

Local School Restructuring Team Guidelines (3/02)

Definitions

Local school governance: a method of management using shared decision-making and participatory practices to make decisions by consensus.

Consensus implies general accord. This does not imply a certain level or degree of enthusiasm, but that parties can accept the results and can agree to live with the decisions.

The Local School Restructuring Team (LSRT) has the primary responsibility for:

- ❖ Developing a local school management plan
- ❖ Receiving and making appropriate recommendations relative to the school plan
- ❖ Monitoring and assessing the implementation of the school plan
- ❖ Ensuring compliance with established guidelines, contract and Board Rules
- ❖ Using assessment results to develop specific strategies for school improvement

Rules for Establishment and Operation of the LSRT

Administrative Rules

Under the Rules of the Board of Education and the laws governing the District of Columbia Public Schools, the Superintendent is appointed to direct and supervise the operation of the school system. Each principal or local school administrative leader is accountable to the Superintendent for the direction and operation of the individual school. The Principal, under the direction of the Superintendent, serves as the educational leader of the school and is vested with the full responsibility and accountability for the successful operation of the school, including but not limited to the human, technical and fiscal resources allocated to the school site.

To provide greater involvement in the decision-making process of local schools, Local School Restructuring Teams (LSRT) shall be established and shall serve in an advisory capacity to the principal for the purpose of improving student outcomes.

Decisions that are made by the LSRT and are non-compliant are not automatically binding upon the school, the school principal or the District of Columbia Public School System or. In this instance, the Superintendent will return the plan and request changes.

1. An LSRT shall be established in all District of Columbia Public schools. The role of the LSRT as an advisory team shall not be usurped by any other local school advisory group except the School Chapter Advisory Committee.
2. The LSRT shall consist of the following representatives:
 - a. Principal or school administrative leader
 - b. Building Representative
 - c. Teachers - All ET-15/EG-09 personnel employed at the local school and included in the WTU bargaining unit
 - d. Parents (who have children attending the school)
 - e. Support staff, including custodial, engineer, cafeteria aides, clerical aides, educational/instructional aides, secretary and security
 - f. Community Representative
 - g. Student at High School level (optional at other levels)
3. The composition of the LSRT shall be a minimum of **thirteen**:
 - a. 1 Principal or designee
 - b. 1 Building Representative (WTU) or designee
 - c. 4 Teachers
 - d. 4 Parents
 - e. 1 Parent group Leader or designee (must have a child in the school)
 - f. 1 Support staff representative
 - g. 1 Community Representative
 - h. 1 Student at the high school level (optional at other levels)
4. The members of the LSRT, except the community representative shall be elected by secret ballot by the group they represent. The community representative shall be appointed to the LSRT through a consensus of members of the LSRT
5. In a school where a WTU building representative has not been elected by April 30th immediately preceding May elections, the teachers may elect one additional teacher to serve on the LSRT in lieu of a WTU building representative or until such time as a WTU building representative has been elected.
6. At the high school level, following the election of the elected members and appointment of the community representative to the LSRT, the team may appoint up to 2 additional members by consensus of the team for a maximum of 15 persons. On the middle, elementary and junior high school levels where no student has been selected, the team may appoint up to 3 additional members by consensus of the team.
7. The constituent groups of each LSRT shall establish procedures for filling vacancies that occur in the elected positions within the group. Vacancies

that occur in the elected positions shall be filled in accordance with administrative rule #5.

