

III. Timelines and Agenda for District Meetings*

September	Hold first District team meeting of the new school year; review members and memberships discuss and establish meeting dates and review timelines and responsibilities; discuss upcoming meeting dates.
November 15	Receive Shared Decision Making Plans
November-December	Review and discuss SDM Plans; recommend team training for the following year, as needed
June	Complete end-of year activities; Receive recommendations from schools regarding their SDM Teams and contact persons

**other meetings may be scheduled, as needed; dates may be adjusted, as needed*

IV. Building Shared Decision Making Teams (BSDMT)

A. Purpose

The building team has the responsibility to design a shared decision making plan (using the process, template, format and content/plan information prescribed by the District). In order to accomplish this the team will use the established process:

1. Prepare, lead, and manage building SDM processes and information.
2. Build support for decisions and facilitate their implementation.
3. Communicate areas of focus and progress with stakeholders, as appropriate.
4. Foster throughout the building innovation, creative thinking, and meaningful problem solving through a team approach.
5. Continually assess and improve the functioning and effectiveness of the building SDM team.
6. Collaborate with existing building and District committees and personnel within the district, PTAs, and building committees.

B. Membership

The building team will set up a procedure for assuring staggered terms for its members. Each term will be three years (except for student members who rotate yearly). Individual building plans are always reviewed by a District team member who is not a sitting member of that particular building's SDM team.

Membership on the building SDM team will be as follows:

<u>For Elementary Schools, Grades K-4</u>	
<u>Members</u>	<u>Selected By</u>
Parents *	Building Parent Teacher Association/Council
Instructional Staff *	Building Williamsville Teacher Association
Building Principal	By Position
Support Staff **	Collaboration by Building Representatives/ Election Process
Business/Community Member **	Ad Hoc Committee of Community Representatives
<u>For Middle Schools, Grades 5-8</u>	
Same as K – 4	
<u>For High Schools, Grades 9-12</u>	
High School Student **	High School
Recent Graduate **	Building Team

* Minimum of two required

** Recommended but not required for participation

C. Procedural Guidelines

1. Each building SDM team will revisit its Mission Statement and Operational Principles on an annual basis.
2. Teams should collect and use available information to identify goals and develop yearly plans.
3. Building SDM teams will operate and make decisions within those parameters established by the District team and consistent with established laws, regulations, policies, and contracts. Variances may be sought from the appropriate governing agency.
4. It is understood that decisions will be made by consensus.
5. Each building team will conduct an annual self assessment.

D. Accountability

Each building Shared Decision Making team will accept responsibility for carrying out its outlined purposes. Further, building teams are required to function in a manner consistent with the guidelines outlined in this document.

V. Training

A. Definition and Purpose

Training will be provided for the following, as needed:

1. Training all new team members
2. Assisting in the development of procedural guidelines and SDM teams' plans
3. Providing supportive service to SDM teams

As needed, training activities will be scheduled in collaboration with the District Team and/or District Administration.

VI. Areas for Decision Making

Building SDM teams may consider the following areas to support:

- A. Mission statements
- B. Educational goals
- C. School wellness and character education efforts
- D. Home, school, and community partnerships

It is incumbent upon teams to use appropriate discretion and sensitivity in all discussions. Furthermore, personally-identifiable information and personnel matters shall not be disclosed or discussed.

When concerns or issues arise from stakeholders or stakeholder groups, the prescribed method of resolution will be to follow through with the appropriate team, whether building or District level. The dispute resolution process is not intended to be an appeals process.

VII. State/Federal Guidelines for Parental Involvement

The Williamsville Central School District conducts various programs that receive funding through state or Federal sources.

Title I

Title I is a Federally-funded program to address the educational needs of economically-disadvantaged students. Family engagement and involvement are required and essential components of Title I. Families have the opportunity to provide their input and ideas with regard to the Title I program. Schools develop parent and family involvement activities designed to further engage family members in the educational program and to provide them with strategies and resources to be used at home with students. Any barriers or challenges to education should be identified and addressed.

Special Education

The Williamsville Central School District is committed to providing all students with a free and appropriate public education (FAPE). To meet the needs of a diverse population, the District offers special education programs and supports, access to supplementary aids and services, and alternative instructional strategies.

Special Education consists of specially designed instruction for students who have been identified by the District Committee on Special Education (CSE) as having a disability that interferes with learning and/or educational progress. A multidisciplinary team of professionals and parents/persons in parental relation are responsible for determining eligibility, coordinating evaluations, and recommending programs or services within the least restrictive environment (LRE). At least once annually, the CSE meets to recommend the continuation, modification, or termination of the provision of special education programs and supports. Parents/persons in parental relation are strongly encouraged to attend these meetings, typically held at the child's school of attendance.

The Shared Decision Making Teams will not interfere with parental involvement as mandated by Federal or state legislation or regulation.

VIII. Implementation Timelines

April	Begin recruiting process for new members
Spring/Summer	Team self-assessment New team members selected Notification of team chair name and contact information to District Team Chair Building teams work
September	Building teams work New members trained (as needed)
September- November 15	Building teams develop SDM Plans
November 15	Building teams submit SDM Plans
November 15- December 15	District team Reviews building SDM plans
January- February (Biennially)	District team chair reports to the Board of Education, including a statement of compliance. Plan for Participation changes recommended to BOE, if necessary.

*With the implementation of the strategic planning process, schools are required to utilize the processes and templates therein. In addition, information by each school will be communicated regarding pertinent SDM items related to its building and SDM team, as required/requested.