



Hudson Falls Central School District Shared Decision Making Plan

BOE Approved 3-12-2024

Plan for School-Based Planning and Shared Decision-Making

On October 10, 1990, the Hudson Falls Teachers' Association and the Hudson Falls Central School District established "A Framework for School Improvement" which provides for school-based planning and shared decision-making. On March 27, 1992, the Board of Regents adopted Section 100.11 of the Regulations of the Commissioner of Education which requires each school district to have a plan in place by February 1994 for school-based planning and decision-making which contains specific requirements specified by the regulation.

The enclosed revision is designed to keep the substance of the original Framework for School Improvement and bring it into compliance with Section 100.11. It is also intended to enable our decision-making in a time of new standards, assessments, and requirements.

Statement of Purpose and Issues Addressed by the Shared Decision-Making Plan

The Hudson Falls Teachers' Association and District recognize the importance of involving teachers, administrators, parents, and support staff directly in the initiation, development, application, and evaluation of programs and ideas aimed at improving student achievement. The parties also recognize the need to develop strategies based upon a needs assessment; revise, analyze, and evaluate those strategies; develop an information network upon which to make informed decisions; and be responsive to student, teacher, and administrative needs within the limits of building authority.

Periodic Review of the Shared Decision-Making Plan

The Superintendent of Schools or their designee and the Association President will periodically review this plan and resolve issues when deemed appropriate and necessary. Period review will occur every two years.

Each District Shared Decision-Making Team (DSDMT) meeting will include a report by the Hudson Fall's Teachers Association (HFTA) Executive Board Member and Superintendent designee about any recent resolution of issues.

Altering the Shared Decision-Making Plan

This document may be altered upon recommendation to the Board of Education by consensus of the DSDMT provided each building committee has the opportunity to react to the proposed changes. This plan will be reviewed every two years in accordance with Section 100.11 of the Regulations of the Commissioner.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

Dispute Resolution Procedure

This procedure is established to resolve the disputes arising from alleged violations of the Plan for School-Based Planning and Shared Decision-Making. In its deliberation, the Dispute Resolution Committee needs to be guided by the intent of the plan, which is to improve student achievement. Additionally, the Dispute Resolution Committee (DRC) will not replace grievance procedures available in employee contracts nor traditional avenues used by parents to communicate concerns to the school district (i.e. contacts to administrators and teachers).

To ensure that disputes regarding the school improvement process are resolved in a timely and efficient fashion at the most appropriate level, the following procedure will be used by the DSDMT:

1. Within ten (10) school days of an alleged violation of the Plan, the party(ies) in disagreement will notify a Building Team (BT) member. The complainant(s) has the responsibility to specify in writing the section of the Plan for School-Based Planning and Shared Decision-Making that has been violated.
2. Within fifteen (15) school days of the receipt of the complaint, the BT will meet to strive to resolve the dispute and will respond in writing to the complainant(s).
3. If the issue remains unresolved, the BT Chairperson will forward the alleged violation/concern to the HFTA Executive Board Representative on the DSDMT. This individual will meet with the District Office Designee servicing on the DSDMT to review the concern.
4. If the complainant(s) is not yet satisfied, they will submit the written complaint to the Superintendent within five (5) school days of receiving the written response of the HFTA Executive Board Representative and District Office Designee on the DSDMT.
5. Within five (5) school days of receiving the written complaint, the Superintendent will review the complaint with appropriate stakeholder leaders to determine the proper venue for the dispute resolution and will either return the complaint with an explanation of why it is not appropriate for the DSDMT or forward it to the DSDMT Chairperson.
6. Upon receipt of the complaint, the DSDMT Chairperson will notify the DRC.
7. The DRC Chairperson will assure that a hearing is conducted within ten (10) school days of being notified of the complaint by the DSDMT Chairperson.
8. Within five (5) school days of the hearing the DRC Chairperson will notify all parties of its decision. The decision of the DRC will be final.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

Dispute Resolution Procedure, continued

Dispute Resolution Committee

Five person committee appointed by the DSDMT Chairperson from among its current members to include two (2) teachers, a building administrator, a member of the instructional aides and assistants unit, and a member of the school related personnel unit. The DRC Chairperson will be appointed by the DSDMT Chairperson and the HFTA President.

In the event that a member of the committee is either a complainant or a respondent in a matter, the DSDMT Chairperson will appoint a substitute from among current DSDMT members from basically the same category. If another DSDMT member cannot be appointed, a member of a BT from the same category will be appointed.

District Shared Decision-Making Team

DSDMT Manner and Extent of Involvement

The District Shared Decision-Making Team (DSDMT) will be actively involved in making district-wide decisions related to district-wide goals and initiatives.

The DSDMT is accountable for:

1. Facilitating the implementation of the team's decisions.
2. Assessing the impact of the team's decisions.
3. Annually reviewing and evaluating programs resulting from the team's decisions.

