

A+ Procedures for Celebration School K-8

Step 1

There will be a general meeting of all staff. The intent of the meeting will be to brainstorm ideas and suggestions. The group will be informed at the beginning that all motions will be accepted.

The intent of the meeting will not be to disagree or argue with any suggestion. Emphasis will be on a positive meeting with everyone's opinion having equal weight.

The administration will provide information at the meeting regarding fund amount, # of teachers, # of new teachers, # of support staff, # of new support staff, and any other data which might assist in the decision process. A 4 person committee (referred to as the A+ Committee) consisting of representatives from the elementary, middle, support and SAC, along with the administration will develop a sheet of examples of previous suggestions. The representatives will be voted on by their respective peers after volunteers have placed their name in nomination.

Each person will be given a sheet of paper which will show examples (clearly marked as EXAMPLES ONLY) of some previous suggestions. The sheet of paper will have a place for the individual to submit his/her suggestion as to how they would like to distribute the funds. Their suggestion is to be turned in by 4:00 p.m. the next day into a secured ballot box. There should be only 1 suggestion per ballot. Ballots with more than 1 suggestion will be discarded.

Step 2

The A+ Committee will consolidate the suggestion sheets, eliminating duplications, and develop the first ballot. The ballot will be distributed to all staff in their mail boxes. The staff will be instructed to look over the ballot and make a check mark next to their top 5 choices of plans they would like to see implemented. Staff will have till 4:00 p.m. the next day to mark their ballot and to place it in the secured ballot box.

Step 3

The A+ Committee will tabulate the ballots. The top 5 choices (or more in case of ties) will be selected to be placed on the next ballot. The A+ Committee will develop the ballot with instructions that the individual must select only 1 item on the ballot. Ballots with more than 1 item marked will not be counted. Ballots will be placed in mailboxes and staff will have till 4:00 p.m. next day to mark their ballot and to place it in the secured ballot box.

Step 4

The A+ Committee will tabulate the ballots. If 1 plan has more than 50% then this will constitute the final vote. If no one plan is over 50% then the number of selections with the highest total will be added together till over 50% is achieved. The number of selections use to achieve over 50% (should be 2 or 3) will constitute the next ballot.

Step 5 (if necessary)

The A+ Committee creates the ballot with the final 2 or 3 suggestions. The ballot will be distributed to all staff in their mailboxes. Staff will have till 4:00 p.m. the next day to mark their ballot and place it in the secured ballot box. In the case of only 2 suggestions, the selection getting over 50% will be the final selection. In the case of 3 suggestions on the ballot, the selection getting over 50% will be the final selection, if no one selection gets 50%, then the two selections with the highest tallies will be used in the final ballot.

Step 6 (if necessary)

The A+ Committee creates the final ballot with the top 2 suggestions. Ballots are distributed to all staff in their mail boxes. Staff has till the end of the next day to turn in ballot in the secured ballot box. The final ballots are tabulated by the A+ Committee. Results are reported to the administration, who in turn, informs all staff of the decision.