8. Elections for the LSRT shall be held annually.
9. Members of each LSRT shall serve one-year terms, except the principal or other school administrative leader, who shall serve during the period of assignment to the school. Members may serve more than one term if reelected or reappointed in accordance with administrative rules. Terms shall begin June 1st and end May 31st the following year.
10. Each LSRT shall annually elect from among its members a chairperson and secretary who shall serve 1 year terms or until their successors are elected. The chairperson and the secretary shall be elected no later than June 30th each year.
11. The LSRT shall reach decisions by consensus. (See definition) When the LSRT has exhausted all means of reaching consensus on the school plan, then a panel at central office decides the issue.
12. A majority of the members of the LSRT, which shall include the principal or officer designee and the building representative or designee and at least 1 parent representative, will constitute a quorum. The designee shall have the authority to make decisions on behalf of the principal or building representative.
13. The LSRT shall have responsibility for the local school plan based upon the consensus of the team. The Principal, after review, shall have the responsibility for submitting the plan to the Superintendent. In concert with administrative process set forth by the central office personnel, the LSRT shall have the right to maintain the school plan, modify it or create a new plan. A copy of the school plan and the current LSRT ruled shall be available in the main office and school library for review. Each school shall have only one school plan. The Plan is to be submitted to the Superintendent on a date determined by the Superintendent.
14. In the development of the school plan, team members shall meet with and seek input from the local school community.
15. The LSRT may make recommendations on school system policy to the Superintendent.
16. The principal or school administrative leader shall provide administrative support, as necessary, to assist the activities of the LSRT
17. The LSRT shall establish a regular schedule of meetings and a process for calling emergency meetings. The chairperson has the responsibility to set a meeting agenda. It shall be the responsibility of the LSRT chairperson to provide notice of meeting to all members. All LSRT meetings shall be open for observation by the public.
18. At least 4 meetings shall be held each year, which are open to receive input from the school community through procedures developed by the LSRT.
19. The secretary of each LSRT shall keep minutes of each meeting and make a copy of the minutes available to the local school community within 48 hours after the meeting has adjourned. A copy of the minutes and

- adopted minutes shall be available in the main office and school library for review by the community.
20. It shall be the responsibility of the Associate Superintendent for Academic Services to furnish to each LSRT information necessary and appropriate to its function, including but not limited to
 - a. appropriate public reports issued by the school system,
 - b. budget information,
 - c. enrollment projections,
 - d. staffing allocations and
 - e. local school evaluation reports,
 - f. This is provided that the information shall not include material that is of a confidential or privileged nature pursuant to the policies of the governing entities of DCOS, federal laws or regulations of the District of Columbia.
 21. The LSRT shall advise the principal or other school administrative leader on any matter or school policy including but not limited to the following:
 - a. Allocation of local school resources
 - b. Organization of the school, including advice on options such as graded, ungraded, open space or self-contained classrooms, early childhood education programs and inclusion of higher grades in an elementary school
 - c. Curriculum options, including special or supplementary course offerings and specialized research-based instructional strategies
 - d. Budget decisions for textbooks, instructional equipment and supplies
 - e. Priorities and considerations for staffing patterns and the selection of personnel
 - f. Monitoring of student progress
 22. Decisions reached by the LSRT shall not change or superseded any contractual agreement, Board Rules, system-wide policy or procedures unless a waiver has been granted, in writing or is in effect. Waiver of provisions of union contracts may be granted upon approval by the union. Waiver of administrative policies and the Superintendent's directives may be granted by the Superintendent. The process whereby a certified LSRT may seek waivers is set forth in the section entitled "Waiver Process and Elements"

Procedures for Election to the LSRT

Elections for the LSRT shall be held during the month of May and completed by May 31 of each year

Teacher representatives: all ET-15/EG-09 personnel employed at the local school and included under the WTU bargaining unit are eligible to vote for and run as teacher representative on the LSRT. The Building Representative at each local school shall conduct the election of ET-15/EG-09 to the LSRT according to the guidelines of the Constitution and By-laws of the WTU, except that participants are not restricted to being union members.

Parent representatives: the president of the local parent organization shall conduct the election of all parent representatives to the LSRT. Only parent/custodial parents/guardians of children enrolled in the school are eligible to vote in the election and serve on the LSRT as parent representative. Membership in the local parent organization is not required. The president of the local parent organization shall provide sufficient notice of procedures for the nomination and election of parent representatives to all parents who have children enrolled in the school.

Support Staff representative: The principal shall facilitate a meeting of the support staff for the purpose of election of the support staff representative. All support staff assigned to the building are eligible to vote for the support staff representative and to serve on the LSRT.

