

**Lake Shore Central Schools**  
*Evans-Brant Central School District*

**District Office:  
959 Beach Road  
Angola, New York 14006**

**Dr. Charles Galluzzo, Superintendent of Schools  
Melissa Bergler, Assistant Superintendent for Instruction**



**District Plan for the Participation of Parents and Teachers in  
School-Based Planning and Shared Decision Making  
2020 – 2022**

**Adopted by the Board of Education: February 25, 2020**

## **District Planning Committee**

Addison, Danelle	J. T. Waugh Planning Team Member – Teacher
Asboth, Devon	High School Planning Team Member - Teacher
Bergler, Melissa	Assistant Superintendent for Instruction
Berner-Wallen, Katy	Middle School Planning Team Member – Assistant Principal
Chiavetta, Kathleen	B.O.E. Representative and Parent at Large
D’Anna, Christopher	High School Planning Team Member – Assistant Principal
Eastman, Paula	J. T. Waugh Planning Team Member - Principal
Franey, Michael	B.O.E. Representative and Parent
Koch, Peggy	A. J. Schmidt Planning Team Member - Teacher
Michalec, Jennifer	B.O.E. Representative and Parent at Large
Politowski, Colleen	Highland Planning Team Member - Principal
Schmidle, Jody	Highland Planning Team Member-Teacher
Starks, Christine	W. T. Hoag Educational Center – Building/Program Administrator
Tonelli, Ron	Middle School Planning Team Member – Teacher

## **Committee Representatives**

Melissa Bergler, Assistant Superintendent for Instruction  
For the Committee:

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Melissa Bergler, Assistant Superintendent

### **Lake Shore Central Teachers’ Association**

Kevin Schamberger, Lake Shore Central Teachers Association President  
For the L.S.C.T.A.:

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Kevin Schamberger, President

### **Lake Shore Central Administrators & Supervisors Association**

Erich Reidell, Lake Shore Central Administrators & Supervisors Association President  
For the L.S.C.A.S.A.:

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Erich Reidell, President

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### **Purpose of Shared Decision Making:**

“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.” (100.11 NYS Regulations of the Commissioner of Education)

### **District Mission Statement:**

Lake Shore Central School District in partnership with our students, families and school community will cultivate engaging, diverse, and challenging educational opportunities and learning environments to promote life-long learning and achievement in preparation for high school graduation, college and careers.

### **Shared Decision Making Guidelines:**

The Shared Decision Making Committee will monitor and review the alignment of building activities with District Goals. The Board of Education will maintain fiscal authority and final approval for funding levels for all programs and activities through the budget development and approval process.

Initiatives identified for shared decision are comprised of a variety of topics from which building level committees may choose. Building level committees may engage in issues relating to every identified area or they may decide to limit deliberations to one, two or more of these areas. The decision lies solely with each building level committee. Building level committees may choose to refer to their committee as Shared Decision Making Team, Building Improvement Team, etc.

The following guidelines are to be followed by the building level committees:

- Building level committees should meet at minimum quarterly.
- Building level committee decisions are to be made using the consensus model.
- Building level committee goals are to be aligned with the educational initiatives within the District Shared Decision Making Plan.
- Building level committees will designate a Chairperson to facilitate the meetings.

- Building level committees are to record minutes of each meeting and the minutes are to be disseminated to all representative constituent groups.

The District Shared Decision Making Committee will meet a minimum of twice annually. The District Level Team will consist of a Central Office Administrator, a representative from the Board of Education and representation from each school. The representation from the schools will consist of at least one elementary and secondary principal, teachers and parents.

### **Educational Initiatives Identified for Shared Decision Making:**

Outside the authorities that are granted by law to the Boards of Education, the NYS Board of Regents, the Commissioner of Education, the Superintendent, or collective bargaining units, shared decision making teams are empowered to decide and take action on all other subjects in order to improve student performance; including but not limited to:

- Career Awareness for Students
- Citizenship and Student Health/Wellness
- Communications with the Community
- Parent and Staff Involvement
- Programs for Students at Risk
- Safe Learning Environment
- Use of Technology in School by Staff and Students
- Professional Development Opportunities

Examples of Shared Decision Making include, but are not limited to:

- Student Support Team
- Interview Committee
- Professional Development Committee
- Wellness Committee
- Safety Team
- Mentoring Committee
- Scheduling Committee
- Curriculum Review Committee

**Guidelines for the  
Composition of the Building-Level Planning Committees:**

	<b>Grade K – 5 Schools</b>	<b>Middle School</b>	<b>High School</b>
<b>School Administrators</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Parents</b>	<b>Max 2</b>	<b>Max 2</b>	<b>Max 2</b>
<b>L.S.C.T.A. Members</b>	<b>3 - 5</b>	<b>3 - 5</b>	<b>3 - 5</b>
<b>Non-Teaching*</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>Students</b>	<b>0</b>	<b>2</b>	<b>2</b>
<b>Community**</b>	<b>1</b>	<b>1</b>	<b>1</b>

\* A Non-teaching member are those individuals represented by Teamsters.

