

Mounds View Public Schools
350 Highway 96 W
Shoreview, MN 55126

Regulation EG-4105

PARENT AND COMMUNITY INVOLVEMENT

MISSION

Improve the educational process in the Mounds View School District through site-based shared decision-making (SBSDM).

BELIEF STATEMENTS

We believe that SBSDM will enhance student learning as we:

- a) affirm each site as the best place for educational improvement
- b) empower parents, students, staff, and community as decision makers
- c) improve school climate
- d) provide opportunities for individual and site creativity and innovation
- e) encourage greater parent, student, staff, and community involvement in and responsibility for student learning
- f) require increased commitment to and greater accountability for decisions and results at each site
- g) enable sites to meet the unique and diverse needs of their site communities
- h) promote efficient use of individual building resources
- i) strengthen communication links within the site community, thereby improving knowledge, sensitivity, and trust

AUTHORITY AND RESPONSIBILITY OF THE SCHOOL BOARD AND SUPERINTENDENT

Minnesota Statutes place the responsibility for operation of local school systems in the hands of a School Board, and by its designation the Superintendent of Schools as chief executive officer. The School Board will retain this ultimate responsibility.

1. The School Board and the Superintendent retain ultimate authority over matters governed by law, contract and basic District #621 policy or decisions affecting the interests of the School District. The School Board and the Superintendent affirm their intent to provide for implementation of SBSDM.
2. The School Board is responsible for allocating to sites resources to conduct the educational program.
3. The site will be managed within School Board established parameters which govern SBSDM.

AUTHORITY AND RESPONSIBILITY OF THE SITE COMMITTEE

The site committee will have authority to make and implement decisions within parameters of School Board policy. Site committees may need to, and are encouraged to, delegate authority for many decisions to other individuals or groups while at the same time maintaining responsibility. Decisions requiring waivers from contract language, School Board policy, or Department of Children, Families & Learning rules may be brought to the District Oversight Committee for review and recommendation for appropriate action. However, the site committee is responsible for assuring the waiver request is followed through to completion.

The Mission and Belief statements will guide implementation of SBSDM. Therefore, sites will participate in every decision that contributes to improvement of the educational process within the following parameters:

1. Site goals and direction will be established with input from site stakeholders.
2. Sites will determine how best to achieve and implement District goals and direction.
3. Decisions that affect more than one site will be made after careful consideration of these effects and after timely communication with all affected sites.
4. Costs or savings will be the responsibility of the site.
5. The site will assume responsibility and accountability for their decisions. Sites will maintain required confidentiality, due process, and other legal rights.

PROCEDURES AND GUIDELINES

- 1.0 The School Board encourages SBSDM at the District and site levels.
 - 1.1 SBSDM is not mandated.
 - 1.2 All staff at the site will have an opportunity to vote annually by October 15 as to whether or not they wish to initiate a SBSDM plan. The site administrator is responsible for ensuring the vote and notifying the School Board of the results. A simple majority of all site staff voting will be sufficient to initiate the development

of a SBSDM plan. If a SBSDM plan is in place or is under development, the annual vote will not take place.

- 1.3 The planning team is to be comprised of a site administrator and an equal representation of teachers; support staff; parents; and community members and students, where appropriate. Elections will be held by each of the respective groups. A site administrator is responsible for convening the planning team until a chairperson is elected by the planning team.
 - 1.4 The planning team will use a consensus decision-making model.
 - 1.5 The planning team may request that a member of the Oversight Committee be a resource.
- 2.0 The site plan (based on the Mission and Belief Statements) will be developed by the planning team and shall include:
- 2.1 Composition of the site committee (which, by law, must include the principal and must reflect the diversity of the site with no more than half of its members being district employees), process for representative election of committee members, term of service, and the consensus decision making model to be used
 - 2.2 Provision for the development of an ongoing school climate improvement plan to be initiated as an early step in the overall process
 - 2.3 Provision for development of a shared vision of excellence incorporating a school improvement plan based on an initial assessment and a baseline school profile. The plan should contain site goals that support the District mission and goals, and address unique site needs.
 - 2.4 Term of the plan, including implementation plan, process for change, extension or termination
 - 2.5 Identification of one or more of the following areas for decision-making:

