

SHARED DECISION MAKING

IN THE NEWBURGH ENLARGED CITY SCHOOL DISTRICT 2021-2022

In keeping with our Mission and Vision, the purpose of school-based planning and shared decision making shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability. When recruiting membership for teams there will be a concerted effort to assemble a diverse group of individuals that reflect the school and district community.



ORGANIZATIONAL STRUCTURE

A centralized shared decision making team, known as the Shared Decision Making Steering Team, will meet quarterly and will assess the compliance to the Shared Decision Making Process in district and school based planning. On an annual basis, this team shall develop a communication protocol to ensure all stakeholders are aware of the expectations and procedures. The Steering Team will be responsible for communicating the quarterly progress of plan implementation to the district community.

The Shared Decision Making Steering Team shall be comprised of:

The Superintendent and Deputy Superintendent of Schools, NTA President or designee, CSEA President or designee, NSAA President or designee, a Board of Education representative, a higher education representative and parent representation associated with a not for profit parent organization.

The Shared Decision Making District Teams shall be comprised of:

- The superintendent of schools and assigned cabinet members
- Administrators selected by the administrators' bargaining organization president
- Teachers selected by the teachers' collective bargaining organization president
- Parents (not employed by the district or a collective bargaining organization representing teachers or administrators in the district) selected by school-related parent organizations
- Board of Education representative
- Community Member recommended
- Higher Education Partner recommended
- Representatives from CSEA selected by the bargaining organization president will be encouraged to participate

The Shared Decision Making District Teams shall be assembled when addressing the following plans and committees:

NECSD Professional Development Plan

- Team will formally be the members of the NTC Policy Board.
- The Plan will be developed and implemented over a three-year period.
- The plan will be monitored and evaluated on an annual basis.
- The development of the plan will be facilitated by representatives from the Division of Curriculum and Instruction.

NECSD STRATEGIC PLAN PROCESS

An Impact Team will be determined by the Superintendent. This team will analyze quantitative and qualitative data provided by each Accountability Team. The impact team will use the data to generate mid-year and end of year progress reports.

Accountability Teams and Leads

1. Teaching and Learning - Team Leader - (2) Assistant Superintendent for C&I
2. Wellness - Assistant Superintendent for Student Support Services
3. Transformational Leadership - Deputy Superintendent
4. Efficient Operations - Assistant Superintendent for Finance / Chief Financial Officer

Each Accountability Team will monitor the actions being deployed to achieve the annual strategic outcome. At the beginning of each year the accountability team must:

- Determine the quantitative and qualitative data measures for the strategic outcome
- The accountability team must then determine the interim data points that will be used to monitor progress throughout the year.

The composition of team members will be chosen by the Team Leader. Selection of representatives will be determined by the corresponding bargaining unit president.

Active recruitment of members that are representative of the school community will be conducted by each bargaining unit. In addition, representatives will be determined based on their knowledge of the strategic outcome that is the focus for the year.

District Advisories

District Advisories, defined as a stakeholder team assembled for a short period of time to gather feedback to inform district level decisions. Advisories will be created by a District Cabinet Leader who will communicate the purpose of the advisory, the intended outcome(s) of participation and the location, dates and times of meetings to stakeholder groups. Participants shall be selected through the Shared Decision Making District Team.

Advisory topics governed by the Shared Decision Making Plan will include, yet are not limited to:

- Feedback to inform curriculum adoption
- Feedback to inform district wide curriculum (whole grade or level) resource/material selection

Semi-annual Policy Advisory

This advisory will include the Deputy Superintendent, a representative from the Board of Education that is also a member of the Policy Committee, and stakeholders selected through the Shared Decision Making District Team. The purpose of this advisory is to allow stakeholders to discuss recommended changes to existing policies and consideration for future policies.

Academic Intervention Services (AIS) and Response to Intervention (RTI)

- The Plan will be developed and implemented over a three-year period.
- The plan will be monitored and evaluated on an annual basis.
- The development of the plan will be facilitated by representatives from the Division of Curriculum and Instruction.

NECSD District Comprehensive Improvement Plan (DCIP)

- The team will formally be referred to as the DCIP team.
- The team will develop and monitor the implementation of the DCIP on a semi-annual basis.
- The process will be facilitated by the Deputy Superintendent and staff from Planning & Accountability Support Services.

