

Proposal-Cowan

Description/ Overview: A Governance Council will make decisions around certain categorical fund allocations as established by CA Education Code (previously under purview of School Site Council) and additional areas as granted in iDesign autonomy. A separate council, called Local School Leadership Council (LSLC), will be in charge of school policy and budgetary matters as outlined in the UTLA Contract.

Composition:	<p><u>Governance Council:</u> 5 Teachers - 2 General Ed, 1 Spec. Ed. 1 Magnet/GATE, UTLA rep 1 Classified staff 1 Principal 5 Parents*- 1 Westchester, 1 Windsor Hills, 1 Magnet/GATE, 1 Special Ed 1 Permit* 2 Community*-1 Westchester, 1 Windsor Hills</p> <p>1 LMU rep (non-voting) 1 CAN rep (non-voting) 1 PTA rep (non-voting) 1 Booster rep (non-voting)</p> <p>*Windsor Hills parent defined as a parent within Cowan’s attendance area.</p> <p>*Westchester parent defined as a parent within Cowan’s attendance area.</p> <p>*Permit parent defined as a parent outside of Cowan’s attendance area.</p> <p>*Community member is an adult demonstrating a significant interest in Cowan, who either lives or whose primary place of employment is in the LMU Family of Schools attendance area (including Windsor Hills), and who is neither a Cowan parent/guardian nor employee of Cowan.</p> <p>Total: 14 voting members</p>	<p><u>Local School Leadership Council:</u> 4 Teachers (inc. UTLA Chair) 1 Classified staff 1 Principal (Co-chair w/ UTLA Chair) 2 Parents</p> <p>Total: 8 voting members</p>
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Alternates:	1 alternate each for both parent and teacher positions	1 alternate each for both parent and teacher positions
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Term of Office:	<ul style="list-style-type: none"> • Parents/Community members: 2 years, staggered terms (2 years for first council, then begin 2 year rotation.) It is suggested, for continuity, that a certain percentage of council members initially serve for a 3- year term. Term limits of two consecutive two-year terms. • Certificated/Classified members: 1 yr. terms. Terms limits of four consecutive one-year terms. <p>*After term limits have been reached, members are not eligible to participate on the council for one complete academic year.</p>	1 year
Purview/ Scope:	<ul style="list-style-type: none"> • Develop, implement, update and revise Single Plan for Student Achievement, including proposed expenditures of categorical funds • GATE and Special Education • School budget, excluding items in purview of LSLC • Curriculum and Instructional Strategies • School Culture • Hiring and Staffing • Accountability and Assessment • Additional areas as granted in iDesign Autonomy • Receive training through LMU to enable it to carry out its responsibilities 	<ul style="list-style-type: none"> • Staff development • Student discipline guidelines • Schedule of school activities and events and special schedules • School equipment usage guidelines • Local budgetary matters: Instructional material (4170), Lottery Funds (5381), School-Determined Needs (3986), State Textbook (4111, 4152, 4267), Year-Round School Incentive & Student Integration Program Discretionary Funds
Committees:	<p>Committees to be designated at discretion of Governance Council.</p> <p>Suggested committees include:</p> <ul style="list-style-type: none"> -Budget/Finance and Operations -Underserved Students (formerly known as Achievement Gap) -Special Education -GATE/Magnet -Curriculum, Technology and Instruction -Communications, School Culture and Safety -Human Resources (Hiring/Staffing) -Library, Arts Prototype -Accountability and Assessment (will update Single Plan) -Community Outreach -Student Council 	Designated at the discretion of the LSLC.