Curriculum and instruction, personnel, budget implementation (site general and capital budgets), community education, buildings and grounds, food service, transportation, special services and student management
 - 2.6 Delineation of accountability
 - 2.7 Explanation of relationships to existing committees and organizations
 - 2.8 System for ensuring on-going two-way communication between the site committee and constituents
 - 2.9 Evaluation strategies to measure and document progress toward site and District goals

2.10 Provisions to report current status and future plans to the School Board

3.0 Site plan approval steps:

3.1 The site plan must have the formal approval of two-thirds of all staff voting at the site.

3.2 The site plan may be submitted to the Oversight Committee for review and comment. If reviewed by the Oversight Committee the site plan may be returned to the site with recommendations for revision, or will be submitted to the School Board with Oversight Committee support for approval.

3.3 All site plans must be submitted to the School Board.

3.4 When the site plan has received School Board approval, the plan will go into effect. If the Board denies a plan, the Board will provide a copy of the plan and reasons for its denial to the Commissioner of Children, Families & Learning.

3.5 The approved site plan will be filed with the Commissioner of Children, Families & Learning.

4.0 Parameters for SBSDM:

4.1 **Curriculum and Instruction** - District learner outcomes are the primary mission of curriculum and instruction. All site decisions should ensure that learner outcomes are met.

District will:

- a) Establish minimum exit (i.e. grade level transition and graduation) and program level learner outcomes
- c) Provide support for the school improvement plan (Ref. 2.2)
- d) Provide information, assistance and direction for sites seeking changes that conflict with District policies, regulations, or contract language
- e) Provide information, assistance and direction for sites seeking changes that conflict with state and/or federal laws, mandates, and regulations
- f) Assess, screen, and recommend new instructional materials by means of District curriculum committees
- g) Assure completion of mandated assessment
- h) Coordinate and facilitate site staff development plans
- i) Determine specific requirements for student permanent records

- j) Set general school calendar

Site may:

- a) Pilot curriculum and instructional innovations
- b) Determine instructional strategies and organization
- c) Develop alternative assessment or additional assessment tied to District learner outcomes. For such programs the District and site will assume **joint** responsibility for any unique process.
- d) Develop alternative procedures for reporting student learning to parents and/or students
- e) Determine staff development components to meet site improvement plans
- f) Modify school calendar including length of day and school year

4.2 **Personnel** - Personnel decisions must be made based on the mission of the District and the sites. Equitable allocation of positions should be made based on programmatic needs or goals.

District will:

- a) Provide allocations for guaranteed staffing, building ratio, special services, maintenance, and food service
- b) Monitor conditions of employment and contracts, including transfers to other sites
- c) Manage postings, application files, screening, and initial interviews of staff
- d) Hire site-recommended staff
- e) Develop and monitor the system of staff evaluation
- f) Act on recommendations to terminate staff

Site may:

- a) Determine positions
- b) Make staff assignments
- c) Develop interview process, participate in interviewing, and recommend hiring of all staff to the appropriate supervisor
- d) Authorize granting of continuing contract rights

- e) Implement the system of staff evaluation
- f) Recommend terminations

4.3 **Budget Implementation** - Sites are currently given an allocation for supplies, capital and extra-curricular expenditures, and staff development. A site may need to wait until the start of a new fiscal year to implement budget decisions.

District will:

- a) Distribute allocations to sites
- b) Submit an annual 5-year capital plan based on input from sites
- c) Maintain funds to ensure sites will remain mechanically sound and to ensure the accomplishment of all District functions
- d) Provide funds for site to choose from recommended new instructional materials at the time of curriculum adoptions

Site may:

- a) Control site plan budget
- b) Make decisions on purchase of equipment and arrange for minor facility repair
- c) Purchase from recommended instructional materials at time of curriculum adoptions
- d) Determine the budgets for supplies, capital and extra-curricular expenditures, and staff development
- e) Submit funding requests to District for special projects and equipment
- f) Consult with Executive Director of Administrative Support regarding budget carry-overs.

