

**MEMORANDUM OF UNDERSTANDING  
Teachers, Mental Health Employees & Nurses**

**Site-Based Management Model**

**I. Purpose**

In an effort to improve and support student learning and achievement, each site, which directly serves students, will develop a written site-based management model.

In order to achieve the purpose above, this memorandum of understanding is intended to:

1. Clarify the decision-making process at each site.
2. Invest people in site decisions.
3. Empower people to participate in site decisions.
4. Allow for on-site resolution of site concerns.

**II. Model**

The site-based management model developed at each site must address the participants in the model, the structure through which the site reaches shared decisions, and the levels of involvement in the model. These elements must be developed and implemented during the 95-96 school year.

A. PARTICIPANTS in the model shall include but not be limited to:

1. Parent/Community
2. Staff/Teachers
3. Students
4. Administrators

B. This STRUCTURE should recognize the importance of empowering people in the decision-making process while recognizing the responsibility of the principal as the final decision-making authority.

The components of this structure shall include but not be limited to:

1. How committee or other structures are determined.
2. How frequently meetings occur.
3. How topics are introduced and studied.
4. How decisions are reached.
5. How dissenting opinions are addressed.
6. How information is shared.

C. The LEVELS OF INVOLVEMENT in the model would describe the opportunities and options individuals would have for participating in a given decision-making process.

**MEMORANDUM OF UNDERSTANDING**  
**Teachers, Mental Health Employees & Nurses**

An example of these levels might include but are not limited to:

1. Accountability - Decision-making:  
“I want to serve on a decision-making committee.”
2. Responsibility -Taking action:  
“I will attend sessions to initiate input.”
3. Consultation - Asking for opinions:  
“I want to get information from the group and respond.”
4. Information - Hearing-about decision:  
“I want to know when the decision is made and I will comply.”

**III. Topics/Issues**

The TOPICS/ISSUES to be brought to the model shall include but not be limited to:

1. Structure and use of planning time
2. Class sizes/loads
3. Staffing design building-wide (by level, by team, or by department)
4. An annual review of site committee structure
5. Site issues related to special education inclusion
6. Site staff development (including the use of non-contact days)

**IV. PROCEDURAL CONSIDERATIONS**

- A. The site-based management model developed will be disseminated in written form throughout the site community.
- B. No appeals or waivers of District policy shall be considered for the term of this memorandum of understanding.
- C. The CCEA and the Division of Performance Improvement or District designee will address concerns about whether or not the site-based management model is in use. Written concerns about whether or not the site-based management model is in use may be directed to the Superintendent or CCEA President.

This memorandum of understanding will be reviewed by June 30, 2020, and may be continued by mutual agreement of the parties.

Revised: May 25, 2017  
Adopted: June 12, 2017  
Effective: July 1, 2017