

# Shared Leadership Guidelines and Recommendations

## Article 4

*The District and Association endorse the concept of shared leadership as the preferred manner in which to make many building decision. Each school is to create an elected leadership team under the direction of the HEA representative(s). The principal will be a member of the team.*

### **Composition of the Leadership Team**

The HEA representatives at each site will conduct an election process to determine which HEA members will serve on the team. The exact composition of the team, term of office, and procedures is to be determined by the staff and members of the leadership team. The elected team and the administrator will agree to add additional members such as classified personnel or additional administrators.

### **Training/Support**

Up to three days of release time for team development is available for up to 10 schools who request it by November 15<sup>th</sup>. Schools with new principals and schools that have not accessed support in the past will be given priority and will be encouraged to request these funds. A joint request for support by the building representative and the principal is required.

### **Staff on leadership teams will be paid a stipend as per Appendix D**

Each school will receive \$1,100 with an additional \$1.00 per student enrollment, based on the October 1 count. This fund is to be divided equally among certificated members of its leadership team. **This money is only for the elected HEA members of the team.**

### **Agenda for meetings**

The team will determine the agenda for each meeting. **The Administrator does not determine the agenda.** There are topics that the team must discuss. These include DID use, PCT uses and expenditures of funds available to the building. These are outlined below:

#### **DID**

Discuss possible uses of District Initiative Days per Article 11, Section C.2.a. which states *When appropriate, leadership teams are encouraged to plan for a variety of whole group, small group and individual work related to implementing the district's initiative.*

Discuss and implement expenditure of two funds: The Building Curriculum Fund and the Building Improvement Fund in Appendix D

#### **Building Curriculum Fund**

High Schools:	\$5,500
Middle Schools:	\$3,500
Elementary schools and small high schools:	(per school*)

<400	=	\$2,000
400-499	=	\$2,500
500-599	=	\$3,000
>600	=	\$3,500

Language for Building Curriculum Fund states: *The Building staff shall form a curriculum committee in order to determine the expenditure of this fund, which may include acquiring substitutes or compensating teachers for developing/ integrating new curriculum or programs.*

**Building Improvement Fund**

Student FTE enrollment on October 1

0-350	.05 base
351-700	.07 base
701-1000	.09 base
1001-up	.11 base

Language for Building Improvement Fund states: *The principal and staff will jointly determine the expenditure of the fund. If consensus cannot be reached, then the principal shall make the final decision regarding expenditures. The funds may only be expended for projects that improve the quality of building and classroom learning environment.*

*Base salary refers to the beginning salary for a certificated individual. In 07-08 this is \$32,746. In 08-09 is will be \$33,898.*

**Professional Collaboration Time**

The Shared Leadership Team plans 50% of the Professional Collaboration Time in support of the School Improvement Plan (SIP). These sessions may occur in a combination of large group (whole faculty), small group (e.g., grade level teams, vertical teams, department teams, interdisciplinary teams, etc.) and individually (e.g., individual reflection journaling, etc.).