

Portage West Middle School
Site-Based Decision Making Team
2006-2007 Charter

Mission

The West Middle School community will offer the students preparation for a lifetime of learning, enabling the students to meet life's challenges.

Learning Beliefs

In order to improve instruction and enhance student achievement at West Middle School, we believe:

- All students can learn.
- Providing a safe and orderly environment is essential for learning.
- Parents must be involved in their child's education.
- Forming positive relationships with students enhances learning.
- All members of the West Middle School Community are essential stakeholders.
- Providing a caring environment enhances student learning.
- All stakeholders are collectively responsible for student achievement.

Group Norms

Respect all opinions and people	Start and end on time
Good listening skills	Snacks at all meetings
Everyone has an opportunity to contribute	Questions to clarify
Kids first-focus on student learning	Confidentiality
Maintain a sense of humor	No hidden agendas
Stick to the agenda	Commit to calendar
Come to meetings prepared	

Decision Making

The team agrees to use Consensus Decision Making. Fist to Five will be used and any response with a 2 or below will need discussion. Consensus must always be met before the SBT can implement a decision. Many times it may be necessary to seek the input of the other stakeholders before a decision is made; sometimes those stakeholders are individuals beyond the immediate school community.

Fist to Five definitions:

- 5 = I am all for the idea - I can be a leader.
- 4 = I am for the idea - I can provide support.
- 3 = I am not sure, but I am willing to trust the group opinion.
- 2 = I am not sure - I need more discussion.
- 1 = I cannot support the idea at this time - I need more information.
- Fist = I need an alternative I can support.

Defined Roles

Leaders: Rotates per schedule

Facilitator: Rotates per schedule

Recorder: Rotates per schedule

Visual Recorder: As requested; none assigned

Team Members: All team members are responsible for on-going evaluation of group process.

Communication

Stakeholder input regarding goals of the group is welcome. This input can happen in one of three ways:

1. Stakeholder presentation can be made verbally and in writing at the allotted agenda slot at the end of a meeting.
2. A written statement can be given to any Site Based Team Member (SBTM) to be read at a meeting.
3. A SBTM can verbally summarize a stakeholder's concern. The stakeholders will receive follow-up communication within 1 week of meeting.

Note: Any stakeholder may propose a change for the team charter. After the Site Based Team reaches a consensus, the stakeholders must approve any change with an 80% "yes" vote of those ballots returned.

Evaluation

The Site Based Decision Making process will be reviewed on an annual basis.

Team Membership and Term Completion Dates

8-10 Faculty

Linda Holzwarth	2007
Heidi Doman	2009
Christine Hake	2006
Laurie Kuiper	2006
Kelly Schollenberger	2008
Elaine Kitchin	2008

5 parents

Katherine Fletcher	2006
Missy Matthews	2008
Claudia Haworth	2009

1 support staff

2 Administrators

Larry Killips
Steve Lorenz

Member Selection

- Faculty chosen by vote of entire staff from interested staff members unless there are more vacancies than applicants.
- Faculty serves a three-year term.
- Support staff selected by support staff members serves a three-year term.
- Parents complete an application and Site Based Team selects.
- Parents serve a two to three year term.
- All members are eligible for re-election.