BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
FRANKLIN-ESSEX-HAMILTON COUNTIES

SHARED DECISION MAKING PLAN

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MISSION

The mission of the Franklin-Essex-Hamilton BOCES is to provide shared services to component school districts.
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DEFINITION OF SHARED DECISION MAKING

Shared Decision Making is a process which allows for participation from all shareholders (parents, teachers, students, administrators, paraprofessionals, businesses, community, agencies, and Board of Education members) to bring about improvements in student performance. In this process, shareholders agree to identify educational issues, define goals, and develop action plans while accepting accountability for all outcomes.

PURPOSE

The Shared Decision Making process will build a solid foundation for education by focusing the energy of all shareholders and resources toward improved educational outcomes.

BELIEFS

We believe that the Shared Decision Making process will:

- improve communication between home, school, and community;
- promote creativity through the sharing of ideas; and
- lead to greater commitment to educational decisions by the whole community.

SITE-BASED COMMITTEES

COMPOSITION OF SITE-BASED COMMITTEES

SOUTH END

- Building-wide (All south end staff)
- Targeted Staff meetings for Alternative Education and Career & Technical Education. (these meetings include paraprofessionals working within each program)
- A minimum of one parent
- A minimum of one business/community/agency/advocacy group
- A minimum of one student

NORTH END

- Building-wide (All north end staff)
- Targeted Staff meetings for Special Education, Related Service Providers, Career & Technical Education and Alternative Education. (these meetings include paraprofessionals working within each program)
- A minimum of one parent
- A minimum of one business/community/agency/advocacy group
• A minimum of one student

Ad Hoc Committees will be established when input is needed. (Example: Student Group)

METHOD OF SELECTION OF SITE-BASED COMMITTEES

• Building-wide committees include all instructional staff, administration, and support staff housed in the building
• Targeted staff committees include all instructional staff and instructional support staff in the targeted discipline as well as the supervising administrator
• Parents/Businesses/Agencies/Advocacy Groups - Solicit interested parties through the newsletter, news releases, Steering Committees, Consultant Committees, Advisory Committees Agencies, or personal contacts; invite to informational meeting, and groups select own representatives.
• Student - selection method determined by site committee.

TERMS OF OFFICE FOR SITE-BASED COMMITTEES

No term limitations.

ROLES AND RESPONSIBILITIES OF SITE-BASED COMMITTEES

• To ensure that issues are related to the improvement of student performance, support the BOCES mission, goals, and/or outcomes, are measurable, and are related to the site committee considering the issue
• To assess the needs of the site which will enable the committee to develop plans for achieving the established goals
• To ensure that plans developed are data-driven, monitored on an on-going basis, and consistent with agency and component district goals
• To facilitate the involvement of all shareholders in the Shared Decision Making process
• To monitor and improve communication among all shareholder groups as well as the appropriate bodies and the District-Wide Committee
• To foster innovation, creative thinking, and meaningful problem solving through a team approach
• To develop and maintain committee operating procedures
- To evaluate and assess the Shared Decision Making process and the support and training needs of the site-based committee and recommend plans for improvement

- To establish ad hoc committees, when necessary, to gather information and make recommendations to the Site-Based Committee

- To refer matters beyond the authority of the Site-Based Committees to the appropriate bodies or the District-Wide Committee

**AUTHORITY OF SITE-BASED COMMITTEES**

Within the parameters of the Roles and Responsibilities assigned to them, the Site-Based Committees may implement any decisions, which do not require the expenditures of more funds than are available, or which do not conflict with:

- Statute
- Commissioner’s Regulations
- BOCES Board of Education Policy
- Local School Districts’ Policies
- Contracts
- BOCES Standard Procedures

Any decision which may impact another site, which requires an additional expenditure of funds not available, or which conflicts with statute, Commissioner’s Regulations, or BOCES/districts’ policies and procedures, may be proposed to the appropriate bodies or to the BOCES District-Wide Committee.

**DISTRICT-WIDE COMMITTEE**

**COMPOSITION OF DISTRICT-WIDE COMMITTEE**

3 — Teachers  
2 — Parents  
2 — Administrators  
2 — Business/Community members  
2 — Paraprofessionals  
1 — District Superintendent or designee

**METHOD OF SELECTION OF DISTRICT-WIDE COMMITTEE**

All members will be volunteers:  
a. Administration/CSEA/Teachers (etc.) — Each respective union will determine the method of selection of representatives.
b. Parents/Business/Agencies/Advocacy Groups — Solicit interested parties through the newsletter, news releases, Steering Committees, Consultant Committees, Advisory Committees, Agencies, or personal contacts; invite to informational meeting, and groups select own representatives.

**SUGGESTED MEMBER QUALIFICATION**

It is suggested that members of the District-Wide Committee demonstrate the following characteristics:

- Be a good communicator: The individual has to take information to and from his or her constituency and convey ideas within the committee.
- Be a good team player: The individual has to be able to work within the committee to reach and support decisions of the committee.
- Have a good sense of the BOCES supervisory district: The individual cannot operate in isolation. He or she should be aware of the culture and subculture of the BOCES supervisory district.

**TERMS OF OFFICE FOR DISTRICT-WIDE COMMITTEE**

No term limits.

