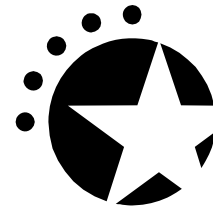


Star Lake Elementary
SCHOOL LEADERSHIP CHARTER
Proposed Revision 2009/2010



MISSION

Staff, community, and parents together will guide all students to meet or exceed district and state academic learning standards through the Star Lake ~~Site~~ **School Improvement Plan (SIP)**, *Schoolwide LAP Plan*, and *Parent Involvement Compact*.

PURPOSE

The purpose of the Star Lake School Leadership Team (SLT) is to guide the best educational program for our most valuable resource, our students. The team's decision-making process is structured so that all stakeholders feel ownership in the process.

MEETINGS

Schedule: The SLT shall determine and publish a schedule of meeting dates and times for the year.

Frequency: The SLT will meet ~~quarterly~~ **in October, December, February, April and June** (as needed), unless previously agreed upon by the team. The entire team will determine meeting times and dates.

Agenda: The agenda for the next meeting will be determined at the end of each meeting. The only exception is the last meeting of the year. The agenda will be published at least three days prior to the upcoming meeting, with opportunities for SLT members to add agenda items. A copy of the agenda will be emailed to members one week prior to the scheduled meeting.

Communication: The school principal ~~and office manager~~ will be responsible for communication with the school community about SLT meetings and participation by: school newsletter, school calendar, email, and weekly bulletins.

Open Participation: Any member of the school community can attend SLT meetings and will be welcome to speak to an issue on the agenda. They can also add items to the agenda related to the current Star Lake ~~Site~~ **School Improvement Plan** or *LAP Plan*. Requests for additional items must be received 10 days in advance of the meeting. Stakeholders are welcome to address issues or concerns they may have about teaching, learning, and assessment at Star Lake.

Minutes: Accurate minutes of all SLT meetings shall be recorded. Minutes of every meeting will be published in a timely fashion. Minutes will also be available on the website and via email to staff members and SLT members, within one week of the meeting. Team members will keep agendas and notes in their SLT Notebooks.

MEMBERSHIP

The *School Leadership Team* will include a balance of representation of stakeholders from the school and shall reflect the diversity found within the school and community. Stakeholders include parents, a PTA representative, building administrator(s), certificated staff, classified staff, and community members. ~~and community liaisons~~. Each member shall have equal status as a participant on the SLT. It is strongly recommended that no one particular stakeholder group constitute a majority of the SLT.

Team Configuration

Twelve members will be elected. The team will consist of:

- ~~Six~~ **Five** STR parents and/or community members, including one PTA board member.
- ~~Six~~ **Five** STR certificated and/or classified staff members, including the principal or designee.

It is recommended that the twelve members include:

- One primary (K-2) classroom teacher or specialist
- One intermediate (3-5) classroom teacher or specialist
- One support staff member (~~SAF or Counselor~~ **Dean**)
- One classified staff member (Community Liaisons)
- ~~One office staff member (recorder) to assist in generation of the agenda and publishing the minutes~~
- Principal or designee
- ~~Five~~ **Four** parents/community members
- One PTA board member

Term

SLT representatives will serve a two-year term. Members from different representative groups (school, community, parents) will rotate off the team on alternating years, so there is always a balance of new and experienced members.

Selection Process

Certificated: Interested certificated staff volunteers will be recruited every other year, or as needed. If more staff members are interested, the certified staff will vote on the candidates. Validation of the election will be by simple majority. One alternate will be selected to ensure replacement if a team member is unable to fulfill his/her term and/or attend scheduled meetings.

Classified: Interested classified staff volunteers will be recruited bi-annually, or as needed. If more staff is interested, the classified staff will vote on the candidates. Validation of the election will be by simple majority. One alternate will be selected to ensure replacement if a team member is unable to fulfill his/her term and/or attend scheduled meetings.

Parents: Interested parent volunteers will be recruited bi-annually, or as needed. They will be solicited through the school newsletter. This notification will run a minimum of one month prior to the first SLT meeting of the school year. Current SLT members will interview candidates as needed.

Community Members: Community volunteers will be solicited through the invitation and recommendation of staff and parents. Notification and invitation to apply will run a minimum of one month prior to the first scheduled fall meeting (or throughout the year as needed). Local community members will also be invited to participate. Current members will interview candidates as needed.

DECISION MAKING PROCESS

The Star Lake School Leadership Team's decision-making process is an ongoing process, whereby all staff, parents, and community members have the opportunity give input on decisions in order to meet visions, goals, and objectives of Star Lake Elementary.

Consensus

Within the SLT a general consensus will be required for final decisions. Consensus is defined as 80% of the team members present at the meeting voting in the affirmative, while acknowledging that there are differing opinions. A quorum of ~~8/12~~ **7 out of 10** SLT members must be present to vote (~~66%~~ **70%**).

Note: *If consensus is not reached, the topic shall be added to the next meeting's agenda for further discussion and voting.*

Voting Process

Once discussion of a specific topic has taken place and all concerns have been raised, the facilitator can call for a vote. The "thumbs" method will be used to determine consensus. Once a consensus decision is made, all members agree to support the decision made by the majority, regardless of the outcome.

- **Thumbs Up:** I have all the information I need; I am ready to vote.
- **Thumbs Sideways:** I will gift my support. I have no stake in the vote that is made or it doesn't impact me.
- **Thumbs Down:** I am not ready to vote; I am seeking further information or clarification.

Dissenting Vote(s)

All persons with *thumbs down* will be given an opportunity to ask further questions and/or share their point(s) of view related to the topic. At this point, the issue will be sent forwarded to the next meeting (or to the presenting committee) for further information and/or clarification.

Administrative/Operational Decisions

Decisions that are edicts from the district, required by law, contract or policy are outside the parameters of the SLT. The building principal can make decisions that are operational or organizational, unless otherwise addressed by the SLT or a standing committee. The principal will seek input from the staff and community, before organizational decisions are made that relate to the work of the SLT.