

SITE-Based Decision Making Proposal
School Year 2010-2011
(Approved November 30, 2010)

School/Site: James S. Rickards High School
SITE Administrator: Dr. Michelle Gayle
SITE Council Chair: Reginald Isom
SITE Council Co-Chair: Virginia Alexander
SITE Council Recorder: Joe Christen
LCTA Lead Representative: Stephanie Moore/Charlie Yontz (Alternate)

Date:
Reference: Article XXV, Master Teacher Contract

I. Mission Statement:

The SITE-based Decision Making Council at James S. Rickards High School is a democratic system that enables the school's community to actively and directly shape the quality of the education for the students and the workplace for the staff through recommendations to the site administrator on policies and procedures.

II. Vision Statement:

“Perfecting the Process of a Quality Education.”

III. SITE Council Members:

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| 1. Michelle Gayle | Principal |
| 2. Stephanie Moore | LCTA Lead Representative (Charlie Yontz, Alternate) |
| 3. Yasmine Fishburn | Staff Representative (1 year term) |
| 4. Virginia Alexander | Teacher - English/Reading (2 nd Year) |
| 5. Wilford Brown | Teacher – Dean of Students (1 st Year) |
| 6. Joe Christen | Teacher - JROTC (2 nd Year) |
| 7. William Gilmore | Teacher - English/Reading (2 nd Year) |
| 8. Mike Holmes | Teacher - Science (1 st Year) |
| 9. Reginald Isom | Teacher - English (1 st Year) |
| 10. Marty Lamar | Teacher – Performing Arts (1 st Year) |
| 11. Joe Williams | Teacher – Social Studies (1 st Year) |
| 12. Tonnette Graham | SGA Representative (Current President) |

IV. Membership Selection and Election Procedures:

The Principal and Lead LCTA Representative will be permanent members, as required by the teacher contract. James S. Rickards students are represented on the council by the current SGA President, or by his/her designated representative.

Within the last 30 days of the regular school year the faculty and staff will vote by secret

ballot whether to remain a SITE-based school. If the school elects to continue, the proposal for the school year will be submitted to the county SITE Administrator.

Nominations and elections for SITE Council positions will take place during pre-planning and the first week of school. Faculty and staff are given the opportunity to announce their desire to run for one of the positions. The names of all who wish to serve will have their names published on a secret ballot.

The faculty and staff then vote, selecting at least eight faculty members and one staff member. The election is carried out by secret ballot, with the Principal, LCTA Lead Faculty Representative, and one other SITE Council Member supervising the counting of the ballots.

The faculty representatives will serve two-year terms. The staff member is elected annually. There are no term limitations.

An element of the election process is the contract language that “The composition of the Council shall reflect the racial/ethnic make-up of the school community.”

If a vacancy of any faculty and staff seat on the SITE Council occurs, the nominated person that received the most votes but was not originally selected will assume the position if he/she so desires. If no nominated person so desires, normal election procedures will be followed to fill the vacancy.

The Chair, Co-Chair, and Recorder will be elected by the SITE Council by secret ballot from the faculty and staff membership during the first scheduled meeting of the school year, and will serve one-year terms of office. The second order of business after officer elections is to review and approve a proposal for the school year to be submitted to the county SITE Administrator.

V. Member Responsibility:

The Co-Chair will conduct meetings in the absence of the Chair. The Recorder will take and publish minutes of all meetings. A copy of the draft minutes will be submitted to the SITE Administrator and council members within 48 hours of the meeting. Minutes will include a list of those members present.

Members will attend all scheduled and properly announced meetings. If a member can not attend a meeting, he/she will notify the Chair at least one day prior to the meeting.

VI. Parent Involvement:

Parents are invited to attend the monthly SITE meetings and to present agenda items for consideration. Their perspective on issues that affect the entire school is recognized as a valuable resource in the council’s decision making process.

VII. Decision-Making Process:

SITE decisions should be a collaborative process and it will employ consensus decision-making procedures. The SITE Council will obtain the opinions of all stake holders without jeopardizing the Principal's relationship with District and State policies. The Principal and SITE Council will work together to find ways to actively involve teachers, parents, staff, and community members in decisions regarding the quality of education for its students and the quality of the workplace for staff.

The workings of the council will be reported to the faculty, staff, and SAC through the minutes of the meeting, which will be made available to all parties. SITE recognizes the legislative mandate of SAC as the sole body responsible for final decision making at the school relating to implementation of the School Improvement Plan.

VIII. SITE Administrator's Role

The Principal is a non-voting member of the council and the primary source for county policy and law. The Principal is the person the Superintendent holds accountable for all school programs, personnel, policies, and decisions; therefore, the Principal must approve all recommendations. The Principal, with the support of the SITE Council, will oversee the implementation of approved recommendations.

IX. Meetings:

SITE Council meetings will:

- be held once a month, August through May, on the fourth Tuesday, unless a special meeting is called,
- be held in the Media Center at 2:00 pm,
- last no more than one hour, unless warranted by special circumstances,
- require a quorum (more than 50%) of voting members (6) in attendance for all meetings,
- require a consensus of members present on all recommendations to the SITE Administrator,
- and be open to all stake holders.

Meeting minutes will be recorded and an approved copy will be posted to the JSR website.

If a quorum is not present, the council may still meet for discussion, planning, and dissemination of information.

X. Agenda Items

The SITE Council Agenda Committee (Principal, SITE Chair, and SITE Co-Chair) will consider agenda items based on the Council's agreed upon Agenda Review Criteria, which are:

- Is raising the quality of education at the heart of the issue or recommendation?
- Is the issue or recommendation aligned with the Differentiated Accountability School Improvement Plan?
- Does the issue or recommendation reflect District and State policies?
- Will the parents, teachers, students, staff, and administration benefit from the issue or recommendation?
- Can the results of any action or decision the SITE Council may reach on the issue or recommendation be measured?

NOTE: The issue or recommendation must meet at least one of the five criteria listed above before being placed on the SITE Agenda.

The *Agenda Item Request Form* may be used to submit agenda items. Forms are available electronically and are due to the SITE Chair by the Friday prior to the Tuesday SITE meeting. The Agenda Committee will then prioritize the items submitted for consideration to the Council and determine which item(s) is/are to be discussed and which item(s) can be addressed directly by the SITE Administrator. The recommended agenda will then be presented to all Council members at the next scheduled meeting. The Chair will also advise members of any items submitted and resolved during consideration by the Agenda Committee.

XI. Evaluation/Assessment Process:

The Council will issue an annual report of items addressed and of improvements made to the Rickards administration, faculty, staff, SAC, and the Leon Schools SITE Coordinator, and will participate in the Differentiated Accountability School Improvement Plan.

In assessing the SITE Council's activities for the year, the following question will be addressed:

- Was a copy of the annual report provided to administration, faculty, staff, and SAC?