	Ad Hoc: After School Programs	
Committee Composition:	The Governance Council shall determine committee composition based upon the needs of the school and stakeholder participation.	Designated at the discretion of the LSLC.
	Stakeholders who are not members of the Governance Council may be members of the committees.	
	The Governance Council will ensure a process exists for adequate communication and effective collaboration between committees and the Council.	
	Principal required to be a member of the Budget/Finance and Human Resources committees.	
Council Officers:	Chairperson Vice-Chairperson (will head communications committee.) Secretary Parliamentarian Other officers as needed	Designated at the discretion of the LSLC.
Decision-Making Protocol:	Consensus preferred. If consensus is not attainable, decisions may be made by majority vote per Robert’s Rules of Order.	Consensus preferred. If consensus is not attainable, decisions may be made by majority vote.
	Out of respect for all participants, Robert’s Rules of Order will also be used to observe such meeting protocols as start and ending time of meetings, so that Governance Council business is attended to in an effective manner.	
	Quorum will be established and specifics outlined in by-laws.	
Role of the Administrator:	Principal will be a voting member of the Governance Council, and will provide information and leadership to the council. The principal will also provide support for proper elections, and administer school-level activities of the approved Single Plan for Student Achievement (SPSA).	The Principal acts as Co-Chair of the LSLC, along with the UTLA Chapter Chair.

Role of Certificated and Classified Staff As elected members, teachers and classified staff members will be responsible for attending regular meetings, and for coordinating with and ensuring that the diverse views and opinions of their respective constituents are properly represented at each meeting. Special meetings and completion of follow-up assignments between meetings may be required. Other job responsibilities of Certificated and Classified Staff will be in accordance with their respective union contracts.

Role of Parent and Community Member As elected members, parents and community representatives will be responsible for attending regular meetings, and for coordinating with and ensuring that the diverse views and opinions of their respective constituents are properly represented at each meeting. Special meetings and completion of follow-up assignments between meetings may be required.

Role of LMU: To provide training and professional development to the governing bodies so that they are better prepared to implement processes and policies; assist Cowan in developing its school plan and vision.

Role of iDesign: To ensure that all decisions related to curriculum, spending, hiring and staffing are in compliance with all State and Federal statutes and education codes. Will also assist in budget review, training and transparency.

Role of Cowan Governance Council: To ensure that all stakeholder groups are informed of and included in decisions and policy development of the school. Will also ensure that measures of accountability and responsibility are clearly defined and communicated.

Adoption Plan: Ongoing through the months of November and December: Transition Team members speak to Cowan constituent groups (PTA, Booster Club, SSC, CAN, teachers, and paraprofessionals) about governance proposals and solicit feedback from the constituent groups. As many members of TT as possible should be involved in presentation of the governance proposal to each group.

12/8/08 – 1/15/08 Disseminate printed/electronic information on governance proposal to all stakeholders (utilize Connect Ed, backpacks, Yahoo Groups, Website, room parents, community papers, etc.)

12/16/08 Transition Team members present and describe governance proposal at Stakeholder Information Meeting, solicit feedback.

1/14/08 and 1/15/08 School-wide vote to ratify the governance model proposal.

1/29/09 School-wide vote to populate the new Governance Council.

Benefits of this Model:

-Allows participation from all stakeholder groups in the governance process to provide an increase in academic achievement for all students at Cowan. Values input and participation from all vital stakeholder groups – teachers, administration, classified staff, parents, community members and school groups.

-Provides for flexibility in committee composition. (Provides communication between both governing councils with a UTLA rep and the principal on both councils.)

-Allows LSLC and Governance Council to focus on particular areas of purview, which will help with accountability and assessment along with time management for meetings.

Drawbacks to this Model:

-The challenge will be to get sufficient engagement and participation from all stakeholders, particularly teachers, classified staff, parents and community members, so that the process will be successful.

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I have reviewed the governance proposal, and would like to offer this feedback (please attach additional sheet if necessary):

Due: Monday, December 15, 2008 @ 2:30 p.m.

Please forward to any Transition Team member, place in the Transition Team box in the Office, or email David Gray at solidgrayent@ca.rr.com or Laurie Ferro at jimlaurief@aol.com. Thank you very much!