Cal Young staff Group Agreements

Updated 8/2012

1. **Decision Making**: We are looking for 100% agreement on all major decisions; however, a proposal may become a decision with a 75% super majority vote. The administration or Leadership will determine when a shift from 100% to a 75% super majority vote is necessary. A quorum is needed when we are voting. In the 2012/2013 school year, a quorum exists when one more than half of the certified staff (or 13 AM mtg and 12 PM mtg)**,** one classified and one administrator is present at the meeting. See the Cal Young Middle School Major Decision Making Matrix for more information. **(Administrator will be clear when a decision will change from Consensus to super majority during the meeting)**

2. **Confidentiality/Public Information**: We agree to honor confidentiality within our staff. We will share information discussed in meetings on a need-to-know basis. We agree not to communicate to non-school personnel about our decisions until they are official and staff has agreed to discuss them in public. In public, we will not disparage other staff, parents, students or programs.

3. **Directness and Openness**: We agree to communicate openly and respectfully with each other. We will assume positive intentions of all staff members. It is OK for members to say that the behavior of an individual is helpful or not helpful. It is never fair to talk about people; it is only fair to talk about ideas. If a personal issue arises between employees who can't resolve it directly, they will seek assistance from an administrator.

4. **Meeting Management Roles**: Every meeting will have a facilitator, a recorder, and a timekeeper. As much as possible, the facilitator will post the agenda at least 24 hours prior to each meeting. A week's notice will be give when there will be a calendar change to the schedule. All staff members will come prepared to give their full attention to the meeting and discussions. Grading, paperwork, side talking, email etc. may interfere with the meeting process. Please be respectful and courteous. The speaker has the discretion to ask for full audience attention. Minutes for each meeting must be sent out within 48 hours of the meeting. Minutes will be sent out to all staff. A Leadership member will determine if a quorum is present before a vote is taken.

5. **All A.M. Meetings:** Meetings will convene at 7:45 A.M. and end by 8:30 A.M. The meetings will start and end on time. Attendance and punctuality are required.

   All P.M. Meetings: Meetings will convene 2:40 P.M. and end by 3:40 P.M. The meetings will start and end on time. Attendance and punctuality are required.

   Curriculum Meetings*:* Curriculum meetings will meet on the first Wednesday A.M. of the month with agenda items set by Curriculum teams or Leadership.

   Data Meetings: Data meetings will meet on the second Wednesday A.M. of the month in the library with agendas set by the Data team. Attendance by all licensed staff is required.

   Grade Level Meetings: Grade level teams will meet on the third Wednesday A.M., with agenda items set by Leadership and Grade Level teams.

   Staff Meetings: Staff meetings will meet on the second Wednesday (P.M.) and fourth Wednesday (A.M.) of each month in the library with agenda set by Administration or Leadership. Time extensions may be allowed, but will need to be decided according to the "Cal Young Middle School Decision Making Matrix". **Quorum:** ***A quorum exists when 1 more than half of certified staff 13 certified AM mtg 12 PM mtg), one classified and one administrator is present.*** The absent staff member is responsible for his/her proxy vote. Electronic survey will be conducted to include all members.

Positive School Climate Meetings: Positive School Climate meetings will meet on the fourth Wednesday (P.M.) of each month in the library with agenda items set by Climate teams or Leadership.

Committee Meetings: Committee meetings will meet on Tuesdays according to the determined schedule. Meeting times will be determined by leaders.

1st	School Climate	Margaret and Ramona
2nd	School Climate	Margaret and Ramona
3rd	Technology	Eric Schiff
4th	Green Team	Julie Hohenemser

The fifth Wednesday meeting schedule of the month will be determined by Leadership.

6. **Leadership Team**: Leadership Team members will facilitate in the pre-decision process. They agree to advise and advocate for all stakeholders and participate actively in the decision-making process. Leadership meetings are open to all staff members. Leadership will gather agenda items for Staff, Grade Level, and Curriculum meetings. They may refer informational and decision-making items to designated teams. Leadership Team meets every Thursday at 7:30-8:30 A.M. Membership is designated by administration: six certified representatives, principal, assistant principal, and one classified representative.