District Level Committees

- SAVE Committee
- Wellness Committee
- Diversity
- Health and Safety Committee
- Facility Steering Committee
- Education Planning Committee
- ALERT - Emergency Response Team
- Newburgh Teacher Center Policy Board

District Coordinated Interviews - Selected by the Shared Decision Making District Team

An attempt to secure a diverse interview committee will be the priority of those responsible for recruiting interviewers. Participating on the interview team will provide an opportunity to provide feedback for the superintendent to consider when making a hiring determination.

SCHOOL BASED

The Shared Decision Making School Teams shall be comprised of:

- The principal and other selected administrators
- Teachers selected by the teachers' collective bargaining organization head delegate
- CSEA representatives selected by the shop steward (CSEA participation is at the discretion of the principal)
- Parents (not employed by the district or a collective bargaining organization representing teachers or administrators in the district) selected by school-related parent organizations
- Community members recommended
- Higher Education representatives recommended



The Shared Decision Making School Teams will address the following plans:

School Comprehensive Education Plan as required by the New York State Education Department.

- The plan will be developed and implemented by the School Leadership Team on an annual basis.
- The composition of the team will be defined by the principal. Participants shall be selected through the Shared Decision Making School Teams. It is understood that teachers may comprise more than 50% of the composition of the School Leadership Team.
- The School Transformation Office, considering NYSED Guidance, will provide a process, procedure and timeline for completion.
- Once submitted, the plan must be reviewed by a team appointed by the Superintendent. The team must review the plan with members of the School Leadership Team and if necessary, guide the School Leadership Team to address requests for clarification and edits during the review session. The final draft must then be approved by the Superintendent
- The plan will adhere to additional NYSED approval requirements
- The plan will be monitored and evaluated by the School Leadership Team on a quarterly basis.
- Any modifications in the plan will be Identified, implemented and distributed to the Superintendent each quarter.

School Comprehensive Improvement Plan as required by the Newburgh Enlarged City School District.

- The plan will be developed and implemented by the Shared Decision Making School Teams on an annual basis.
- The plan will be monitored and evaluated on a quarterly basis.

School Based Parent Involvement Plan

- The plan will outline the activities relating to parent education and involvement.
- The plan will include a school based complaint and grievance resolution process.

School Based Interview Committees

To the greatest extent possible, interviewers will be representative of the student population as well as, having some interest in the position to be filled. Participating on the interview team will provide an opportunity to provide feedback for the superintendent to consider when making a hiring determination. Participants shall be selected through the Shared Decision Making School Teams.

NECSD PLAN DEVELOPMENT PROCEDURES

For both school and district level planning teams, mandatory training and professional learning regarding the district expectations for shared decision making and effective meeting practices will be provided annually. Effective meeting strategies and district forms will be shared.

Regarding District Planning, the Superintendent will be responsible for the following:

- Creating protocols and guidelines to ensure that all stakeholder input is provided and discussed.
- Insuring that consensus is the predominant strategy for decision making. When a decision is not determined through consensus, the decision will be made by the Superintendent relying on the data and recommendations provided by the group.

Regarding School Based Planning, the principal will be responsible for the following:

- Creating protocols to ensure that all stakeholder input is provided and discussed.
- Insuring that consensus is the predominant strategy for decision making. When a decision is not determined through consensus, the decision will be made by the principal, relying on the data and recommendations provided by the group.

The Quarterly and annual monitoring will incorporate the following:

- Assessment of SMART Goal Attainment based on multiple sources of data.
- Monitoring of the steps to implementation and mid-year corrections being implemented as necessary.
- Submission of all team agendas and sign in sheets.

Dispute Resolution Procedures

- School based disputes presented by any participating party or individual, will be provided in a written summary to the Superintendent for resolution. The Superintendent will respond in writing within thirty days of receipt.
- District based disputes presented by any participating party or individual, will be provided in written summary to the Board Clerk for resolution by the Board of Education. The Board of Education will respond in writing within thirty days of receipt. • Formal sign in sheets will be completed for each plan and an assurance will be included for signature by the Superintendent and/or the school principal to ensure 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.
- The district's plan shall be adopted by the board of education or BOCES at a public meeting after consultation with and full participation by the designated representatives of the administrators, teachers, and parents, and after seeking endorsement of the plan by such designated representatives.

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