

SHARED DECISION MAKING

Dear Association Representatives & Principals:

We (*FWEA **and** FWPS Management*) believe that decisions made collectively are the best made decisions. Shared decision making is foundational in our collective bargaining agreement (CBA) and many parts of the contract determine that a shared decision-making model must be utilized.

We recognize that participation in decisions by school staffs enhance the quality of those decisions. Finding consensus within a group of dedicated professionals isn't always a quick and easy process, however, this investment of time and listening creates a sustainable solution of which everyone feels a part. *Consensus is a **process**, not a vote!* Principals have rights in this process that they should be aware of.

Some decisions may best be made by site-chosen committees. Please note that whether to use a site-chosen committee must be a shared decision in itself. The proposal would then be brought to the entire staff for consensus. There are also topics like a Sub Rotation, that aren't part of the CBA, yet consensus is often the best tool to facilitate a solution where everyone is satisfied.

There is also a FWEA/FWPS PowerPoint approved by both parties on the FWEA website: www.federalwayea.org to guide your staff through the consensus process. We recommend its use annually, and best practice is a co-presentation of the process and this list.

When to use Shared Decision-Making (in order of when they appear in our CBA):

- Which model to be used to come to consensus: CBA pgs 1-3
- Assessment – scheduling training, etc., - sec. 7.2.A.1.c
- Student-Led Conferences – sec. 7.2.A.1.e
- Advisory – sec. 7.2.A.1.h
- Learning Walks – sec. 7.2.A.1.i
- Collaboration – sec. 7.2.A.1.l
- Professional Time – use of – sec. 7.2.A.1.m
- Rainy Day Recess Plan (elementary only) – sec. 7.2.A.2.c
- Building Discipline Plan – development and review – sec. 7.2.A.2.d; pg. 41 and sec. 9.1
- **Staff Meeting Time** – when, what, where - sec. 7.2.A.2.d
The site-based decision is to choose the possible agenda items (not necessarily the substance of those agenda items), which can include: building discipline plan, rainy day recess plan, establishment of building committees, new curriculum, connecting and bonding as a staff and school community, 504 Special Education training, etc....
- Emergency Staff Meetings – determining process for calling – sec. 7.2.A.2.d
- Contract Education – sec. 7.2.A.2.f
- Scheduling Professional Development – sec. 7.5
- Disruptive Students – determining where they go when removed from class – sec. 9.1
- Site Discipline Plan – sec. 9.1
- Disaster Preparedness Plan – creation of – sec. 9.2
- Waivers – Article 11 is the request for contract waiver
- Loss of Planning Funds – sec. 14.3.F
- School Stipend Committee Two (2) employees designated by the Association – sec. 14.6.C

Shared Decision Making, Site-based Decisions

The model of site-based decision—CBA pgs 1-3

Assessment-staff training, planning, implementing, and monitoring the assessment process 7.2.A.1.c

Student Led Conferences-Sites will determine whether to use arena, blocks of time (e.g. 15 minute rotations), centers in the elementary, or similar formats when doing SLC's. 7.2.A.1.e

Advisory-Sites will have the flexibility to implement and create advisory programs according to individual site needs, using the site-based decision making model. Sites are not required to complete the High School and Beyond Plan in advisory, and have flexibility, using the site-based decision making model, to determine how and where those requirements will be completed. 7.2.A.1.h

Learning Walk-Using the site-based decision making model, individual sites will determine the learning walk “look fors” using the District and school improvement plans 7.2.A.1.i

Collaboration-The site based decision making model is required in order to use any of the 36 hours of available staff meeting time, or professional time (WAC time) for this purpose. 7.2.A.1.l

Using Planning time for professional time-This time does not count toward an educator's 180 hours of planning time unless otherwise determined through the site based decision making process. 7.2.A.1.m

Rainy Day Recess-Staff will not have scheduled supervisory responsibilities during their planning, student recess, and duty-free lunch times. Each elementary building will create, using consensus, a “rainy-day recess” plan 7.2.A.2.d

Staff Meetings-Using the site shared decision making model, the staff and administration at each school will decide how best to use up to thirty-six (36) hours of available staff meeting time. 7.2.A.2.d

Emergency Staff Meetings-Emergency meetings may be called whenever conditions require. Staff and administration at each school will develop guidelines for such events through the development of their building crisis plan. 7.2.A.2.e

Contract Education-For purposes of contract education Labor/Management will provide the sites with a menu of contract topics. Staff and administration at the sites will jointly decide how and when the information will be presented. Presentations will not exceed eight (8) per year or ten (10) minutes per presentation. 7.2.A.2.f

Scheduling Professional Development-Principals will work with staff to identify, from District-determined menu, applicable topics and schedule days for conducting professional development activities. 7.5, pg 51

Disruptive Students-Each site will designate the location/person in each building to which a student who has been removed from the class will report. 9.1, 56

Site Discipline Plan-Every site, using the shared decision making model will design and implement a site discipline plan aligned with state/federal laws and District policies and procedures. Components of the successful discipline plan include: • prevention/intervention and remediation strategies • site behavioral expectations • training opportunities for staff • in-site alternatives to suspensions • crisis intervention plan 9.1, pg 58

Waivers-Employees and administrators may jointly request that the District and the Association waive specific requirements of this Agreement. Each building in the Federal Way Public Schools has a unique decision-making process. The appropriate process at each site will be used in the determination of participation in a waiver. Article 11

Distributing Money for Loss of Planning-If a substitute is declared unavailable by the Human Resources substitute calling desk, and other appropriate certificated employees are required to cover classes 85 for the day, the school will receive an allowance equal to the cost of hiring a substitute (current equivalent \$125). Each site will decide how to distribute this money within the building. 14.3.F

Special thanks to David Brower, HR Performance Management Officer, for his collaboration with the Association in making this detailed list.