

**NEW SCHOOL BASED PLANNING  
&  
SHARED DECISION MAKING PLAN**



**Plattsburgh  
City School  
District**

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## **Shared Decision Making Agreement (Comm. Reg. 100.11) Plattsburgh City School District**

### **The *beliefs* which are the foundation of the process for shared decision making in Plattsburgh:**

The Plattsburgh City School District, its Board of Education, Administrators, instructional and support staff, students, and parents as school community members and stakeholders in the shared decision making process believe that when offered the opportunity and provided a safe and stimulating environment, every student can learn.

In keeping with this belief, all students can:

1. Develop and enhance self-esteem;
2. Develop and master communication, critical thinking, and problem solving skills;
3. Acquire the skills and knowledge needed for employment and responsible citizenship in the 21st century; and
4. Develop and maintain independent and cooperative decision making and learning skills.

In order to foster these beliefs, we endorse the concept of shared decision making as a means by which all the stakeholders may participate in the educational process. This plan will comply with State and Federal regulations for the involvement of teachers, parents, administrators, and school board members.

### **The *goals* of shared decision making shall be to ensure:**

1. That all stakeholders have an equal share in decision making;
2. That all stakeholders have a clear understanding of the shared decision making plan and that they know the appropriate person(s), group or committee to contact for sharing needs and concerns;
3. That all stakeholders have a sense of ownership and a commitment to the shared decision making process and support decisions through consensus;
4. That through the process of shared decision making, the ongoing restructuring of our educational system will provide the best possible environment for students, helping them to become world-ready citizens;
5. That a communication system is in place for all stakeholder groups;
6. That there is community awareness of and involvement in the shared decision making process;
7. That there is funding to provide necessary training for all stakeholders involved in shared decision making;
8. That an ongoing process of annual assessment and review is in place;
9. That there is an annual celebration of success.

## **District-Wide Educational Improvement Council**

### **1. The roles and responsibilities assigned to the District-Wide Educational Improvement Council are to:**

- 1.1 Facilitate the development of the written plan for shared decision making in the District;
- 1.2 Facilitate the ongoing implementation of shared decision making by all stakeholder groups and committees;
- 1.3 Identify and communicate with all stakeholder groups and ensure their participation (e.g., distribution of minutes to SIP Teams);
- 1.4 Ensure District and building outcomes/goals are developed, implemented, evaluated, and are not in conflict;
- 1.5 Continually assess shared decision making in the District and revise the plan as needed;
- 1.6 Formally review this plan biennially, pursuant to Section 100.11 of the Commissioner's Regulations;
- 1.7 Meet to pursue educational issues to ensure ongoing improvement at the Plattsburgh City School District; and
- 1.8 Ensure that meetings of the District Council are subject to the Open Meetings Law.

### **2. Composition of the District-Wide Educational Improvement Council**

- 2.1 Parents – 5 (one from each building selected by the recognized parent organization)
- 2.2 Teachers – 5 (one from each building)
- 2.3 Plattsburgh Teachers' Association President – 1
- 2.4 Administration – 3 (1 PHS, 1 SMS, 1 Elementary)
- 2.5 Administrator-at-large – 1 (Administrative Council)
- 2.6 Superintendent – 1

### **3. Method of selection and eligibility of members to the District-Wide Educational Improvement Council**

- 3.1 Each stakeholder group will select its representative(s) through its own democratic process unless required to serve by virtue of position.
- 3.2 For the purposes of this plan, "parent" shall be defined as:
  - A. A parent/guardian of a student in the Plattsburgh City School District, and
  - B. A person who is not a permanent employee or spouse of a permanent employee of the school district, and
  - C. A person who is not an employee of a collective bargaining organization representing employees of the District.

### **4. Term of office for District-Wide Educational Improvement Council members**

- 4.1 The Council's term shall run from the date activated and/or re-activated by the Board of Education until the plan is amended, if deemed necessary, or recertified by the Board of Education.
- 4.2 Any representative may serve more than one term on the Council.

4.3 Terms of office will commence upon the Board of Education's resolution preceding February 1st of each year in which the biennial review is to take place.

**5. Authority of the District-Wide Educational Improvement Council**

- 5.1 Ideas or plans developed by the Council which require a change and/or deviation from Board Policy shall first be referred to the Board of Education for consideration.
- 5.2 Ideas or plans which require a change and/or deviation from Commissioner's Regulations, negotiated contracts, and other regulations or statutes, shall also be forwarded to the Board of Education and other appropriate bodies for consideration and resolution.
- 5.3 The individual authorities of each stakeholder group collectively become the authority of the Council through their representative.
- 5.4 The Council has complete authority to expend and direct any and all resources that have been allocated to the Council.

**6. Resources required for the council to function**

Consideration will be given to the allocation of resources to meet specific needs related to:

- 6.1 Training,
- 6.2 Materials and/or equipment,
- 6.3 Clerical services,
- 6.4 Attendance at meetings,
- 6.5 Refreshments,
- 6.6 Collection and dissemination of information,
- 6.7 Visitations and conferences, and
- 6.8 Space for meeting purposes and storage of materials.