**ROLES AND RESPONSIBILITIES OF THE DISTRICT-WIDE COMMITTEE**

- To identify, develop, and maintain training and support that promotes the effectiveness of the Shared Decision Making process for all committees
- To facilitate and enhance the involvement and communication between and among all committees and shareholders, i.e. Website; targeted staff meetings; building staff meetings; memos
- To review and modify the Shared Decision Making document biennially and/or as needed, for presentation to the BOCES Board of Education

**AUTHORITY OF THE DISTRICT-WIDE COMMITTEE**

Within the parameters of the Roles and Responsibilities assigned to it, the District-Wide School Improvement Committees of BOCES may implement any decisions, which do not require the expenditures of more funds than are available, or which do not conflict with:
Statute
Commissioner’s Regulations
BOCES Board of Education Policy
Local School Districts’ Policies
Contracts
BOCES Standard Procedures

Any decisions requiring additional funding or a change in policy shall be forwarded to the appropriate bodies as a recommendation. Areas of decision-making currently requiring BOCES Board of Education approval will still require BOCES Board of Education approval. Committee decisions in these areas will be forwarded to the BOCES Board of Education by the District-Wide Committee as a recommendation.

SITE-BASED AND DISTRICT-WIDE COMMITTEES

CRITERIA FOR ISSUES SUBJECT TO SHARED DECISION MAKING

Issues subject to shared decision making should meet the following criteria:

- Be directly related to the improvement of student performance
- Support the BOCES mission, goals, and/or outcomes
- Be measurable and doable
- Be within the stated roles, responsibilities and authority of the committee
- Be related to the Site-Based Committee considering the issue. Issues impacting other sites may be referred to the other site committees involved for a joint decision, referred to the District-Wide Committee, or other appropriate bodies as a recommendation.

EDUCATIONAL ISSUES SUBJECT TO SHARED DECISION MAKING

This list of educational issues subject to Shared Decision Making may include, but is NOT limited to the following:

- Program Budget Recommendations
- Curriculum
- Discipline
- Learner Outcomes
- Assessment
- Personnel
- Facilities
- Communication
- Staff Development
- Community Involvement
- Scheduling
PROCESS FOR SUBMITTING ISSUES

Issues are submitted to the committee in the appropriate format. (See Issue Proposal to Site-Based Committee form.) Each issue must:

- Be submitted in writing clearly defining the issue;
- State the purpose for study and expectations for action;
- Show how the issue directly relates to the improvement of student performance; and
- Provide a background of the issue and previous actions taken (if any.)

METHODS OF DECISION MAKING

1. Decisions will be reached by consensus. Consensus has been reached when each member can say:
   - I believe that my point of view has been heard and understood.
   - I believe that I have heard and understand every other point of view.
   - Whether or not I prefer this decision, I will support it because it was arrived at in an open and fair manner.

2. No action regarding issues under consideration by the committee will be initiated without a consensus decision.

3. All committee meetings will be open to attendance by all shareholders.

4. The committee will set ground rules for the ongoing functioning of the committee.

ACCOUNTABILITY

1. Each shareholder member should make every effort to be a strong representative for the shareholder group in the shared decision making process.

2. Each committee member is expected to fully support all of the decisions made by the committee, even if the decision was not the first choice of the individual committee member.

3. Each site-based committee member is encouraged to have on-going two-way communication with representatives of his/her shareholder group, to solicit input prior to decisions being made, and to share the decisions with their representatives.

4. The committee shall be responsible for monitoring the effectiveness of its own procedures, improving student performance, and making any changes in the procedures.

MEANS AND STANDARDS FOR EVALUATION/ASSESSMENT

The Franklin-Essex-Hamilton BOCES should employ the following means and methods to evaluate/assess student achievement. Standards will be developed based on quality levels related to learner outcomes.
1. State tests and measures
2. Norm-referenced test
3. Criterion-referenced tests
4. Authentic assessment—*example: portfolios, journals, products*
5. Participation in community service projects
6. Readiness for post-high school experience
7. Individual Education Plans
8. Employment and higher education placements
9. Competencies/outcomes/attainments
10. Other appropriate methods

**COORDINATION OF STATE AND FEDERAL REQUIREMENTS FOR PARENT INVOLVEMENT**

The District-Wide and Site-Based Committees will assure that parents are involved in the planning, designing, and implementation of all programs funded through the state and/or federal programs.

All decisions made by committees on any educational issue cannot violate mandates of any state or federally funded program.

**RESOLVING DISPUTES**

Options for resolving disputes:
- referring back to Roles and Responsibilities on Pages 5 & 6;
- requesting outside mediation or facilitation;
- agreeing by consensus on a voting process for resolving a particular issue;
- seeking mediation or facilitation assistance from another site-based committee or the District-Wide Committee; and
- empowering another committee to reach the decision

**ALTERING THE DOCUMENT**

The District-Wide Committee will review and modify the Shared Decision Making document biennially and/or as needed for presentation to the BOCES Board of Education.

Any requests to alter language in the Shared Decision Plan should be submitted by the Site-Based Committee to the District-Wide Committee for consideration. The issue should be submitted on the proposal form. (See Issues Subject to Site-Based Committee form.)

Changes in the document will become effective upon approval of the BOCES Board of Education.
ISSUE PROPOSAL TO SITE-BASED COMMITTEE

A committee system for addressing issues affecting student learning has been formed by the BOCES community. This system includes educators, parents, and business representatives from the local communities. Anyone who has an issue (idea, problem, etc.) related to the improvement of student performance he/she would like addressed, may submit by completing this form and forwarding it to any committee member or BOCES office in their area. Committee members’ names may be obtained by calling any local BOCES office.

Thank you for your interest in our education system.

Define the issue: ________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

How does the issue directly relate to the improvement of student performance?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

What is the purpose for studying this issue and your expectations for action?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
Please provide background information about the issue and previous actions taken (if any):

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

SUBMITTED BY: __________________________________________ (optional)

ADDRESS: ___________________________________________________________________

PHONE NUMBER: ___________________ DATE: ______________

This proposal may be submitted anonymously, however, the committee may not be able to deal with this issue due to lack of information.

_____________________________________________________________

DATE OF DISCUSSION: __________________________________________

ACTION TAKEN: ________________________________________________

______________________________________________________________________________

______________________________________________________________________________