

ROMULUS CENTRAL SCHOOL

A PLAN FOR THE PARTICIPATION OF PARENTS, TEACHERS AND OTHERS IN SCHOOL-BASED PLANNING AND SHARED DECISION-MAKING

Approved by the Romulus Board of Education
November 23, 1993

Revised in biennial review and re-approved
July 1, 2004

Recertified in biennial review and re-approved
April 4, 2006

Revised in biennial review and re-approved
March 1, 2008

Signature of Board President

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COMMITTEE CHARGE

A representative group of mandated and non-mandated members that included administrators, Board of Education members, parents, teachers, community members, students and support staff was given the task of developing a plan for the participation by all of these constituencies with administration and School Board members in planning and shared decision-making. During the 1992-93 and 1993-94 school years, the Romulus Central School District's Long-Range Planning Committee (Romulus 2000) worked together to formulate a plan for participation as outlined by the Commissioner's Regulation 100.11 (see Appendix A).

This plan addressed six major areas:

1. The manner and extent of involvement of Committee members
2. Accountability of members
3. Description of issues subject to shared decision-making
4. Methodology available to assess improvement in student achievement
5. A dispute resolution process
6. Coordination of State and Federal requirements for parental involvement

This planning Committee worked together at least monthly from January of 1993 through the approval of the plan by the Board of Education. Throughout this planning process, feedback was solicited and considered from constituent groups beginning with stakeholder meetings held in the Fall of 1992, and progressing through faculty/staff workshops, parent meetings, and Board updates throughout the intervening year. At each juncture in the development of vision and mission statements, outcomes and beliefs, the group's efforts were published and input was solicited so that a final product would be truly reflective of the school-community's desires in institutionalizing the process of shared decision-making at the District level.

As required, the plan was reviewed for improvement beginning in June 1995 and revisions were made according to the expressed wishes of the SDM Committee itself. These included a revision of membership to be more inclusive of non-school affiliated community members, and to improve the communication process with constituencies.

The plan Biennial Review on February 28, 2008 by the SDM amended the plan to include the change of the recognized Parent Group from PTA to PTCC. To amend the administrator representation to one administrator with the Superintendent being a non-member of the committee. The SDM Biennial review will be conducted in January of the review year and approved prior to February 1 of that year. This reflects the Part

100.11 (f) (b) of the Regulations of the Commissioner of Education on Participation of Parents and Teachers in school-based planning and shared decisionmaking. The Committee will meet a minimum of four times a year.

**ROMULUS 2000 DISTRICT STEERING
COMMITTEE MEMBERS INVOLVED IN THE
DEVELOPMENT OF THIS PLAN**

Mr. Dana Allen, President of the Board
Mr. Norman Hollenbeck, Board Member
Dr. Ralph Barber, Board Member
Mr. Joseph Kelly, Teacher
Ms. Ann Bell, Teacher
Mrs. Nancy Bauder, Teacher
Mrs. Joan Barnard, Teacher
Mr. Paul Davis, Parent
Mrs. Dorothy Davis, Parent
Mr. Philip Johnson, Parent
Mrs. Cornelia Johnson, Parent
Mr. Michael Karlsen, Parent
Ms. Harlene Gilbert, Parent
Mr. William Kaminski, Community Representative
Mrs. Ida Mae Elliott, Support Staff
Mrs. Cynthia Waugh, Support Staff
Ms. Melissa Champlin, Student
Ms. Amy Persing, Student
Mrs. Barbara Quinn, Administrator
Mr. Chris Manaseri, Administration

Mrs. Mary Baker, Mr. John Spano, and Mrs. Nancy Hubman also contributed to the planning process as members of the team, but were unable to continue their membership through to the culmination of the plan, and the preparation of the plan document. Their membership was replaced by appropriate representatives of their constituent groups.

A. The manner and extent of involvement of the Committee for Shared Decision-Making

The Romulus Central School Shared Decision-Making Committee (SDM) shall be established for the purpose of advancement of the vision, mission, and belief statements, adherence to commencement outcomes, and the advisement of the Board of Education and Administration of the school on issues pertinent to the improvement of the school and its students' performance regardless of such factors as socioeconomic status, race, sex, language, background, or disability. This Committee shall be comprised members, empowered with voting privilege, representative of the following groups:

One (1) Administrator, excluding the Superintendent, selected by the Superintendent (lacking any formal Administrator's bargaining unit)

Teachers selected by a process determined by the Romulus Faculty Association.

Support Staff members selected by a process determined by the Romulus Support Staff Association

Parents selected by a process determined by the Romulus PTCC

Students selected by a process determined by the Student Council

Community members selected by the Shared Decision Making Committee itself, with consideration of constituents representing: Romulus Foundation, Community Sports Boosters, Romulus Music/Drama Boosters, and Alumni Association.

