



Administrative Regulation 6000 Shared Decision-Making

Responsible Office(s): Office of School Performance

REGULATION

1. Implementation

- a. The Board of Trustees of the Washoe County School District supports a pilot program to evaluate the feasibility of the shared decision-making process at individual school sites, in order to provide more flexibility in the operation of public schools. The district will provide in-service as requested for schools that wish to consider implementing shared decision-making.
- b. The Board of Trustees encourages each individual school site to submit a proposal for a shared decision-making process at their school, which follows the guidelines listed below.
- c. To be eligible to participate in the pilot program, the individual school will submit a proposal for its own shared decision-making process, which will include:
 - i. A description of the decision-making process for the school.
 - ii. Specifications for the formation of the local governance council, to include:
 1. Eligibility
 2. Term of Office
 3. Decision-making Responsibilities
 4. Procedures for record keeping, e.g., minutes of meeting
 - iii. Representation on the governance council, which must include the principal, parents, and members of the staff (including classified staff), and when appropriate, community representative(s) and student(s).
 - iv. A plan for in-service for all staff and for the governance council, for schools new to the process. In-service may include topics such as organizing meetings, developing consensus, dealing with change, team building, roles of council members, etc. Central district staff and/or staff from other schools, as well as outside presenters, may be used as time and finances permit.

- v. Voting:
 - 1. Two-thirds (2/3) of the votes cast by certified and classified staff support the proposal.
 - 2. Two-thirds (2/3) of the votes cast by the participating parent population support the proposal.
 - 3. The method of voting will be confidential and in ballot format.
- vi. A method for determining individual student progress to parents and Trustees, such as portfolio assessment, standardized testing, personalized educational plans, and quarterly reporting methods.
- d. Site plans for shared decision-making will be reviewed by the Shared Decision-Making Review Committee. The make up of the review committee consists of, but not limited to the following:
 - i. A member of the Board of Trustees.
 - ii. Appropriate Area Superintendent(s).
 - iii. Three (3) site level administrators, one from a high school, a middle school and an elementary school, as selected by the Washoe School Principals' Association (WSPA).
 - iv. Three (3) teachers, one from a high school, a middle school and an elementary school.
 - v. Staff representation from programs for students with special needs.
 - vi. Three (3) representatives from the classified school employees.
 - vii. Three (3) parent representatives; one (1) from a high school, one (1) from a middle school, and one (1) from an elementary school.
- e. This review committee will approve site plans which include the specifications listed above and are in accordance with this regulation.
- f. An appeal of the review committee's decision may be made to the Superintendent.

2. Parameters of Shared Decision-Making:

- a. All schools will follow federal, state and local laws and regulations, contracts with bargaining units, and Board policies and regulations. However, schools may request a waiver from Board policy or regulation by providing their request and rationale in writing to the Superintendent. The request will be placed on the agenda for a subsequent Board meeting. The Board of Trustees may not waive statutory requirements.
- b. Decisions made at individual school sites may not negatively affect another school site or department.
- c. Fiscal decisions made at school sites will not exceed allocated school budgets.
- d. Decisions will be congruent with the Strategic Plan, which is the overall plan for improving schools in the Washoe County School District.

3. Decisions and Responsibilities - District Level:

- a. Negotiate with collective bargaining groups.
- b. Provide district-wide services, e.g., transportation, nutrition services.
- c. Establish school boundaries and plan for adding or closing schools.
- d. Screen candidates for jobs, and maintain a list of candidates for positions.
- e. Purchase, warehouse, and distribute supplies and equipment.
- f. Develop procedures governing field trips and extracurricular activities.
- g. Calculate revenue and determine the district's budget.
- h. Provide capital funding for new construction, renovation, and bond issue items.
- i. Monitor schools to ensure that all students have an equal opportunity for a quality education.
- j. Establish educational objectives for students at each grade level.
- k. Develop curriculum to meet educational objectives. The curriculum will be expressed in terms of goals and objectives and expected outcomes--leaving it

up to individual schools to determine the best method for achieving the desired results.

- l. Develop a list of approved textbooks that meet the district's educational goals and objectives.
 - m. Conduct and monitor standardized testing for all students.
 - n. Disseminate information about successful local school improvement programs to other schools and districts.
 - o. Build relationships throughout the community to increase public support for the schools.
 - p. Develop and implement a district-wide discipline and due process procedure.
 - q. Implement and monitor the evaluation process of classified and certified employees.
4. Decisions and Responsibilities - Individual School Level:
- a. Determine school priorities, based on an assessment of the educational needs of the students.
 - b. Establish school budget priorities to ensure that students receive optimum learning opportunities.
 - c. Determine staffing patterns to best meet the educational needs of the students. Alternative methods for distribution of district allocations are to be approved by the appropriate area assistant superintendent.
 - d. Develop specific instructional methods that will be most effective in helping students achieve district-wide curriculum objectives.
 - e. Develop programs, calendars, and schedules, as appropriate, to meet the needs of students in the school.
 - f. Conduct interviews and make recommendations for specific job vacancies, in an advisory capacity, recognizing that personnel selection is a district level responsibility.
 - g. Determine the best use of instructional space.

- h. Select instructional materials most appropriate for the needs of students in the school.
- i. Establish relationships with parents and members of the surrounding community.
- j. Implement supplemental programs, e.g., Latch Key, self-esteem programs, etc.
- k. Decide which supplies and equipment to order.
- l. Deal with issues affecting staff morale.
- m. Implement staff development opportunities that address concerns of the staff regarding specific instructional needs.
- n. Develop parent involvement programs.

5. Appeal Process:

- a. A decision by the governance council may be appealed, first to the council itself and then to the appropriate Area Superintendent.

6. Withdrawal Process

- a. Any school may withdraw from the shared decision-making program by submitting a request for withdrawal to the review committee. For approval, the request must show that at least two-thirds (2/3) of the votes cast by certified and classified staff support the withdrawal.
- b. Two-thirds (2/3) of the votes cast by the participating parent population support the withdrawal.
- c. The method of voting will be confidential and in ballot format.

7. Evaluation:

- a. Evaluation of shared decision-making will be done at pilot schools on an annual basis, with assistance from the Accountability Department. An evaluation report will be compiled and presented to the Board of Trustees.

8. Review:

- a. This policy and regulation shall be reviewed by the Board of Trustees on an annual basis.

IMPLEMENTATION GUIDELINES & ASSOCIATED DOCUMENTS

- 1. This regulation reflects the goals of the District’s Strategic Plan.
- 2. This regulation complies with Board Policy 6000, Shared Decision-Making.
- 3. This regulation complies with Nevada Revised Statutes (NRS) Chapter 386, Local Administrative Organization, and specifically:
 - a. NRS 386.4154 – 386.4158, Programs of School-Based Decision Making for Public Schools Within District

REVIEW HISTORY

Date	Revision	Modification
09/28/1993	1.0	Adopted
12/12/2012	1.1	Converted to new format