**7. Method used for making council decisions**

Decisions will be by consensus with clearly defined ground rules which are established upon activation and/or re-activation.

**School Improvement Planning (SIP) Teams**

**1. Roles and responsibilities assigned to the School Improvement Planning (SIP) Teams**

SIP Teams may deal with any issues that affect the educational process.

SIP Teams will:

- 1.1 Identify stakeholders and ensure their representation, participation, and the consideration of all views;
- 1.2 Facilitate shared decision making at the building level which may include, but is not limited to, establishing subcommittees, providing for staff development, seeking outside assistance, and analyzing resources;
- 1.3 Ensure that building level goals/outcomes are developed, implemented, and continually evaluated and are not in conflict with District goals;

- 1.4 Ensure that methods and standards for evaluating progress toward achieving student outcomes are established;
- 1.5 Refer matters beyond their authority to the Board of Education;
- 1.6 For informational purposes, share minutes of their meetings with other SIP Teams, the District-Wide Educational Improvement Council if activated, and when deemed necessary, with the Board; and
- 1.7 The meetings of the SIP Teams are subject to the Open Meetings Law and must be published in same manner as other public meetings (Section 104 of Open Meetings Law).

**2. Composition of the individual SIP Teams**

The number of representatives of each stakeholder group may vary as determined by the building SIP Teams. **(Possible composition of the SIP Teams.)**

- 2.1 Plattsburgh High School
  - 1 support staff
  - 2 students
  - 2 parents
  - 6 teachers
  - 2 administrators (principal and assistant principal)
  
- 2.2 Stafford Middle School
  - 1 support staff
  - 1 student
  - 2 parents (President of FSO to act as alternate)
  - 5 teachers
  - 2 administrators (principal and assistant principal )
  
- 2.3 Bailey Avenue Elementary School
  - 1 support staff
  - 1 parent (and alternate)
  - 1 administrator
  - 4 teachers (K, 1, 2 and special areas)
  
- 2.4 Momot Elementary School
  - 1 support staff
  - 1 parent (and alternate)
  - 1 administrator
  - 5 teachers (Pre K-1, 2-3, 4-5, special areas [2])
  
- 2.5 Oak Street Elementary School
  - 1 support staff
  - 1 parent (and alternate)
  - 1 administrator
  - 4 teachers (3, 4, 5, and special areas)

### **3. Method of selection of members to the SIP Teams**

Each stakeholder group will select its own representative(s) through a democratic process.

### **4. Term of office for SIP Team members**

- 4.1 All representatives serve two or three year terms. Specific length of terms and method of rotation will be decided by each SIP Team.
- 4.2 Terms of office will commence July 1st.
- 4.3 Any representative may serve more than one term.
- 4.4 Building administrators are permanent members of the team.

### **5. Authority of the SIP Teams**

- 5.1 The individual authorities of each stakeholder group collectively become the authority of the SIP Team through their representative.
- 5.2 Any proposal impacting another building or conflicting with Board Policy, Commissioner's Regulations, negotiated contracts or other regulations or statutes will be directed to the Board of Education for consideration and approval prior to implementation.
- 5.3 The team shall have complete authority to expend and direct any and all resources that have been allocated to it.

### **6. Resources required for the SIP Teams to function**

Consideration will be given to the allocation of resources to meet specific needs related to:

- 6.1 Training,
- 6.2 Materials and/or equipment,
- 6.3 Clerical services,
- 6.4 Attendance at meetings,
- 6.5 Refreshments,
- 6.6 Collection and dissemination of information,
- 6.7 Visitations and conferences, and
- 6.8 Space for meeting purposes and storage of materials.

### **7. Method used for making SIP Team decisions**

Decisions will be by consensus with clearly defined ground rules which are established annually and reviewed continually.

## **Disputes and Modifications**

### **1. Disputes over the interpretation of this document and any other aspects of this process may be resolved by one or more of the following methods**

- 1.1 Refer the dispute to a subcommittee which includes the disputing parties. The subcommittee will make a recommendation for consideration and resolution.
- 1.2 Review the original mission for shared decision making.
- 1.3 SIP Teams and other stakeholder groups may seek the assistance of the District Administration.
- 1.4 Other methods and/or resources deemed appropriate, which may include but are not limited to any of the above, may be employed.

### **2. Manner in which this document may be altered or amended**

- 2.1 Proposed amendments may be presented to the District-Wide Educational Improvement Council by any stakeholder group or SIP Team and/or the Board.
- 2.2 District-Wide Educational Improvement Council and/or the Board will prepare a response to each proposal. The proposal and response will be communicated to each stakeholder group and SIP Team.
- 2.3 SIP Teams and stakeholder groups will review the information provided and give reactions to the District-Wide Educational Improvement Council and/or the Board.
- 2.4 If it is determined that this document should be altered and/or amended by SIP Team, the proposal shall be made with the consensus of the District-Wide Educational Improvement Council, and shall be submitted to the Board for review.