DSDMT Roles and Responsibilities

- To set district-wide improvement and/or performance goals targets with input from each of the Building Teams (BT).
- To review, analyze, and share Building Team Plans as well as the District's Professional Development Plans (PLP) prior to approval by the Board of Education.
- To facilitate, initiate, and monitor a school improvement and/or performance process through shared decision-making.
- To provide leadership in energizing and revitalizing the school district and to facilitate district-wide communication.
- To maintain the integrity and spirit of the school improvement and/or performance process in a changed context.
- To act as a review board for building proposals that may impact the district by offering constructive criticism and suggestions to strengthen said proposals.
- At the beginning of each school year, all DSDMT members will participate in training for the implementation and practice of and planning for Shared Decision Making at the district level.

DSDMT Method of Decision-Making

All decisions shall be reached by consensus of the District Shared Decision-Making Team (DSDMT). Consensus is a general agreement resulting from a systematic group decision-making process. This means that all participants support the decision, although one or more participants may have reservations, but the Committee as a whole can "live with" the decision. A process for consensus building will be developed and followed by DSDMT. A simple majority vote will be used in this process.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

DSDMT Composition and Method of Selection

DSDMT Composition

- Superintendent or Designee (as necessary)
- 1 Hudson Falls Teachers Association (HFTA) Executive Member
- 1 Hudson falls Teacher Aides and Teacher Assistants Union (HFTATAU) Executive Member
- 1 Hudson Falls School Related Personnel Association (HFSRPA) Executive Member
- 4 Administrators (2 year rotation)
 - *1 Administrator Representing UPK-5*
 - *1 Administrator Representing 6-12*
 - *1 Technology Representative*
 - *Director of Special Education*
- 10 Teachers: 2 Teachers from each of the District's Building Teams
 - *Building Team Chair*
 - *Permanent Designee from Building Team*
- Health Services Coordinator/District Head Nurse
- 1 Parent Representative (at minimum)
- 2 Student Non-Voting Representatives
 - *1 Student (and an alternate) to represent grades 9 and 10*
 - *1 Student (and an alternate) to represent grades 11 and 12*

DSDMT Method of Selection

Members of the DSDMT will be appointed by the following entities:

Superintendent will appoint:	Unions will appoint:	Building Teams will appoint:
Superintendent/Designee 4 Administrators Health Services Coordinator	HFTA Executive Member HFTATAU Executive Member HFSRPA Executive Member	Teacher Representatives Student Representatives Parent Representatives

Coordination of Parent Involvement

DSDMT and the BTs will ensure that all appropriate state and federal requirements for the involvement of parents in planning and decision-making will be coordinated and met by the overall plan. Per NYSED regulation 100.11 parent members of the DSDMT and/or BTs may not be employed by the district or a collective bargaining organization representing teachers or administrators in the district.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

DSDMT Meetings and Required Tasks

DSDMT will meet every two months throughout the school year. Below is a tentative outline of months and tasks that shall be addressed by the DSDMT. These months and tasks are subject to change based on district need and/or unforeseen circumstances. DSDMT Meeting Minutes will be shared with all members of the faculty and staff.

DSDMT Meetings will consist of designated members.

Guests

Guests should be approved 24 hours prior to the meeting and added to the agenda. The Superintendent or designee, HFTA executive member, and guest will decide the length of the time the guest will stay prior to the start of the meeting.

Monthly Review

- Superintendent Initiatives
- Principal Initiatives
- DLT Update if Warranted

October

- Review of each Building Team's proposed goals for the year
- "Mini-Training" to include a review of current DSDMT goals

December

- Review of the Shared Decision Making Plan (every two years)
- Building Team Goals Update

February

- Review of Professional Learning Plan (every three years)
- Brief Building Team Goals Update

April

- Brief Building Team Goals Update

June

- Review of each Building Team's progress towards yearly goals
- Yearly training to include a review of the DSDMT goals

District Building Teams

BT Manner and Extent of Involvement

The Building Team (BT) will be actively involved in making building decisions directly related to improving and monitoring student performance including strategies to meet student performance targets.

BT Roles and Responsibilities

- Recommend for building approval, strategies aimed at reaching the improvement and/or performance goals to be submitted to the DSDMT for approval.
- Review, analyze, and evaluate existing strategies implemented as a result of the school improvement and/or performance plan.
- Be responsible for sharing information to stakeholders in their building and the DSDMT group and generate and discuss the building updates to the PLP.
- Be responsive to student, parent, teacher, administrative and support staff needs.
 - Examples: staff development, surveys, elections, votes on building issues and other issues which contribute to a positive building environment.
- Provide ideas and feedback for staff development days.
- Review curricular materials as outlined in the curriculum review process developed by the district and HFTA.
 - Changes to the curriculum review process will be arrived at collaboratively between the district office and the HFTA.

