

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**, note a vote!* Principals have rights in this process of which they should be aware.

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 2-3
- Assessment – scheduling training, etc., - sec. 7.2.A.1.c
- 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. 9.1.C.1
- Staff meetings and retreat - sec. 7.2.A.2.d
The site-based decision model can be used at allotted staff meetings or the building retreat in service to building discipline and safety issues, developing a rainy day recess plan, or how to distribute sub coverage money.
- Contract Education – sec. 7.2.A.2.f
- Site Discipline Plan– sec. 9.1
- Disaster Preparedness Plan – creation of in alignment with district and federal guidelines– sec. 9.2
- Waivers – Article 11 is the request for contract waiver
- Loss of Planning Funds – sec. 14.3.E
- School Stipend Committee Two (2) employees designated by the Association – sec. 14.6.C.2.A

Shared Decision Making, Site-based Decisions

The model of site-based decision—CBA pgs 2-3

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

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 shared decision making model, to determine how and where those requirements will be completed. 7.2.A.1.h

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

Using Planning time for professional time-This time does not count toward a staff member’s 180 hours of planning time unless otherwise determined through the shared 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.C

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

Site Discipline Plan-Every site, using the shared decision-making guidelines found in the Preamble, will design and implement a site discipline plan aligned with state/federal laws and District policies and procedures. Components of the successful discipline can be found in 9.1.C.2.a-I on pg 54 and 55 of the CBA.

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 staff members are required to cover classes for the day, the school will receive an allowance equal to the cost of hiring a substitute (current equivalent \$140). Each site will decide how to distribute this money within the building.

Special thanks to David Brower, Chief Human Resources Officer, for his collaboration with the Association in making this detailed list.