\*\* A Community Member is an influential member of the school community who may or may not have school age children.

Except for the community members, respective groups represented by the committee members will choose their own representatives. Community members will be chosen last by the entire committee once it is established.

Members of the District Planning Committees may serve on the building level committees. The building principals are responsible for initiating the process leading to the formation of building level committees. The Assistant Superintendent for Instruction will be responsible for initiating the process leading to the formation of the district level shared decision making committee.

### **Roles and Responsibilities of Committee Members:**

Building level committees may invite other resource people or experts to advise and assist in the decision making process. The building level committee will consider all available data in order to make informed decisions for the betterment of the students in the building. When appropriate, the building level committee will consult other District Plans or committees for input. The development of plans or decisions will be the result of a coordinated effort using the consensus model.

Each member of the group has the right and obligation to share what terms they require in order to reach consensus with the group.

Consensus-building tips:

- Ensure everyone clearly understands the issue
- Ask each member to state their opinion
- Suggest a compromise; ask everyone to react to it
- Provide time to reflect on the issue and begin discussion again
- Leave the issue to be returned to later
- Consult an expert on the issue
- Assign slice-groups to discuss components of the issue
- Ask another person to assume the role of facilitator
- Leave it out; perhaps consensus cannot be reached on a particular issue

### **The Means and Standards for Evaluation of Improvement of Student Achievement:**

Improving student performance of all students requires measurement, planning, and the review of progress at regular intervals. Each building has a Data Leader that will serve as a resource in order to make decisions regarding student achievement.

### **Means for Accountability of Committee Members:**

All Shared Decision Making Committee members are accountable to the community, students, parents, staff and the School Board for the decisions they make and for the effect these decisions have on student achievement. The meeting dates and times will be posted so that others may plan to attend if they wish. The

minutes will be distributed and posted in a means and location determined at each building in a timely manner. Committee members will regularly review data and evaluate the success of decisions and be ready to refine the implementation process if progress is not being made. Other means to ensure all stakeholders are informed may also include newsletters, calendars, news articles, flyers, etc.

### **Process for Dispute Resolution:**

When a dispute arises, any member of the building level committee may submit the details of the dispute to the Facilitator of the District Level Shared Decision Making Committee, who in turn will convene the District Planning Committee, which is responsible for facilitating the resolution of the dispute. In the event that a member of the District Planning Committee who serves on a building level planning committee is involved in a dispute, that member must withdraw from the conflict resolution process.

In order to resolve conflicts that may hinder improved student achievement, members of the committee will use a variety of consensus building strategies. When resolution is necessary, the following structure may be used to resolve conflicts and reach consensus.

Pause: Use an agreed upon signal to call a time out

Review: Clarify and list the perspectives already expressed

Identify Key Points: Add additional points, if any

Develop a Plan: use facilitation strategies to reach agreement on key points

Evaluation Results: use polling activities (fist to five) to determine the extent of intended results.

### **Manner In Which Federal/ State Requirements for the Involvement of Parents Will be Coordinated:**

Parents will be involved within each building level committee as determined by each Building Level Shared Decision Making Committee. Each building level team may invite parents with a method they deem most appropriate. There may be invitations in building newsletters, flyers available at open houses or posted on the website or announcements at parent group meetings.



**Recommended Resource Groups or Individuals to be utilized by the Building  
Level Planning Committees:**

Athletic Department Staff & Coaches  
Board of Education Members  
BOCES Staff  
Building Level Administrators  
Building & Grounds Staff  
Business & Industry Leaders  
Cafeteria Staff  
Clerical Staff  
Community Education Staff  
Community Leaders  
CSE Members  
CPSE Members  
Curriculum Leaders  
Custodial Staff  
Department Chairpersons  
District Level Administrators  
District Technology Committee  
District Technology Staff  
Elementary Core Curriculum Leaders  
Instructional Staff/Teachers  
Lake Shore Family Support Center  
Local Fire Department Officials  
Local Law Enforcement Personnel  
Local Government Officials  
Native American Program Staff  
Parents/Guardians  
Parent/Teacher Groups  
Religious Leaders  
School/Community Action Team  
School/Community Partnership  
Committee  
School Counselors  
School Nurses  
Seneca Nation Child & Family Services  
Seneca Nation Education Department  
Students 6 – 12  
Superintendent of Schools  
Support Staff  
Team Leaders  
Title VII Staff  
Title VII Parent Committee  
Transportation Department Staff

### **Review Cycle:**

The Lake Shore Central School District Level Shared Decision Making Team will submit a report regarding success of implementation of the plan to the NYS Education Department on a biennial basis. This process can be completed at this website: <http://www.nysed.gov/student-support-services/form/biennial-review-shared-decision-making>