Student Representative: upon the students electing a student government president in the fall, the elected student government president shall serve as the representative on the LSRT until another student government election occurs. Questions concerning the interpretation of these administrative rules will be resolved by the Superintendent of designee in a manner that is consistent with DCPS regulations, directives and policies.

Compliance Forms

The revised Rules for the Establishment and Operation of Local School Restructuring Teams require that your LSRT be certified. The Certification of Elections form and the Team Membership form should be completed and returned by June 15th to the Division of Professional Development and Leadership.

The Certification of Elections form provides verification that an election has been held in accordance with the established rules. The certification of process provides that the Certification of Elections form be signed by the president of the parent organization, the principal or school administrative leader and the WTU building representative.

Team Membership: The Team Membership form verifies that your team has been established in accordance with the rules. It also provides central

administration with the data necessary for planning an effective professional development program and communicating with your team.

Waiver Process and Elements

LSRT may seek a waiver of any rule, regulation, guideline or policy that inhibits the effective functioning of the school. All applicable rules, regulations, guidelines and/or policies remain in effect until written notice of the approval of the waiver is received by the principal or school administrative leader and the chairpersons of the LSRT.

Process: A waiver request may be sought by a school that has a certified LSRT. The school must also produce a school plan as required by the Rules for the Establishment and Operation of the LSRT. Waivers may be sought at any time, but it is encouraged that requests be made annually within the context of the local school's annual management plan. Schools that do not have a current school plan and certified LSRT will not be considered for a waiver.

Note: The rules, regulations, guideline and policies of DCPS have many foundations (in law, contracts, court orders and mandates, etc.) Therefore, teams seeking waivers may assume that, while some decisions on waiver requests may be reached quickly, other requests will take longer to process due to the level of research and consultation required. In any case, school will receive a response to the waiver request within 30 days from the date of receipt of the request. Upon reaching a decision, the Governance committee will make a recommendation to the Superintendent regarding the request. Requests for Waivers of provisions of union contract will be transmitted by the Superintendent to the union for appropriate action. When requesting a waiver, refer to the Waiver Elements below. Waiver request should be sent to the Division of Professional Development and Leadership.

Waiver elements

Schools seeking a waiver must submit a written request, which includes the following information:

- ❖ Name of school
- ❖ The specific rule, law, procedure, guideline, etc. that is requested to be waived.
- ❖ A detailed description of the reason and support for the waiver including
- ❖ What will be instituted in its place?
- ❖ Expected impact an/or benefit to student outcomes
- ❖ Possible system-wide impact or benefit, if the waiver is granted
- ❖ Possible impact on the local school community, if granted

- ❖ Length of time the waiver should be in effect and the requested implementation date
- ❖ Signature of all members of the LSRT
- ❖ Impact on other offices, divisions/units within DCPS
- ❖ Explanation of how the present rule is a detriment or hardship to student outcomes at the requesting school
- ❖ List of additional resources (financial, personal) if any, which will be needed if the waiver is granted

School Improvement: Expected Outcomes

- ❖ Increased student achievement
- ❖ Reduced dropout rate
- ❖ Increased parent, community and business involvement
- ❖ Increased market share and market
- ❖ Improved attendance (Student and Staff)
- ❖ Improved accountability (Financial, Personnel, Program and Student)
- ❖ Improved monitoring and assessment of student performance
- ❖ Implementation of Best Practices
- ❖ Increased use of educational technology
- ❖ Improved School Climate

Local School Management Plan Elements

- ❖ Vision statement
- ❖ Mission
- ❖ Philosophy
- ❖ School Improvement Goals
- ❖ Measurable Outcomes (Annual Benchmarks for 3 years)
- ❖ Plan of Action/Specific Strategies for Goal Accomplishment
- ❖ Professional Development
- ❖ Staffing Levels/Needs
- ❖ Budget Levels?Needs
- ❖ Design for Monitoring and Assessing Progress
- ❖ Signatures of LSRT members

|