



Kenmore-Tonawanda UFSD School-Based Planning and Shared Decision Making

Pursuant to the guidelines established in Commissioner's Regulation 100.11 regarding school-based planning and shared decision making, the following goals and objectives for the component areas spelled out in this regulation are established and practiced in the Kenmore-Town of Tonawanda Union Free School District.

1. Purpose: The purpose of school based planning and shared decision making is to optimize the educational experience and performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability.
2. Educational Issues: The following areas will be the focus of cooperative planning and shared decision making at the building level.
 - a. The thorough and comprehensive analysis of a wide range of information and data regarding students, student characteristics, and student achievement levels as the foundation, along with review and incorporation of the latest educational research findings, for the development of the annual school improvement (engagement) plans;
 - b. Conscious efforts to broadly incorporate and expose all students to the Knowledge, Skills, and Abilities endorsed by the District for learners of all ages;
 - c. Actively supporting the District's Vision Statement, Goal Statement, and Statement of Belief as a guide for actions and deliberations.
 - d. A venue for collaborative identification of and response to site-based concerns.
3. Involvement:
 - a. Shared Decision Making Teams shall include 1-3 parents, guardians or family members; teachers; support staff; building administrators; and may additionally include students and/or other community members.
 - b. School Planning/Engagement Teams are responsible for determining membership, including the process for selecting members and the length of terms of service.
4. Means¹ identified to evaluate improvement in student achievement (SPT) or site-based concerns (SDMT): Both School Planning/Engagement Teams and School Shared Decision Making Teams employ a continuous school improvement process approach, use of a wide variety of information and data sources will be called upon to develop informed and data-driven decisions. Some of these instruments or sources may include, but are not limited to, the following: Statewide Assessment Programs, the School Report Cards, standardized testing scores, teacher-made tests, achievement tests, student portfolios, student performances and exhibitions, attendance and participation rates, graduation/drop-out rates, surveys and interviews, both hard and soft data. Striving to help each student meet their fullest potential is the standard we have set for ourselves.
5. Accountability: Accountability for decisions made by either team shall be accomplished by continuous monitoring and evaluation of the school's efforts to achieve the goals. Teams will consider a variety of methods to gather data. Formal and informal measures including

¹ Instruments or techniques used to evaluate student achievement *and Standards* (level of achievement being sought)

surveys will be used to determine whether enroute steps are being attained and if adjustments are necessary.

Monitoring by School Planning/Engagement Teams assumes a number of conditions are present:

- a. There is a goal-directed plan;
- b. The plan has been analyzed and its major elements detailed;
- c. Each element is characterized by a set of objectives;
- d. The total plan is time-related and the elements appear as benchmarks.

Each year, the School Planning/Engagement Team document will include a "monitoring" section which outlines the tasks and responsibilities.

6. Dispute Resolution:

- a. If a School Shared Decision Making Team is unable to reach consensus, the team will bring the issue to the District Shared Decision Making Team to assist them in resolving issues and reaching consensus.
- b. If a School Planning/Engagement Team is unable to reach consensus, the team will request a person with district-wide responsibilities to assist them in resolving issues and reaching consensus.

7. State and Federal Coordination: School Shared Decision Making and School Planning/Engagement Teams are designed to supplement and not supplant or conflict with state and federal requirements for the involvement of parents, guardians or family members in planning and decision making in such district level programs such as Title I, Safe and Drug Free Schools, Pupils with Compensatory Educational Needs, Special Education, and Occupational Education.

Biennial Review completed: January 27, 2020

BOE Approval: February 11, 2020