Members of the Board of Education shall not be allowed to serve on both the Shared Decision Making Committee and the Board of Education concurrently.

The Superintendent is welcome to attend the SDM meetings but not a formal member of the group.

The SDM will meet regularly, and will function under a facilitative leadership selected by the current membership of the Committee itself. Members will serve one-year terms on the Committee, and will be eligible for re-selection annually by their constituent groups.

The SDM will be charged with assessment of attendance and consideration of replacements. Otherwise, those members selected by their constituent groups will serve their full terms and will be subject to replacement only should they voluntarily abdicate their responsibility to continue to serve.

The SDM will make decisions by consensus in advising the Board of Education and the Administration with regard to issues of school governance and improvement, and will hold all of its meetings open to the public with an established agenda. Only official SDM

members may participate in the actual consensus decisions, although all parties in attendance at meetings are encouraged to participate in group discussions.

Selections will be made during the Spring of each school year for membership involving the development of planning for each subsequent school year. In this way the group will ensure continuity.

B. Accountability of Members

The Romulus Central School District Shared Decision-Making Committee will:

- 1. Hold regularly scheduled meetings a minimum of four times a year with a published agenda, and wherein Minutes are maintained.**
2. Develop a process that provides the opportunity for two-way communication between the SDM and its constituencies.
3. Develop SDM processes to address District issues as required or deemed appropriate by the SDM.
4. Act as Advisory Committee to the Board of Education and Administration for issues subject to shared decision-making.
5. Supervise and organize the gathering of data, research, and information to assist decision-making in the areas being investigated.

Members of the District Shared Decision-Making Committee will:

1. Attend and participate in regularly scheduled meetings.
2. Represent their constituencies and voice their concerns in the development of practices and procedures for improving student performance and District operations.
3. Abide by norms established by and for the SDM
4. Communicate with their represented constituencies on a regular basis about the work of the District Shared Decision-Making Committee. Copies of the Minutes of SDM meetings will be forwarded to the leadership of its represented groups to assist in this process.
5. Willingly participate in decision-making by consensus whenever possible.

C. Description of Issues Subject to Shared Decision-Making

Any academic issue related to what should be done, not necessarily how it should be done, shall be open to discussion and investigation except those issues proscribed by law, Commissioner’s Regulation, or contractual agreement. Interpretation of such issues will be established by the Superintendent and the Board in consultation with the school attorney, should there be a need for clarification, although any party may bring the appropriateness of any issue into question. Appeal to the Commissioner of Education shall be the ultimate avenue for determining the interpretation of Education Law.

D. Methodology Available to Assess Improvement in Student Achievement

Student achievement may be evaluated using a multitude of assessments, including but not limited to the following:

- School District Report Card
- Special Education Data
- Review of subject areas not addressed in school report card
- Data from NYS Testing

The SDM will evaluate outcomes and develop standards of excellence for essential outcomes in accordance with school priorities and State Standards.

E. Dispute Resolution Process

When consensus, the preferred method of decision-making within the SDM Committee, cannot be reached, any member may call for a 2/3 majority vote.

F. Coordination of State and Federal Requirements for Parental Involvement

The decisions made or recommended by the Shared Decision-Making Committee shall not preclude the right to parental involvement of any party with regard to any specific population. Parents involved in the District’s early childhood, special education, middle level, high school, or other specific programs will retain all rights to continued and enhanced involvement with their established groups. Whenever the Shared Decision-Making Committee addresses an issue of potential import to a particular group, special invitations will be issued to those established or ad hoc groups to be part of the Committee’s deliberations. All agendas are public documents and are available to any interested party in advance, and no action will be taken on any items affecting another party unless such action was an established agenda item.

AMENDMENTS TO THE PLAN

The district’s plan for shared decision-making will be reviewed by the Board of Education and the Shared Decision-Making in January on a biennial basis with

formal adoption before February 1 of that school year. Revisions to the plan will be made at the end of the review process when and if deemed necessary by the Committee. All revisions are subject to Board of Education approval and subsequent submission to the Commissioner of Education.

BIENNIAL REVIEW

Biennial review will be conducted in January of 2010, 2012, 2014, 2016, and biannually through out the years. The BOE will approve the review by February 1 of each of these years. Revisions will be sent to the New York State Education Department and District Superintendent of Wayne-FingerLakes BOCES upon Romulus BOE approval.

PLAN STORAGE

Copies of the District's plan for shared decision-making, along with a listing of all current members of the District Committee, shall be kept on file in the offices of the District as well as in the District library, and shall be freely available for public inspection.