

University High School  
Essential School Structures

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## **Introduction to the Essential School Structures**

The purpose of the Essential School Structures document is to articulate the responsibilities of the various decision making groups at University High School. Groups that recommend policy at University High School include: Administration, Keystone Council, Standing Committees, Ad Hoc Committees, and Department Chairs. The function of this document is to clarify purpose, agenda, members, outcomes, products, structures and procedures. The document will be reviewed and/or revised annually.

## Clinical Field Experiences (Keystone Standing Committee)

### **Purpose:**

The Clinical Field Experiences Committee is a standing committee created by Keystone. The purpose of this committee is to work with the College of Education to ensure quality of clinical field experiences, to liaison with C & I department, to establish policy and procedures related to field experiences, and to 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 Members (with effort to include faculty members 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.

## School Development (Keystone Standing Subcommittee)

**Purpose:**

The School Development committee is a standing committee created by Keystone. Its purpose is to develop and implement plans for school improvement including curriculum reform, assessment/instruction improvement

**Agenda:**

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

**Members:**

- Keystone appointed chair
- Faculty Members
- One 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:**

Faculty members 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.

## School/Parent Relations (Keystone Standing Subcommittee)

**Purpose:**

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 committee 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 review, revise and recommend policies and procedures related to school/parent relationships.

**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. The committee will submit the minutes of each committee meeting to Keystone. A final report of committee accomplishments will be submitted to Keystone at the end of each school year.

## Shared Governance (Keystone Standing Subcommittee)

### **Purpose:**

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.

## Co-Curricular Committee (Administrative Standing Subcommittee)

### **Purpose:**

The Co-Curricular Committee is a standing administrative committee as designated by Keystone bylaws. The purpose of the Committee is to review and/or recommend policy that pertains to co-curricular activities. Examples of such issues could be, but are not limited to, the student activity code or student eligibility.

### **Agenda**

- The Co-Curricular Committee should review current policy annually and make recommendations to Keystone regarding new policy or policy revisions. The Co-Curricular Committee will meet to review specific issues that may arise as determined by the Activities Director.

### **Members**

- The Co-Curricular Committee members will be selected by the Activities Director and include:
  - faculty
  - coaches
  - members of Keystone
  - Activities Director

### **Outcomes and Products**

- The Co-Curricular Committee will produce policy recommendations and revisions as needed, as well as an annual report to Keystone to summarize the Committee's activity.

### **Structure and Procedures**

- The Co-Curricular Committee will meet a minimum of once annually to review/revise policy in the co-curricular area. The meeting will occur so that any new policy or policy revision can be included in the next year's student handbook.

## Personnel Committee (Administrative Standing Subcommittee)

### 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:

- 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
- Open Forum: Provide an open forum for faculty and administration via the Executive Committee for personnel policy review including salaries
- Evaluation of Administrators:
  - *Principal*:: 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.

**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 1<sup>st</sup> of each year

## Student Conduct (Administrative Standing Committee)

**Purpose:**

The Student Conduct Committee is a standing committee of Keystone created by the Administration. Its purpose is to develop and implement policies for student conduct and other climate issues.

**Agenda:**

- Yearly reviews of student conduct policies contained in the student handbook.

**Members (appointed by Administration):**

- Two students
- Three faculty members
- Two parents
- Assistant Principal

**Outcomes and Products:**

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

**Structure and Procedures:**

Faculty with an interest and willingness to serve will be enlisted by the Keystone chairperson at the beginning of the school year. The faculty will be appointed to the committee by the administration. The committee chair will be the assistant principal.

## Admissions (Administrative Standing Committee)

### **Purpose:**

The Admissions Committee is a standing committee selected and administered by the University High School Principal and/or his/her designee. The Admissions Committee ensures that students are selected to assist University High School in fulfilling its mission of teacher education.

### **Agenda**

- Select students that reflect the demographic composition of the Bloomington-Normal area.

### **Members**

- Faculty
- Coaches/Sponsors
- Administration

### **Outcomes and Products**

The Committee will review applications of students and meet to make selections annually. Applicants will receive a letter confirming an invitation to University High School or a letter communicating why they were not accepted.

### **Structures and Procedures**

Committee members will review the applications individually and bring their recommendations to the full Committee. The Principal will review all alumni, Metcalf, and sibling applications to ensure their ability to meet University High School academic requirements. Final selection will be made at the Admissions Committee meeting in April.

## Apportionment (Administrative Standing Committee)

**Purpose:**

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.

**Agenda:**

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

**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.

## Department Chairs (Administrative Standing Committee)

### **Purpose:**

The Department Chairs is a standing committee created by administration to assist in coordinating department-level activities. The Department Chairs assist the Principal and Assistant Principal on issues such as scheduling, textbooks, facility usage, curriculum, selection of personnel and other issues as they arise.

### **Agenda**

- The Department Chairs give feedback and make decisions regarding the day-to-day operation of the school.
- Department Chairs work to implement policies that have been approved, and they ensure that ongoing curriculum review, assessment, and renewal are enacted.

### **Members**

- A department chair is selected for each department and attends Department Chair meetings.
- The principal will work with the department in the selection of the department chairs.

### **Outcomes and Products:**

The Department Chairs will communicate with their department regarding the issues and decisions made during the Department Chair meetings.

### **Structures and Procedures:**

Department Chairs will meet monthly with the Principal and/or the Assistant Principal. Agenda items may be submitted to the Principal one week in advance.

<b>Diversity (Administrative Standing Subcommittee)</b>
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**Purpose:**

To train a core group of faculty in diversity issues in order to have the ability to train other staff and students. To research diversity issues and find the best means of communicating and shift attitudes of our school community.

**Agenda:**

- To promote diversity in our schools through training and other means to faculty, staff, administration, students and families of the Illinois State University Laboratory Schools.

**Members:**

- Faculty members from U-High
- Faculty members from Metcalf

**Outcomes and Products:**

The committee members attend training and provide training to staff.

**Structure and Procedures:**

Faculty with an interest and willingness to serve will be enlisted by the administration. The committee will meet as needed to collaborate with the administration as to the type of training sessions that the members will attend. The committee will also collaborate with the administration on the extent of training/presentations that will be shared with faculty and staff.

## Technology

**Purpose:**

The Technology Committee works with the technology coordinators to figure out the best and most cost-effective ways for using technology at U-High to improve student learning.

**Agenda:**

- Technology coordinators provide the committee with information about new technologies presently being used in other schools through presentations, conferences and site visits.

**Members:**

- Faculty members
- Technology Coordinators

**Outcomes and Products:**

Committee members discuss information on new technologies with their respective departments and make recommendations to the technology coordinators on which technologies to pursue. The committee also reviews all current technology uses at U-High, and makes recommendations for changes and improvements. These recommendations are incorporated into the school-wide technology plan, which guides virtually all spending of the student technology fees and the district-provided technology budget.

**Structure and Procedures:**

Faculty with an interest and willingness to serve will be enlisted by the technology coordinators at the beginning of the school year. The committee will meet two or three times a year to share ideas for the direction of technology at U-High to create and improve opportunities for the use of technology in the classroom for the advancement of student learning.