

**McGraw Elementary**  
An IB World School  
School Accountability Committee (SAC)  
Charter

**Approved 11-16-10**

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November 1, 2010

### **MCGRAW ELEMENTARY SCHOOL ACCOUNTABILITY COMMITTEE**

McGraw's philosophy of site-based management is that the entire McGraw community (parents, staff, students, principal and interested community members) will work together to provide the best possible educational environment for McGraw students. To operate the school most effectively, each of these components will participate in management decisions. Decision-makers are designated for various tasks, as are the groups from which input must be sought before a decision may be implemented. The involvement of all groups is important to the successful management of McGraw and the participation of each is highly valued. The end result of this collaborative effort is to achieve the vision, mission and beliefs set forth in the McGraw Mission Statement.

### **MEMBERSHIP**

The membership of the McGraw School Accountability Committee (SAC) shall be:

- Principal-Permanent
- Office Manager-recorder (non-voting member)
- 1 certified employee
- 1 PTSO member
- 3 parents (at least one within school boundary area)
- 1 non-parent community member, as available

“Staff” shall refer to Principal, Office Manager and certified member, unless otherwise noted, and “community” shall refer to parent and community members.

### **SELECTION OF SAC MEMBERS**

Members of SAC shall be selected in the following manner:

**Certified:** By the end of the school year, each group will meet and elect its representative(s) to the SAC for the term to begin the following August.

**Parents:** The current parent representatives to SAC will hold an election by the parent community to select incoming parent representatives. The nomination and election will be facilitated by the Office Manager. The election shall be held by the end of May for the term to begin the following August. .

**Community Member:** Recruited, selected or nominated by SAC by the last meeting in April.

## **LENGTH OF TERMS**

The Principal and Office Manager (recorder) shall be ongoing members of the SAC. All other terms shall be of two years, and terms will be staggered to provide continuity. Efforts shall be made to have no consecutive terms for SAC members. The membership year shall be August 1 to July 31.

## **OFFICERS**

The Principal shall create the agenda and facilitate the meeting.

The office manager shall be the recorder who will keep notes of the meetings.

## **VOTING MEMBERS**

All members of the SAC shall be voting members. Members must be present to vote. The quorum for decision-making shall be one staff member and two community/parent members.

The Principal, or SAC representative, will provide updates at PTSO meetings.

## **MEETINGS**

As required by CDE, the SAC will meet four times throughout the year, with additional meetings as needed. A maximum of 2 hours will be designated for each meeting.

The schedule, agenda and minutes for each meeting will be available in the school office.

## **ATTENDANCE AND PARTICIPATION**

Regular attendance and participation is an expectation. No substitutes will be allowed.

## **VISITORS TO SAC**

SAC meetings are open to all interested parties. An individual or group representative may participate in the meeting if he or she is on the agenda.

## **VACANCIES**

Vacancies will be filled for the remainder of the term only. Such service will not preclude the member filling the vacancy from serving during the following term. Individuals filling vacant seats will be selected from the staff or group represented by the person vacating the seat, in a manner determined by SAC.

In the case of a community member vacating a seat, the replacement shall be selected by the SAC or the principal.

## **DECISION-MAKING PROCESS**

Every attempt will be made to reach consensus on decisions. In those cases when consensus is not possible, a quorum is required and 2/3 or more voice vote shall be necessary to approve a decision.

Once a decision has been reached, it is expected that all SAC members will support the decision.

## **INPUT TO SAC**

Input from parents, staff, and the McGraw community is highly valued by the decision-makers at McGraw Elementary. Each decision-maker shall seek input from the designated groups using the most appropriate means available of seeking input and shall, as reasonably as possible, incorporate such input into the decision-making process. The means of seeking input may include, but are not limited to, the applicable parent, school and community boards, newsletters, communication folders, and direct communication with the subject group. Input will be requested from the community at large as needed.

Items submitted to SAC for action should relate directly to defined SAC responsibilities and be submitted to the Principal or Office Manager in advance of the meeting. The item will then be placed on the agenda, referred to the next meeting, or referred to the appropriate organization. The originator will be informed of the decision.

## **COMMUNICATION FROM THE SAC**

SAC actions will be publicized in the PTSO Newsletter as appropriate and SAC minutes will be available in the office upon request. When appropriate, communication will be sent to the community-at-large.

## **APPEALS PROCESS**

If a group or individual disagrees with a decision made by the SAC or by any of the decision-makers regarding the areas defined in the attached Decision Lists, and they may submit an appeal. The following process assumes that every attempt will be made to resolve the disagreement with the group responsible for making the decision prior to proceeding. The process is as follows:

1. Complete a site appeals form and submit it to an individual or group involved or those responsible for making the decision.
2. Schedule a meeting with the individual(s) submitting the appeal and those responsible for making the decision to discuss the rationale for the appeal. The parties shall meet to reach an agreement using the following Conflict Resolution Process.

