

# *Monticello Central School District*



## **District Compliance of CR 100.11 School Based Planning & Shared Decision Making**

**Board Approved: July 28, 2016**

## **Overview and Background**

Section 100.11 of the Commissioner's Regulations addresses participation of parents and teachers in school-based planning and shared decision making. The purpose of the school-based planning and shared decision making is to improve the educational performance of all students, regardless of such factors as socioeconomic status, race, sex, language, background or disability.

The Monticello Central School District, in accordance with the spirit of Regulation 100.11, has developed a district plan with the beliefs that:

- All students learn and can successfully meet learning standards;
- The focus will be on measurable results;
- The aim should be for mastery not minimum competency;
- We will provide students with the academic, social and emotional skills to be successful in life;
- The means should be provided to foster student social and emotional growth and development;
- There will be responsibility with accountability for all constituencies (board, administration, instructional and non-instructional staff, parents, students, and the community at large) to support the progress toward identified goals; and
- We will continuously review and revise our policies and practices to ensure greater success of our school community.

### ***Mission Statement***

The purpose of the school based planning and decision making team shall be to address topics which lead to the continuous improvement of the educational performance, and life skills needed to succeed, of all students in the Monticello Central School District.

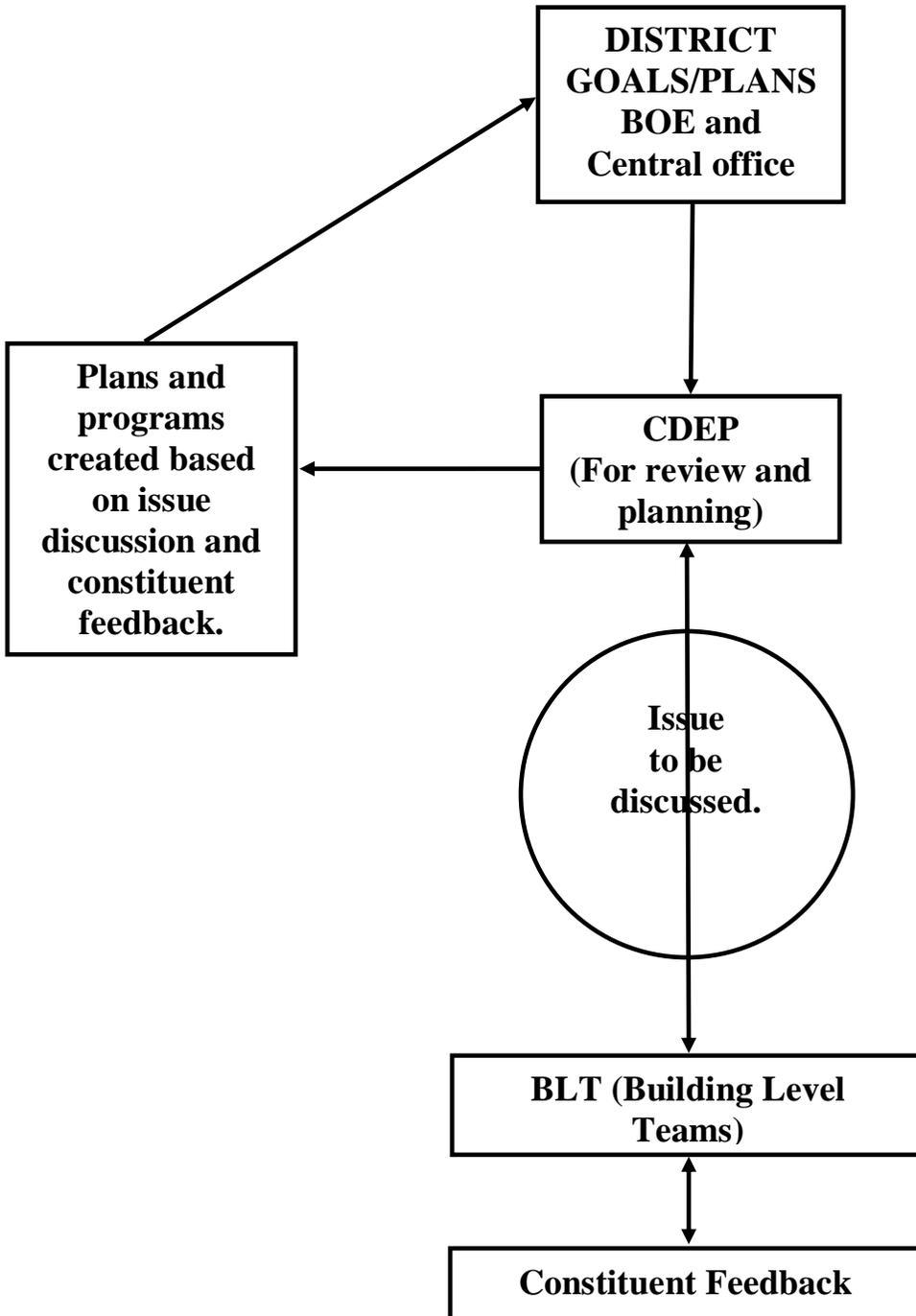
# District Wide School Enhancement Team Members

