key to school improvement and that there must be a commitment to keep all the stakeholders informed (i.e. community, parents, students, staff and Board of Education).
2. We believe that collaboration and shared decision making are fundamental to the creation of a community of learners.
3. We believe the best decisions will be made when **those affected** are involved.
4. We believe a consensus decision is most likely to be a successful decision.
5. We believe shared decision-making enhances ownership by our community.
6. We believe a substantial investment of shared decision making time will result in sustained changes.
7. We believe **all** stakeholders are accountable for achieving Palmyra-Macedon's desired educational goals.
8. We **expect** continuous improvement of student performance and outcomes.

DECISIONS BY CONSENSUS

All decisions by the Building Collaborative Team will be made by consensus after ground rules have been established. Consensus will be achieved when all members:

1. have had the opportunity to influence the decision, and
2. agree to actively support the decision even though the decision may not have been their first choice.

DISPUTE RESOLUTION OR PROBLEM-SOLVING PROCESS

The Building Collaborative Team will endeavor to reach decisions through consensus. In case of deadlock, the Building Collaborative Team will select a process to resolve the conflict. This may include:

1. requesting mediation or facilitation,
2. agreeing by consensus on a voting process to resolve a particular issue, and
3. other alternatives.

If for some reason a non-member stakeholder opposes a decision made by the Building Collaborative Team, those opposing the decision shall petition the Building Collaborative Team, in writing, to begin the process of resolution. The petition will state the reason(s) for the concern and a possible alternative(s).

The Building Collaborative Team will then follow these steps to resolve the dispute:

1. within thirty days of receiving the petition, representatives of the Building Collaborative Team will meet with the petitioner to discuss the issue and develop possible solutions to present to the Building Collaborative Team for further action, and
2. if there is no resolution and the stakeholder requests it, the Building Collaborative Team involved will hold an open forum as soon as possible after the meeting in step one to present the original proposal, possible solutions, and to hear all view points. The Building Collaborative Team will then make a final decision.

MEANS AND STANDARDS

Standards of excellence will be developed by the District Shared Decision Making (SDM) Team. Any of the following may be considered to evaluate improvement in student performance:

- school and district report card,
- standardized tests (such as SAT, PSAT, F&P measures, AIMSWeb indicators, MAP data, state assessments, i.e. 3-8 ELA, math, science, and K-2 ELP),
- Regents examinations,
- alternative assessment such as
 - student academic portfolio
 - observations of students by teachers
 - peer evaluations
 - self evaluations
 - parent evaluations
 - common assessments and local assessments
- perception surveys,
- employability of graduates,
- Regents diploma graduation rates,
- IB and AP scores
- technical schools, military, college acceptance data, college examination results, and college completion rates,
- social and economic indicators, and other local, state and national measures

STRUCTURE OF LEADERSHIP TEAMS

Each of the four buildings in the District will have a Building Collaborative Team comprised of the building principal, parents (not employed by the District or members of a collective bargaining unit representing teachers or administrators in the District), teachers (selected by the teachers' collective bargaining unit), support staff (selected by their peers), community members and students where appropriate. The selection should be carried out in the spring of each year. The number of participants from each group and the length of each member's term will be determined by the individual Building Collaborative Team.

Roles and Responsibilities:

1. develop and maintain its own operating procedures,
2. develop a long-range plan to improve educational performance of all students,
3. identify and agree upon the most important needs and subsequent objectives,
4. maintain two-way communications with the stakeholders regarding school improvement and the Shared Decision Making Process,
5. refer matters beyond the authority of the Building Collaborative Team to the District Leadership Team,
6. collect outcome data, evaluate and revise, as needed, the school's long-range plan based upon the data collected annually, and
7. identify, develop and maintain those skills which promote effective functioning of the individual and group in the Shared Decision Making Process through training and resources.

Educational Issues:

At the Palmyra-Macedon Central School District, Building Collaborative Teams in each building will be able to discuss and make decisions on issues that will improve student performance. Those issues may include:

1. approval of activities that impact on the instructional day,
2. determination of staff development needs and utilization of the building staff development budget,
3. methods of reporting student progress (e.g. report cards),

4. organization of instructional day, and
5. home/school relations (family of student).

Authority:

The Building Collaborative Team shall be aware of and operate within:

1. existing district policy,
2. budgeting and expenditure constraints,
3. labor agreements,
4. federal and state laws, and
5. the confines of building administrative authority without impacting other buildings in the district.

ACCOUNTABILITY

All team members are accountable for the decisions made and for the effect these decisions have on student performance. Each stakeholder must be prepared to rethink his or her decision if the evaluation proves the goal is not being achieved.