

**APPENDIX A: SHARED GOVERNANCE SUBCOMMITTEE ESSENTIAL  
SCHOOL STRUCTURES DUCUMENT**

University High School  
February, 2005

Essential School Structures

Standing Committees of Keystone Council

Committees Created by Keystone Council:

Clinical Field Experiences  
School Development  
School/Parent Relations  
Shared Governance

Committees Created by Administration:

Co-Curricular Activities  
Personnel  
Student Conduct

Other Decision-Making Groups:

Admissions  
Apportionment  
Departments  
Diversity  
Technology

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## Essential School Structures – Keystone Standing Committee:

### Clinical Experiences

#### Purpose:

To work with College of Education to ensure quality of clinical field experiences, liaison with C & I department, establish policy and procedures related to field experiences, and support teacher education aspects of the UHS mission.

#### Agenda:

- Strengthen relationship among Curriculum and Instruction professors and other on-campus teacher educators.
- Coordinate requirements and expectations for clinical experiences at University High School
- Develop means of enhancing clinical experiences for ISU students as well as UHS faculty and students.

#### Members:

- Keystone representative
- Faculty (with effort to include faculty from every department)
- Representatives of Curriculum and Instruction faculty (especially 216 instructors)

#### Outcomes and Products:

The committee will create, review, revise and recommend policy to Keystone Council regarding clinical experiences. Minutes from all committee meetings will be submitted to Keystone, as will a final report at the end of the year. Other pertinent documents such as clinical evaluation forms and the clinical experience handbook will be submitted to Keystone as the need arises.

#### Structure and Procedure:

Faculty with an interest and willingness to serve will be enlisted by the Keystone chairperson at the beginning of the school year, who will also select a committee chair. The committee will collaborate with Curriculum and Instruction faculty in order to improve, create and implement policy regarding clinical experiences.

## Essential School Structures – Keystone Standing Committee:

### School/Parent Relations

The School/Parent Relations Committee is a standing committee created by Keystone. Keystone recognizes that effective schools have positive and strong relationships with the parents. Therefore, according to the Appendix of the Keystone Council Bylaws the School/Parent Relations Committee addresses the following issues:

Pertinent policies and procedures including parent-teacher conferences, communication between school and home, and shared expectations about school conduct, academic standards and performance.

#### Agenda:

- Strengthen school/parent communication.
- Coordinate and collaborate efforts to enhance student education.

#### Members:

- Keystone representative
- Faculty members
- Administration

#### Outcomes and Products:

The committee will create, review, revise, and recommend policies and procedures related to school/parent relationships. The committee will submit the minutes of each committee meeting to Keystone. A final report of committee accomplishments will be submitted to Keystone according to a timetable yet to be determined.

#### Structure and Procedures:

Faculty members with an interest and willingness to serve on the committee are selected by the chairperson of Keystone at the start of each school year. The chairperson of Keystone will also select a faculty member to chair the committee. The committee will collaborate with the administration to determine an area of school/parent relations for the committee to review and determine recommended revisions that will strengthen school/parent relations. With the endorsement of Keystone, the administration will then assist the committee in implementing the recommended revisions.

## Essential School Structures – Keystone Standing Committee:

### Personnel

#### Purpose:

The Personnel Committee is a standing committee that was created as part of the original Essential School Structures. The committee has been adopted by Keystone and is one of three committees that are the responsibility of the administration. Personnel is one of the areas of responsibility of Keystone as outlined in the bylaws.

#### Agenda:

The personnel committee addresses the following topics:

- Recruiting, Screening, Search process
- Professional development, including core expectations
- Review applications
- Interview applicants
- Recommend appointment
- Department/Administration collaborative veto
- Department Chair and Principal will review University hiring procedures, discuss job description, and design posting
- Administration will seek approval from Office of Diversity and Affirmative Action to advertise position
- Department members will select candidates for phone interview/on-site interviews
- Administration will seek approval from Office of Diversity and Affirmative Action to interview candidates
- Department will interview and select top three candidates
- Administration will select final candidate
- Evaluating See Chapter 5 and 6 Faculty Associate Handbook
- Extracurricular activities
- At appropriate times, seek permission from ISU Office of Diversity and Affirmative Action to post position, interview, and hire.
- Post positions in building first and then publicly. Salaries and job descriptions are available in the Activity Director's office.
- Accept letters of interest, resumes, references, etc.
- Where there are equal candidates, UHS teachers get preference.
- References checked, interviews offered
- Administration interviews candidates with the help of coaches as needed.
- Activity contracts are annual. There is an evaluation. Forms are available in the AD office. In compliance with the Illinois School Code, reasons do not have to be

supplied for non-renewal of contracts. These procedures apply to coaches and activity sponsors.

- Professional ethics See Chapter 3 Faculty Associate Handbook
- Evaluation of administrators:

-Principals:

The principal shall receive an annual formative review by the Lab School Director assessing for example fulfillment of official roles and responsibilities. Other sources of information to complete the review may be obtained from confidential comments from faculty and staff, students, alumni, etc. Following the review, the Director will provide the principal with a written summary. The principal may respond in writing to any part of the review. A comprehensive fifth year review shall be conducted by the Director. Complete procedural guidelines may be found at the Directors office.