January 2016

*Facilitator: Mrs. Tammy Mangus, Superintendent of Schools*

- Allison Billias, Elementary Teacher, Rutherford Elementary School
- Shawn Burke, Student Government Representative, Monticello High School
- Melanie Hector, Instructional Coach, Cooke Elementary School
- Sandra Johnson-Fields, MASA Representative, Cooke Elementary School
- Shannon Leaney-Levenson, PTO Representative, Cooke & Rutherford Elementary Schools
- Tracey Orlan, MTA Representative, RJK Middle School
- Timothy Potts, MTA Representative, RJK Middle School
- Joseph Prestianni, Elementary Teacher, Chase Elementary School
- Lauren Rodriquez, Student Government Representative, Monticello High School
- Jane Sorensen, EPIC Coordinator, Cooke Elementary School
- William Stento, Science Teacher, RJK Middle School
- Brenda Sywalski, Art Teacher, Monticello High School
- Dana Taylor, Supervisor of District Wide Special Programs, Monticello High School
- Stephen Wilder, Principal, Monticello High School

The CDEP Committee will create and implement all aspects of the Shared Decision Making Plan. Building Level Teams (BLT), in line with the chart below, will act as liaisons for communication from the building level to the CDEP Committee.



## Required Plan Components

As per CR 100.11, every school-based planning and shared decision making plan shall specify:

- I. The educational issues which will be subject to cooperative planning and shared decision making at the building level by teachers, parents, administrators, and at the discretion of the board of education, other parties such as students, school district support staff, and community members;
- II. The manner and extent of the expected involvement of all parties;
- III. The means and standards by which all parties shall evaluate improvement in student achievement;
- IV. The means by which all parties will be held accountable for the decisions which they share in making;
- V. The process whereby disputes presented by the participating parties, about the educational issues being decided upon, will be resolved at the local level; and
- VI. The manner in which all State and Federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall plan.

### **I. Educational Issues Subject to Shared Decision Making**

The purpose of the shared decision-making team at the district (CDEP) and building level (BLT) is to address topics which lead to improvements in the achievement of all students. The CDEP Committee shall develop plans which respond to the needs of students at all levels, all schools, all educational issues that impact student achievement and may consider issues such as, but not limited to:

- Student rewards/recognition and incentives
- Positive behavior initiatives and supports (OLWEUS, PBIS, SEW, ASPIRE)
- Discipline/peer mediation/conflict resolution
- Curriculum review and curriculum recommendations
- Alignment of core values throughout the district
- Assessments
- Safety and Security
- Technology Initiatives
- Professional Development
- Community Involvement
- School Culture

Note: These will be conversation points at every Building Level Team (BLT) Meeting! CDEP leaders will have organic discussions around these items. If we are going to carry out an initiative regarding these topics, the conversation will be led with that item.

## **II. The Manner and Extent of the Expected Involvement of All Parties**

- Every CDEP member is responsible for collaborating with their constituent groups and Building Level Team (BLT) to facilitate the transfer of information to ensure effective constructive discourse and informed collaborative decision making and implementation.
- The CDEP Committee will consist of 2 members from each constituent group.
- The BLT members will meet 6 times annually. Meetings will be set up by the Building Principal.
- Final decisions will be made by the CDEP Committee with a quorum of at least 50% of the CDEP members and then approved by the BOE.
- Each CDEP member is to work with the principal to set up a Building Level Team to engage in implementing the decisions/plans including students and parents, on a voluntary basis; and preferably for a 2-year term.
- Each CDEP member will then be responsible to communicate the final board approved plans and decisions to the Building Level Teams (BLT) they serve.

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

The CDEP Committee and BLT's will use state and local student achievement data in order to assess the effectiveness of programs and initiatives that become part of any action plan for change.

## **IV. The Means by Which All Parties Will be Held Accountable for the Decision Which They Share in Making**

- The CDEP Committee is accountable for:
  - Facilitating the implementation of the team's decisions/plans.
  - Assessing the impact of the team's decisions/plans.
  - Annually reviewing, evaluating and refining programs resulting from the team's decisions.
- Each CDEP member will report out the following in writing at the CDEP Meetings:
  - How they communicated the plans/decisions with their constituents?
  - Have they formed their Building Level Team (BLT) (including students) and how often do they meet? (Provide copies of the meeting agenda)
  - What was the response and feedback received from the BLT?
  - What is the growth and improvement noted and what facilitated that growth?
  - Local Assistance Plan (LAP) details, if applicable.

**V. The Process Whereby Disputes Presented by the Participating Parties About the Issues Being Decided Will be Resolved**

**Decision Making**

The goal of the team is to make decisions by consensus. Consensus means that every member of the team agrees to support the decision that is made. The team will be encouraged to find common ground to resolve disputes.

**Dispute Resolution Process**

If consensus cannot be reached, the team may, by consensus, decide to make decisions using an alternate method. Disputes and disagreements will not be made public, nor should students know of the conflicts or be used as pawns.

**VI. How State and Federal Requirements for Parental Involvement will be Coordinated**

The district recognizes the importance of compliance with federal, state, and local requirements for the involvement of parents in planning and decision making. The implementation of this plan will in no way violate those requirements, and assurances to that effect are hereby given. Further, every effort will be made to promote communications and information sharing between and among the representative groups of the CDEP Committee and BLTs.