

# **SHARED DECISION-MAKING PLAN FOR THE LONG LAKE CENTRAL SCHOOL**

## **Long Lake Central School Mission Statement**

Long Lake Central School, with the support of families and communities, will provide a safe and challenging environment which will enable students to achieve academic success and realize their full potential as creative and responsible citizens in the Adirondacks and the wider world.

Approved by the Long Lake Central School Board of Education:

October 10, 2013

## **DEFINITION OF SHARED DECISION-MAKING**

Shared decision-making is a process that allows for input and participation from all stakeholders to bring about improvements in student performance. A stakeholder is any person or group with an interest and investment in the success of our students, and our school. In this process, stakeholders agree to identify educational issues, define goals, develop action plans, and evaluate results. This plan meets the Regulations of the Commissioner of Education Part 100.11.

## **PURPOSE**

The purpose of the Long Lake Central School Shared Decision Making Committee is to pursue activities and support policies that will improve the educational experience of our students.

## **BELIEFS**

We believe that the shared decision-making process will result in:

- improved educational performance and personal growth for all students;
- a learning process that stimulates creativity, organization, and diversity as reflected in the community; and
- better communication and working relationships between the community and the school.

**COMPOSITION AND TERMS OF OFFICE OF THE LONG LAKE  
CENTRAL SCHOOL SHARED DECISION-MAKING COMMITTEE**

<b>Minimum Number</b>	<b>Stakeholder Group</b>	<b>Term of Office</b>
1	Parent/ Community Member	3 years
1	Administrator	Term of position
1	Support Staff	3 years
3	Teacher (Elementary, HS, and Specials)	3 years
1	Student	1 – 3 years
Total Minimum Membership: 7		Term Runs September – September

**METHOD OF SELECTION FOR MEMBERSHIP ON THE  
LLCS SHARED DECISION-MAKING COMMITTEE**

Parent representative(s) will be a volunteer(s) from the community and/or nominated by a parent organization, if one exists.

Teacher representatives will be volunteers and/or nominated by the Long Lake Central School Faculty Association.

The Administrator (Superintendent) will serve by the position held.

Student representative(s) will be selected through the LLCS Student Council.

Support staff representative(s) will volunteer and/or be nominated by the LLCS CSEA members.

Community representative(s) will be solicited through the LLCS newsletter and/or recommended by the Shared Decision Making Committee.

**LONG LAKE CENTRAL SCHOOL  
SHARED DECISION-MAKING  
COMMITTEE MEMBERS**

**Parent/ Community Member** Alex Roalsvig

**Administrator** Mary Dickerson

**Support Staff** Genevieve Boyd (and parent)

**Teacher** Bob Reynolds (High School)  
Michele Gannon (Elementary, High School, Specials)  
Nicole Andrews (High School)

**Student**

Membership terms run from September to September. The committee will meet a minimum of once a month during the school year (September – June).

## **ROLES AND RESPONSIBILITIES OF THE SHARED DECISION-MAKING COMMITTEE**

### **Responsibilities:**

1. To encourage the development of plans which will meet the district mission and goals through the shared decision-making process
2. To gather and communicate ideas of the representative groups
3. To create strategic planning committees as deemed necessary
4. To assess the functioning and the outcomes of the Shared Decision-Making Committee on an annual basis

### **Roles:**

1. Chairperson: responsible for calling meetings, setting agendas, running meetings, and delegating responsibilities to other members.
2. Recorder: responsible for taking, distributing and publishing minutes, and contributing to the school newsletter and/or school website.
3. Other roles to be determined by the committee as needs arise.

## **ACCOUNTABILITY OF THE SHARED DECISION-MAKING COMMITTEE**

1. Attendance at meetings is expected.
2. Each member is expected to work toward full and successful implementation of the decisions of the committee; to be available to explain the decisions and their implications, in a positive manner, to all stakeholders.
3. An annual written report will be prepared by the Shared Decision-Making Committee at the end of each school year. This report will be published in the LLCS newsletter and/or the LLCS website, as well as submitted to the LLCS Board of Education.

## **AUTHORITY OF THE SHARED DECISION-MAKING COMMITTEE**

The LLCS Shared Decision-Making Committee may make recommendations to the administration and the Board of Education that are within budgetary limitations, and consistent with state and education law and Board of Education policy.

## **SHARED DECISION-MAKING COMMITTEE DECISIONS**

1. All decisions will be made by consensus after ground rules have been established. Consensus has been reached when all committee members:
  - a) agree to actively support the decision even though the decision may not have been their first choice; and
  - b) have had an opportunity to influence the decision.
2. The Shared Decision-Making Committee will conduct a meeting only when each mandated stakeholder group (parent, teacher, and administrator) is represented.

## **RESOLVING DISPUTES**

The LLCS Shared Decision-Making Committee will make every effort to resolve disputes and reach consensus. If a dispute cannot be resolved by consensus, the Shared Decision-Making Committee will request that the Board of Education assign an Ad Hoc committee to investigate and make recommendations to resolve the dispute.

## **METHODS OF ASSESSMENT/EVALUATION**

The Shared Decision-Making Committee may employ or consult the following methods of assessment to evaluate program and student outcomes:

1. State tests and measures
2. Norm-referenced tests
3. Locally-designed tests
4. Authentic assessment
5. Post-high school placements
6. Other appropriate methods

## **PROCESS OF ALTERING THIS DOCUMENT**

1. Written recommendations will be received from any stakeholder and presented to the Shared Decision-Making Committee.
2. The Shared Decision-Making Committee has the authority to reach consensus and alter this document.
3. The Shared Decision-Making Committee will review and revise the Shared Decision-Making Plan at least once every two years.
4. Changes to this document become effective upon approval of the LLCS Board of Education.

## **CRITERIA FOR ISSUES SUBJECT TO SHARED DECISION-MAKING**

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

- Relate to student performance, achievement, or personal growth
- Directly support the Long Lake Central School District's mission and/or goals

## **PROCESS FOR SUBMITTING ISSUES**

Issues to be considered by the LLCS Shared Decision Making Committee must:

1. Be presented in writing or orally to the committee;
2. Define the issue;
3. Provide background on the issue and any previous action taken; and
4. State the purpose and the expected results.