



# **Averill Park Central School District**

**Regulations of the Commissioner of Education**

**Commissioner's Regulation 100.11**

*Participation of Teachers, Staff, Parents and Community Members in  
Planning and Shared Decision Making*

**Guidelines for Shared Decision-Making**

**2018-2019**

**Averill Park Central School District**  
**“Meeting the needs of and providing opportunities for EVERY student  
EVERY day”**

**Guidelines for Shared Decision-Making**

In the Averill Park Central School District, the shared-decision making team is comprised of Administrators, Teachers, Parents, Support Staff, and Community Members. The district will call this team the Long Range Planning Committee. This committee will meet regularly over the course of the year at a mutually agreed upon time. The purpose of school-based planning and shared decision making shall be to improve the educational performance of all students in the Averill Park Central School District, regardless of such factors as socioeconomic status, race, sex, language background, disability, sexual orientation, or religion. This committee will accomplish their mission by analyzing how the facilities of the district can enhance the learning environment for faculty, staff and students. Shared decision making committees are advisory in nature and final recommendations will be made to the Board of Education.

All meetings of the team will be open to the public. Agendas and minutes will be posted to the district website. Opportunities for public comment will be provided at each meeting.

**I. ISSUES SUBJECT TO SHARED DECISION-MAKING**

- A. Issues subject to cooperative planning and shared decision-making may include the following topics:**
- Reviewing standards for student learning and student outcomes
  - Establishing district level goals
  - Professional development opportunities
  - Establishing an effective communication program between the school and the home and the school and community
  - Budget development
  - Facilities planning
  - Student conduct and discipline
  - Health/safety issues
  - Crisis Intervention planning
  - Educational Programs and Curriculum
- B. The following represent non-negotiable issues and are generally not included in the authority of the school –based planning teams:**
- Negotiated contracts
  - Education law
  - Existing Board of Education policy

**II. THE MANNER AND EXTENT OF EXPECTED INVOLVEMENT OF ALL PARTIES**

The planning team shall be composed of volunteers that represent administrators, teachers, parents and the community to insure:

- Adequate and fair representation in consideration of the team's constituent groups
- The selection process of team members and team facilitators/chairpersons
- The number and frequency of meetings
- The process to be used for making decisions
- The manner and content of communication/feedback to and from stakeholder groups

**III. MEANS AND STANDARDS BY WHICH ALL PARTIES SHALL EVALUATE IMPROVEMENTS IN STUDENT ACHIEVEMENT**

The following data sources may assist the team in making decisions related to the comprehensive district-wide planning process.

- Enrollment and student demographics
- Student academic performance
- Teachers, staff and resources
- Curriculum and programs
- Extracurricular activities
- Cost of operations and source of revenues
- Historical fiscal data
- Comparisons to other districts
- Building conditions survey
- Building visits and walk-throughs

**IV. THE MEANS BY WHICH ALL PARTIES WILL BE HELD ACCOUNTABLE FOR THE DECISIONS WHICH THEY SHARE IN MAKING**

The team will monitor and review the effect of its decisions on student achievement. Each team is responsible for communicating decisions made to the various constituencies represented.

**V. THE PROCESS BY WHICH UNRESOLVED ISSUES WILL BE ADDRESSED AT THE LOCAL LEVEL**

If a decision cannot be reached by consensus after two meetings the group will defer to the superintendent for a written decision.

**VI. MEANS BY WHICH STATE AND FEDERAL REQUIREMENTS FOR PARENT INVOLVEMENT WILL BE COORDINATED AND MET**

Some Federal and State programs require parental involvement in decision making. These programs will continue to operate under the rules and regulations of their funding source.

To insure continuity of programming for all students regardless of the funding source from which they are served, the Planning Teams will seek input as appropriate, and share their plans with each funded program where parental involvement is required.

Any conflict between decision making by Planning Team and Federal or State mandated programs will be referred to the Superintendent of Schools who will decide on the outcome.