4.4 **Community Education** -

Joint (District and Site) decisions:

- a) Schedule use of sites
- b) Provide extended programs
- c) Participate in the hiring and evaluation of building coordinators

4.5 **Food Services** -

District will:

- a) Determine menus and prices
- b) Coordinate free and reduced lunches
- c) Determine staffing allocations, large equipment and supply purchases,
- d) Coordinate purchasing of food products and supplies, (monthly requisitions for entitlement and bonus commodities), coordinate food delivery
- e) Submit all required state and federal reports, claims, and statistics

Site may:

- a) Provide input on program options (i.e., breakfast), menus, number of food choices
- b) Determine lunch periods and timing of serving
- c) Determine needs and requisitions small equipment from District
- d) Control loss prevention and recycling; money saved to be used in food service program
- e) Determine work schedules

4.6 **Transportation** -

District will:

- a) Determine bid specifications and negotiate contract for busing with input from sites
- b) Develop bus behavior guidelines
- c) Develop routes and stops to transport students to and from sites
- d) Provide bus service information to students and parents
- e) Develop recommendations for a system of school times to minimize transportation costs

Site may:

- a) Provide input on scheduling of routes, kindergarten sessions, complaint procedures, and bus discipline
- b) Implement other options such as different dismissal times, length of

school year, alternative busing proposals. The site would be required to fund increased costs beyond authorized transportation allocation. If changes result in a cost savings to transportation fund, site would retain savings to be applied to other transportation needs at the site.

4.7 Student Management

District will:

- a) Develop Board policy consistent with all applicable legal requirements
- b) Monitor compliance with local, state, and federal rules, regulations, and laws
- c) Inform sites of new legislation and regulations
- d) Communicate appropriate information to parents

Site may:

- a) Develop and implement student behavior plan consistent with School Board policy
- b) Develop and implement activity plan for students (e.g. dances, carnivals)
- c) Communicate appropriate information to school community

4.8 Special Services

Joint (District and Site) decisions:

- a) Design service delivery model
- b) Comply with state and federal laws applying to Special Services
- c) Apply for waivers when necessary

DEFINITIONS

Community	Persons who reside or work in Mounds View School District #621
Consensus Decision-making	A model whereby a group cooperatively arrives at a decision each person can support
District	Mounds View School District #621

Oversite Committee	A District-wide representative committee established to assist in the development and implementation of SBSDM
Parent	Natural or adoptive mother or father of student enrolled at the site; or legal guardian of student enrolled at the site. The parent may not be a District employee at the site.
Planning Team	A group elected at the site to develop the SBSDM plan. The team is to be comprised of the principal and an elected proportionate representation of teachers, support staff, and parents. Elections will be held by each of the respective groups.
Site	Any District facility
Site Administrator	Person designated by the School Board to be responsible for the operation of the site
Site-Based/ Shared Decision-making (SBSDM)	A decentralized form of school governance in which many decisions traditionally made by the School Board, District administration, and building administration are shared with those affected by the decision: staff, parents, other community representatives, where possible, and students, where appropriate
Site Committee	A representative group of stakeholders elected at the site to implement the SBSDM plan
Site Committee Chair	The person selected by the Site Committee to preside at meetings and carry out other duties as designated.
Stakeholders	The site's parents, teachers, support staff, administrators, students, and community members.
Staff	District employees (including itinerant staff and part-time employees.)
Student	A person enrolled in District schools.
Support Staff	Employees whose primary job objective is to provide assistance and reinforcement to the teaching function.
Teacher	Certified employees whose primary job objective is to provide direct classroom instruction and/or professional support.

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