

OPERATIONAL GUIDELINES FOR HOUSE 7

I. Organization

Members of House 7 shall be equitably chosen representatives of the staff. The meeting will be facilitated by the Principal's designee.

II. Purpose

The purpose of House 7 is threefold:

- ❑ To act as a screening committee to present and consider alternative solutions to school-wide concerns.
- ❑ To act as an advisory body to the principal.
- ❑ To act as a communication link to improve organization within the school.

III. Operation

Agenda: Agenda items will be established in one of two ways: 1) Staff members may submit agenda items by submitting the item on the attached form. 2) The principal may submit agenda items. The principal, in consultation with the facilitator, will be responsible for preparing the agenda. Every attempt will be made to e-mail the agenda to House 7 staff 24 hours before the meeting so members will have time to discuss the agenda item with the persons they represent prior to the meeting.

Minutes: A member of the secretarial staff will attend the meeting and take notes. Meeting minutes will be disseminated to the entire staff via e-mail within 48 hours. The note-taker will summarize discussion for each agenda item before proceeding to the next agenda item.

Timekeeping: Timekeeper duties will be rotated unless someone is interested in permanently taking on that duty. Fifteen minutes will be allotted per agenda item. Items needing more input or further discussion will be tabled for the next meeting. The timekeeper will warn the group when there are 5 minutes left, and when there is one minute left.

Meeting Times/Location: Meetings will be held on the second and fourth Thursdays of the month from 3:00—4:00 in the LMC.

House 7 Membership: There will be 1 representative from each of the 6 houses; 1 clerical, 1 security member, 1-2 members of encore, 1 EA/SEA, 1 support services member, 1 EEN member, 1 ESL/Bilingual member, and 1 member of the curriculum

cadre. Each house or cadre will select the person they feel will best represent their joint interests. It is possible for 2 people to share responsibility (one person attends the second Thursday, the other attends the fourth Thursday).

Norms for Meetings:

- ❑ Meetings will begin and end on time
- ❑ Members agree to attend on a regular basis or arrange for a substitute
- ❑ Members will raise their hand and wait for the facilitator to call on them before speaking.
- ❑ Members will listen to others and consider their viewpoints with an open mind.

Items to Be Considered: Items to be considered for House 7 meetings will be issues relevant to the entire staff. Examples of such issues include: the school-wide behavior system, school schedule, etc.

Decision-Making: Every attempt will be made for the members of House 7 to reach consensus. In the event that consensus can not be reached, the Principal will have had an opportunity to listen to staff input and discussion, and will be aware of differing viewpoints so she can make an informed decision.

Note: The final responsibility for decision-making rests with the Principal.

Duties of House 7 Members: In addition to attending all House 7 meetings, members will communicate with their constituents on a regular, discussing agenda items and gathering input prior to the meetings.

Student Representation:

Representatives of the student body may request that items of interest or concern be placed on the agenda. Such representatives may request or be invited to appear before House 7 regarding the specified interest or concern.

Open Meetings:

All meetings of House 7 are open to all staff members to audit. Only House 7 members may register the viewpoints of the staff they represent.