Leader	Curriculum	Grade Level	Committee
Eric Schiff	Electives	6th	Tech
Ramona Peterson	Math	8th	Positive Climate
Julie Hohenemser	Science	8th	Green
Tim Bjornstad	Language Arts	8th	Data
Clarice Loo	Social Studies	7th	
Margaret Albright	School	6th	Positive Climate

7. **Attendance and Punctuality**: Staff members will attend required meetings, arriving punctually. If a staff member is absent or the meeting falls outside of the staff member's work hours, it is his/her responsibility to access meeting minutes through email and abide by decisions made in his/her absence. If an electronic survey does not occur, then the absent member will email proxy vote to an administrator.

8. **Professional Courtesy:** Staff has access to other classrooms. Please contact staff members before borrowing or using equipment or supplies from someone else's room.

9. **Agenda Planners:** We expect students to use the agenda planner to track assignments and know important dates for most classes. Staff will post class work and homework daily for students to write in their agenda planners.

10. **Hall Duty**: It is expected that teachers cover a specific section of the building during their designated week of hall duty. Sub folders have the Hall Duty Schedule and teachers are expected to communicate Hall Duty in sub plans. Teachers will make every attempt to cover the hallways during the time assigned to them. If a teacher cannot cover the halls then he/she will make an effort to ask a neighboring teacher to step out into the hall. Hall duty time is before school 8:50-8:56, break time, and after school Wednesday Early Release 2:30-2:38 or 3:30-3:40 all other days. Staff is encouraged to step into the halls whenever possible.

11. **Classroom Instructional Time:** We, as an entire staff, agree to protect classroom instructional times ***(2012-13 school year periods 1-6)*** as much as possible.

12. **COW and Laptop Computer use**: All teachers using COWS and laptop computers must pre-teach appropriate use and handling of the COWS and laptop computers.
    a. Students will not modify preferences, backgrounds/displays, icons, etc., whatsoever. Students who do not adhere to this policy are in violation of District and school computer use

policy. Consequence is a Major, and/or loss of computer use privilege. Students need to alert teachers if their assigned computer has been modified, damaged or defaced.

h. *b.* COWS are checked out online by using the Zimbra Calendar for scheduling. Please cancel your reservation if you will not be using the COW. Always view schedule by week (not by month) to ensure that you see all COW reservations. Individual laptops are NOT to be taken from COWS. COWS are housed in the Library, Room 608, 603, 202 and the Tech Application Lab in Rm. 212. COWS are to be returned promptly after use, unless prior arrangements have been made. Before returning to designated barn, teachers are responsible for making sure COWS ***have all the computers plugged in correctly, the COW is*** LOCKED, plugged in for charging, and printers have an adequate amount of paper for the next user. Be courteous regarding COW use. Email staff when you won't be using the COW as planned. Use COWs in small chunks so other teachers can use the COWs.

c. All COWs need to be returned to their "barn" at the end of every day. Do not leave COW in classrooms.

d. Laptops are to be used at student desks and on tables. With rare exception by teacher direction ONLY, laptops may be used off table tops.

e. All students are assigned a laptop with the computer number being recorded on a class list - students use the same computer each time. This ensures accountability for laptop use and any issues that may arise.

f. All student work needs to be saved on student's DISTRICT SERVER space - files1.4j.lane.edu or student's e-portfolio - this allows for their work to be accessed from anywhere. The only exception would be working with video/iMovie projects that need to be saved in a designated folder on the computer hard drive in the Movies directory because of the large file size. Students may use their personal USB drives to back up files. NO Files are to be left on the desktop. Files on the desktop will be deleted regularly. TLT members were given the login procedures and can act as resource to the rest of the staff when they are ready to begin working with students.

g. Teachers are to direct ALL COW and other technology questions, concerns, issues, and requests through the CYTECH email: 4jdesktop@lane.edu

i. Staff will use the District password for all students. It is the first two letters of a student's legal last name added to the last four digits of the students ID number.

j. Teachers may share laptops on COWs but the teacher who signed up for the COW is responsible for each laptop and to return them to the correct COW at the end of the period.

13. **Positive School Climate Lessons:** These lessons will be on non-Early Release Wednesdays to teach DFZ and PBIS lessons, and disseminate CY information. We agree to teach these lessons to the best of our ability. Information will be given out at a Staff or Positive Climate meeting or via email prior to the activity. Teachers who don't have a class during this teaching time will be expected to assist with the process for teaching the lessons. The information would be preferred at least one week in advance and no later than two days prior to the activity otherwise we revert to a M,T, TH, F schedule.

14. **Revisions**: Each Fall, Staff will review group agreements and make revisions, as the group deems necessary. Staff will approve group agreements.