-Assistant Principals & Other Administrators:

The principal will evaluate assistants at University High School. The evaluation shall reflect the duties and responsibilities assigned to the assistant for that school year. Any instrument used to conduct the evaluation will be designed by the principal and should reflect the best practices regarding administrator evaluation and professional development.

Open Forum:

Provide an open forum for faculty and administration via the Executive Committee for personnel policy review including salaries

Members:

- Department Chair
- Department members
- Administration
- Keystone representative

Outcomes and Products:

The Committee will create, review, revise, and recommend policies and procedures related to personnel. The committee will submit the minutes of each meeting to Keystone. The committee will submit an annual report to Keystone by April 1.

Structure and Procedures:

Faculty members with an interest and willingness to serve on the committee are selected by an administrator at the start of each school year. The administrator will also select

someone to chair the committee. The committee will collaborate with the administration to determine areas of personnel for the committee to review and determine recommended revisions that will strengthen personnel policy. With the endorsement of Keystone, the administration will then assist the committee in implementing the recommended revisions. At the start of each school year, the committee will review personnel policies and procedures. The review process will seek input from faculty and administrators. Based upon the review, appropriate recommendation will be made to Keystone by February 1st of each year

## Essential School Structures – Keystone Standing Committee:

### School Improvement

#### Purpose:

Develop and implement plans for school improvement including curriculum reform, assessment/ instruction improvement

#### Agenda:

- Develop school improvement plan
- Implement school curriculum and assessment reviews

#### Members (currently):

- three elected faculty,
- two Keystone appointed faculty
- one appointed administrator

#### Outcomes and Products:

The committee will create, review, revise and recommend policy to Keystone Council regarding school improvement. Minutes from all committee meetings will be submitted to Keystone, as will a final report at the end of the year.

#### Structure and Procedure:

After the 2004-2005 school year faculty with an interest and willingness to serve will be enlisted by the Keystone chairperson at the beginning of the school year, who will also select a committee chair. The committee will collaborate with administration and department chairs in order to improve and create and implement a school improvement plan and other tools which improve instruction and assessment at UHS.

## Essential School Structures – Keystone Standing Committee:

### Shared Governance

The Shared Governance Committee is a standing committee created by Keystone. Keystone affirms the basic principle of shared governance at University High School. Therefore, according to the Appendix of the Keystone Council Bylaws the Shared Governance Committee addresses the following issues:

Clarification of authority held by various participants at University High School, codification of all policies and procedures of various decision-making groups, and the cultivation of collegiality among faculty, staff and administrators.

#### Agenda:

- Maintain a central resource for policies and procedures of all standing committees of the Keystone Council and the Administration.
- Coordinate and collaborate efforts to increase and maintain participation by faculty, staff and administration in decision-making.
- Review procedures and schedules pertaining to elections and/or appointments.

#### Members:

- Keystone representative
- Faculty members

#### Outcomes and Products:

The committee will create and maintain a central resource of policies and procedures. The committee will submit the minutes of each committee meeting to Keystone. A final report of committee accomplishments will be submitted to Keystone according to a timetable yet to be determined.

#### Structure and Procedures:

Faculty members with an interest and willingness to serve on the committee are selected by the chairperson of Keystone at the start of each school year. The chairperson of Keystone will also select a faculty member to chair the committee. The committee will collaborate with the administration and the Keystone Council to stay abreast of any changes in policy or procedures. The committee will also recommend additional areas of decision-making where shared governance principles are appropriate and necessary.

## Essential School Structures – Keystone Standing Committee:

### Apportionment

#### Purpose:

To consider fund raising requests from and allocate activity fees money to activity groups.

#### Agenda:

Co-Curricular activities are a vital part of the U-High Community. Activity fees and fund raising activities help to fund the growing number of co-curricular activities offered at U-High. The Apportionment Board approves and monitors the fund raising activities for activity groups and coordinates and collaborates on the distribution of activity fees funds to support co-curricular activities.

#### Members:

- Three faculty members (elected)
- U-High Bookkeeper
- Coordinator of Activities
- Student Senate President
- Vice President of each student class
- President of Booster Club

#### Outcomes and Products:

The committee will determine the dollar amount allocated to each activity from the fee money collected from each U-High student. All fund raising activities by U-High activity groups must receive administrative approval by the Coordinator of Activities and the Apportionment Board.

#### Structure and Procedures:

In August of the new school year, forms are handed out to all staff and activities groups. Forms are returned and compiled. Early in September three faculty members are elected to the Apportionment Board. Later in September, a one-day meeting is held, where each Apportionment board member is given a packet to review containing all fund raising requests and allocation requests for activity group financing. The Apportionment Board recommends to the Coordinator of Activities the distribution of activity funds to the activity groups and the approval of fund raising activities.