

EDMONDS HOMESCHOOL RESOURCE CENTER
Shared Decision-Making Agreement
Adopted 1999-2000
Proposed Changes August 2003

A. Principles

1. All members of the *Edmonds Homeschool Resource Center (EHRC)* community (defined as students, parents, staff, *workshop instructors*, and Principal) should have the ability to be heard on issues that are important to them.
2. A fair, inclusive process should be available to consider issues that affect the community.
3. Decisions should be made considering all pertinent data and information, and all necessary assessments of the impact of the decision on the community, vision and programs at *EHRC*.
4. While the process for gathering data and information is intended to be broad and inclusive, a decision-making group should be clearly identified to represent and work on behalf of the community.

B. Leadership Council Roles, Responsibilities and Proceedings

1. The EHRC Leadership Council

The EHRC community will select annually a predetermined number of parents, staff and workshop instructors to work with the Principal in developing and implementing policies and procedures. This group is known as the Leadership Council.

- a. Members of the LC, excluding the Principal, will be elected by May of each school year, by an open vote of the EHRC community. To provide a smooth transition, during the month of June, outgoing members will orient incoming members to the process of the LC and to important issues and decisions affecting them and the community. Incoming members will become voting members as of July 1 and will serve for a year.*
- b. Only members of the LC have voting privilege on matters of EHRC policy and procedures. The LC shall approve new or amended policies and procedures by a majority vote.*
- c. The LC shall facilitate continuous communication to the EHRC community, and shall seek input during scheduled meetings and at other times. Information about the LC's work shall be posted on the EHRC web site.*

2. Policy Development Guidelines

EHRC policies set by federal, state and local governments (e.g., ESD) will be supported by the Leadership Council (LC) and implemented, as appropriate, by the Principal, staff and instructors. The LC will provide oversight and input to the development of all other school-wide policies. These policies will be implemented by the appropriate individual(s) as determined by the LC and the Principal.

- a. School-wide policies include, but are not limited to: staff and workshop instructor selection, class selection, scheduling, budget planning and review, parent orientation, program planning, community projects, graduation and preparation for college admission.*
- b. By the beginning of each school year, the LC will establish priorities for EHRC policies and procedures, and a working schedule for completing its tasks. Priorities will be set using criteria such as safety and risk factors, budget impact, unresolved issues from the previous year, staffing, etc.*
- c. The LC will solicit community input in developing or amending school-wide policies. Comments can be provided in several ways including, for example, community forums, surveys, and during a time-limited public comment period at LC meetings. Such input shall be recorded and considered in making final policy and implementing procedures.*
- d. Policy development and implementation will be time-sensitive to ensure completion of the LC's work, and will be communicated in a timely manner to the EHRC community.*
- e. New or amended policies shall be made when a quorum (defined as a majority of the membership) of the LC is present, and shall not take effect until 14 calendar days after the LC decision. This interim period is necessary to inform those affected by the decision. To ensure this process succeeds, all LC decisions must be placed on the web site within 2 days after each meeting. In situations involving public safety, this 14-day waiting period is waived.*
- f. At times, the LC may request volunteers to assist in its work. Volunteers can be students, parents or staff and they will serve in a time-limited role until the LC determines that the task is completed. The LC reserves the right to re-assign tasks if volunteers or committees do not complete the assigned tasks in a timely manner. The volunteers can assist in developing recommendations to the LC, but do not have a voting privilege when making final decisions.*

3. The LC Communication Plan

Effective and regular communication is essential to the work of the LC. The LC shall facilitate such communication by delivering important information timely and seeking information from the EHRC community as the LC conducts its business.

- a. The EHRC web site will be the site for distribution of LC information. EHRC members will be informed of the site and information during times of orientation. The Principal and LC shall identify the staff that will support the LC by maintaining current information on the web site.*
- b. The LC shall establish a public comment period during its open meetings for any topic. The comments must be presented in a respectful manner and are limited to not more than three minutes for each person. The comments shall be recorded in the meeting minutes.*
- c. The LC shall establish several other means for obtaining comments from the EHRC community. Examples include web-based surveys, issue-specific or open forums, regularly scheduled meetings on campus. The comments shall be reviewed by the LC to help in managing its priorities and work. The LC shall display its communication plan on the web site.*

C. Staff Roles and Responsibilities

- 1. EHRC staff are all those who are direct employees of the Edmonds School District, No. 15, and who are considered part of the EHRC community.*
- 2. The EHRC community and LC acknowledge the current decision-making agreement between certificated instructors and the District.*
- 3. Staff can generate policy recommendations for consideration by the LC. The recommendations must be in line with established priorities and goals, and are issues that are the responsibility of the LC.*

D. Principles of Relationship Between the Edmonds School District, No. 15, and the EHRC Community

1. Both parties agree that the ultimate goal of *this* Shared Decision-Making Agreement is to preserve a positive working relationship between the parties.
2. Further, both parties agree that decisions made outside the principles in section *A. Principles*, will require initiation of a process to set in place an interim decision by the Principal. The interim decision will be in effect until such time as a final decision *is* reached.
3. *The EHRC Principal will act as a liaison between the LC and the District on matters before the LC.*

E. Review of *this* Agreement

1. This Agreement is a ‘living document’ that needs regular and careful review to ensure that it continues to support the priorities and goals of the *EHRC* community. This Agreement will be reviewed at least once each year and needed changes will be proposed and adopted by the *LC* and *Principal*.
2. *The individuals signing this document attest that they have reviewed it and agree that it supports the priorities and goals of the EHRC community and the Edmonds School District, No. 15.*

EHRC/LC Representative

Date

EHRC Principal

Date

EDS Superintendent or
Designee

Date