BT Method of Decision-Making

Each year, at the September meeting, the BT will review the building level decision making process. This should include a listing of possible areas of focus for the year by the respective BT. Each BT will establish and review annual goals. BT plans will be shared with the DSDMT at least twice per year.

Examples of components of the building level decision-making process may include:

1. Building Teams gather feedback from respective buildings to create goals.
2. All Building Team recommendations will require a consensus of the Building Team.
3. Information will be provided and discussed (at the building level) via a faculty meeting.
4. Building Team Meeting Minutes will be shared monthly.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

BT Composition and Method of Selection

BT Composition by Building

Kindergarten Center	Primary School	Intermediate School
1 Administrator Teacher Representatives 1 Parent Representative 1 HFTATAU Member 1 HFSRPA Member	1 Administrator Teacher Representatives 1 Parent Representative 1 HFTATAU Member 1 HFSRPA Member	1 Administrator Teacher Representatives 1 Parent Representative 1 HFTATAU Member 1 HFSRPA Member
Middle School	High School	
1 Administrator Teacher Representatives 1 Parent Representative 1 HFTATAU Member 1 HFSRPA Member	1 Administrator Teacher Representatives 1 Parent Representative 4 Student Representatives 1 HFTATAU Member 1 HFSRPA Member	<i>1:5 - 1:8 Representative:Teacher Ratio</i>

Authority within the Building Team

The authority of the building team shall be the same as the person on the team with the most authority (principal), provided consensus is reached to exercise that authority. If the building principal and building team are deadlocked, the item is referred to the superintendent as indicated in the next two sentences:

- Matters requiring authority beyond that of the building principal may take the form of recommendations to the Superintendent of Schools.
- No part of this plan will override the authority of the Superintendent of Schools and/or Board of Education as established by Education Law and NYSED Commissioner's Regulations.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

BT Composition and Method of Selection, continued

BT Method of Selection Process for Members

If there are openings to a Building Team, the selection process outlined below will be followed. Each member of the BT is expected to serve a three year term. There are no term limits. Incoming members will be trained in their first year by members who are finishing their final year. Building Team members are elected to serve a three year term.

The BTs at the Kindergarten Center, Primary School and Intermediate School will encourage a minimum of 1 teacher from each grade level. Vacant seats will be filled by elected HFTA members.

The BTs at the Middle School and High School will encourage a minimum of 1 teacher from each team (MS) and/or one (1) teacher from each core content area. Vacant seats will be filled by elected HFTA Members.

In the event of an unforeseen absence, a replacement member for the BT may be appointed by the BT. Leaves of a year or more will require a building vote for replacement.

Elected BT Positions	Volunteer/Assigned BT Positions
HFTA Members HFTATAU Members HFSRPA Members	Administrators Student Representatives Parent Representatives

Nomination for Building Team members will be made by members only at the April faculty meeting or the month following an opening in the BT membership. If there are no nominations, volunteers may be sought.

1. A member of the BT notifies the entire staff two weeks before the April faculty meeting for nomination for any open positions on the BT. Any member who would like to continue on the BT at the end of their 3 year term must be nominated.
2. Next, the BT will create a paper ballot or e-ballot and hold a vote one (1) week later. A vote must occur even if only one individual is nominated, and must include a “write-in” option.
 - Teachers vote for open teacher positions.
 - HFTATAU members vote for open HFTATAU member positions.
 - HFSRPA members vote for open HFSRPA member positions.
3. Once all votes are in, the BT members are announced.

Hudson Falls Central School District
Plan for School-Based Planning and Shared Decision-Making Plan

BT Composition and Method of Selection, continued

BT Method of Selection Process for Chairperson

Newly elected and past members of the BT will meet at the May BT meeting and nominate representatives. The BT will vote on the Chairperson/Co-Chairs during the June meeting of the newly assembled BT using a paper or e-ballot to vote. Any member of the BT can be elected as Chairperson; co-chairs may also be nominated. Voting for BT Chairperson will occur yearly.

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BT Meetings and Required Tasks

Building Teams will meet monthly throughout the school year.

Building Team Meetings will consist of designated members.

Guests

Guests should be approved 24 hours prior to the meeting and added to the agenda. The BT chair and guest will decide the length of the time the guest will stay prior to the start of the meeting. When a member cannot attend a regularly scheduled meeting, a designee may attend in their place. Prior notice must be provided to the BT Chair.

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Plan for School-Based Planning and Shared Decision-Making Plan

History of Changes to the Shared Decision-Making Plan

Amended March 2016
Updated December 2016
Updated February 2017
Submitted to BOE March 2017
Updated October 2019
Submitted to BOE December 2019
Updated January 2021
Submitted to BOE October 2021
Updated January 2024
Submitted to BOE March 2024