



Plan for School Based Planning
And
Shared Decision Making

July 5, 2012

Mission Statement

The mission of the Onondaga-Cortland-Madison BOCES is to develop and provide educational programs and services of the highest quality for school districts and the community.

Purpose

The purpose of this plan is to develop and foster a shared decision-making process that invites and formalizes participation of all stakeholders in the school community for the goal of improving student achievement.

Scope of the Plan

As required by Commissioner's Regulation 100.11, this plan addresses six points:

1. The educational issues which will be subject to cooperative planning and shared decision making;
2. The manner and extent of expected involvement of all parties;
3. The means and standards by which the parties will evaluate improvement in student achievement;
4. The means by which all parties will be held accountable for the decisions;
5. The process by which disputes about the educational issues being decided will be resolved;
6. 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.

1. Educational Issues

- A. In order for the site-based team to deliberate and decide an issue, it must be:
- Directly related to the improvement of student outcomes
 - In support of the mission and goals of OCM BOCES
 - Measurable and within scope of the team's ability
- B. Areas **not** included in shared decision making are:
- Those not covered by law, state or agency rule or regulation
 - Those which represent clear and present danger
 - Issues covered by negotiated agreement
 - Issues involving an individual
 - Issues affecting other BOCES programs
 - Decisions requiring financial resources in excess of those approved by the Board of Education

2. Manner and Extent of Involvement of All Parties

The Site-Based Team will have 29 members representing OCM BOCES student programs:

- Career & Technical Education
- Special Education
- Alternative Education
- Adult Education

Membership will be as follows:

- Assistant Superintendent for Student Services
- 9 BOCES program administrators
- 1 parent
- 16 BOCES teachers
- 1 representative of Special Education Council
- 1 BOCES Board Member (ex officio)

All members will be selected by the appropriate association (where one exists) or else by the BOCES Board of Education.

3. Means and Standards

Improvement in student achievement will be determined by any of the following measures of achievement and progress:

- BOCES Report Card
- New York State Assessment results
- Alternative Assessment results
- Results of other standardized tests, such as SRI or STAR assessment
- Alternate assessments, such as student portfolios
- Graduation information (number and types of diplomas earned)
- Follow-up surveys of graduates

4. Team Accountability

The following describe the ways in which the team will operate:

A. Team Procedures

The team will:

- Have an agreed starting and ending time for meetings
- Publish an agenda prior to the meeting
- Establish and fill needed meeting roles, e.g. facilitator, recorder, timekeeper
- Establish a quorum for decision making
- Establish a minimum attendance requirement for team members
- Publish only consensus decisions
- Communicate with team member stakeholder groups, as appropriate
- Provide training, as necessary, to include the following;
 - Common knowledge base about issues to be addressed
 - Knowledge and understanding of problem solving and conflict resolution methods
 - Knowledge and understanding of communication styles and group process

B. Team Member Behaviors

Members should be able to:

- Ask questions when they don't know or need clarification
- Disagree by describing the issue not the person
- Actively listen to other team members' contributions
- Acknowledge other team members' contributions
- Contribute without fear of criticism
- Encourage participation of all team members
- Celebrate success

C. Problem Solving Process for Accountability

Each issue brought to the site-based team is unique. The following steps may be used, as appropriate, in addressing issues brought to the team:

1. Identify the issue
2. Conduct a needs assessment
3. Determine what action is needed
4. Develop an action plan
5. Implement the plan
6. Evaluate the results

5. Dispute Resolution Process

After all reasonable means to reach consensus are exhausted:

1. The dispute is documented, stating reasons/problems
2. The documentation is presented to the District Superintendent for mediation
3. The District Superintendent makes a written recommendation to the team
4. If agreement still cannot be reached by consensus, the issue is then referred to the Board of Education with documentation of Steps 1-3
5. The Board then decides the issue

6. Parental Involvement

The Assistant Superintendent for Student Services will ensure coordination of parental involvement between state and federal program requirements and the site-based team.