



ELEMENTARY SCHOOL SHARED DECISION MAKING COMMITTEE

Shared decision making meetings typically occur on the 3rd Monday of each month. Meetings are held at 3:45 PM, in Conference Room 1. Anyone who wishes to bring an item before SDM throughout the year may do so by writing the school or emailing the building principal at rweeden@watkinsglenschools.org

PURPOSE

The purpose of SDM is to involve stakeholders in the educational process. The committee will be reflective of the district mission, which is *“together school & community shall provide for growth, learning, and achievement at all levels”*. The meetings are meant to increase a sense of ownership and support of school programs by staff, students, parents and community members. We also hope that it will encourage continuous lines of communication among all parties. The committee shall recognize that different points of view are necessary and important to reaching the best decisions. We shall encourage and support innovation.

MEMBERSHIP

The committee is typically made up of at least one staff member from each grade level, including a special education teacher and a representative from one of our special areas (music, art, physical, and library). Other representatives should include the principal and other staff members, such as teaching assistants, aides, clerical and monitors. In order to be a valuable committee, parents and community members should also be involved.

ACCOUNTABILITY

Members should plan to attend at least 75% of the committee meetings in a given year. Minutes of each meeting shall be available and kept with the building principal. In order to keep the committee focused, building needs will be surveyed at least once a year. An action plan will be developed that will focus on at least 3 main goals, which can be influenced by committee action. Other goals and issues may arise outside of the three main goals that are selected each year. The committee will look at these individual goals & issues at each meeting to try to find a resolution. Actions may be determined at the meeting with those individuals identified to follow through. The minutes of the meeting will be the accountability record.