## **CONFLICT RESOLUTION PROCESS**

When conflicts arise, the individual(s) or groups involved should focus on and address the problem and not one another, and listen with an open mind. All involved should treat others with respect and take responsibility for their own actions.

### **Phase 1**

- a. Issue identified
- b. Those involved discuss issue
- c. Issue resolved
- d. If not resolved:

### **Phase 2**

- a. Parties select a mutually agreed upon mediator
- b. Parties work with mediator to resolve issue
- c. Issue resolved
- d. If not resolved:

### **Phase 3**

- a. One or more parties bring issue to the SAC for consideration and recommendation
- b. Issue resolved
- c. If not resolved:

### **Phase 4**

- a. Issue taken to next higher level(s) of management until resolution is achieved
- b. End of process

## **VARIANCE PROCESS**

A variance is a request by the school for an exemption from district policy, negotiated agreement, statutes, or accreditation standards.

Anyone may initiate a variance. Requests for variances will be submitted to the SAC. Such requests should be accompanied by rationale and supporting information. SAC will direct research on the impact of the variance, including parent and/or District input as required. A majority of staff must approve the variance. Two-thirds of affected staff must approve as well. Determination of staff support for a variance requested by site should be made by ballot. When a variance receives sufficient support, it must be approved by 80% of SAC members. Once approved by staff and the SAC, the request would be submitted to an appropriate District decision maker.

## **RATIFICATION AND AMENDMENT PROCESS**

The initial charter must be ratified by a two-thirds vote of the ballots returned by staff and two-thirds of those returned by parents. Any subsequent changes must be ratified by a quorum of the SAC.

## **PROVISION FOR REVIEW**

This document will be reviewed as needed by the SAC.

**ADDENDA to the McGraw Elementary School Accountability Committee (SAC)**

ADDENDUM A - Decision Lists

ADDENDUM B - McGraw Mission Statement

## ADDENDUM A - Decision Lists

**In all decision areas parentheses indicate that input will be gathered from parents and from staff.**

### **SAC Decisions:**

- Evaluation of site goal accomplishment
- Recommendation to hire principal
- Form and direct task forces
- Variance requests
- Input to principal and staff as requested

### **Principal Decisions**

- Hiring of Certified / Classified Personnel (Staff)
- Dismissal of Staff
- Staffing Configuration
- Capital Reserve Budget
- Instructional Materials Budget Allocation
- Activities Scheduling (Staff)
- School of Choice
- Kindergarten Schedule (Parents of Incoming Kindergarten Students at Orientation Meeting, Kindergarten Teachers)
- Building Maintenance (Staff)
- Emergency Procedures Implementation
- Staff Duties
- Yearly Building Goals (Staff)
- Protocols for Playground, Lunchroom, etc. (Staff)
- Discipline Enforcement (Staff)
- Classified Performance Evaluation (Teachers)
- Certified Performance Evaluation
- Student Behavior/Expectation Plan (Staff)

### **Staff Decisions**

- Daily Schedule
- Professional Committee Membership
- Personal Staff Development
- Student Placement (Parents, Principal)

### **Grade Level Team Decisions**

- Materials
- Instructional Materials Budget Expenditure

**Individual Teacher Decisions**

- Individual Student Evaluation
- Professional Development Plan
- Homework
- Student Recognition
- Classroom Celebrations (Grade Level, Parents)
- Discipline Enforcement
- Communication Regarding Individual Students (Parents)
- Conferences (Parents, Students)
- Individual Student Goals (Parents, Students)

**Other Decisions**

- PTSO Fund-raising (Staff, Principal)
- PTSO Fund-raising disbursal (Staff, Principal)
- PTSO Enrichment and Assemblies (Staff)
- Site Celebrations and Cultural Observances (Staff, Parents, Students)

## **McGraw Elementary An IB World School**

### **Mission and Belief Statement**

#### **Mission:**

Fostering internationally-minded, life-long learners who all thrive in and positively shape our global community.

#### **Beliefs:**

- ✓ McGraw Elementary, an IB World School educates students through a challenging international **curriculum** in a safe, caring environment. Engaging curriculum is centered on the changing needs of the life-long learner, encompassing the full range of academic disciplines while addressing and expanding upon state and district standards.
- ✓ **Learners** are guided to set high expectations for themselves in order to develop individual talents and abilities and to become critical thinkers, reflective life-long learners, and compassionate, positive influences in the world.
- ✓ As an authorized **International Baccalaureate (IB)** school, McGraw offers the Primary Years Programme (PYP). In PYP (grades K-5), inquiry-based learning is used across subject areas and throughout the day to lead learners in the process of developing the profile of an international learner.
- ✓ **International-mindedness** is the Learner Profile. It is understanding our own cultures, learning about our global and local responsibilities, embracing our similarities and differences, and appreciating that we are part of an international system.