
RANCHO PICO JUNIOR HIGH SCHOOL

To: Michael Vierra, Assistant Superintendent HR

From: Erum Jones, Principal

Date: 4/23/2018

RE: **SITE BASED DECISION**

MEMO

I am submitting this communication in accordance to Article XXXVIII of the Hart District Certificated Contract. On Monday, March 26, 2018 and Tuesday, March 27, 2018, the certificated faculty of Rancho Pico Junior High School participated in a site based vote on replacing our current schedule and implementing an early release schedule for Tuesday. Following are the details for your review:

- The entire certificated faculty was given information regarding the early release schedule proposal via an email communication.
- Wording used on the FRONT of the ballot.

Voting Instructions

This is our first site vote in regards to the Early Release Proposal. You are voting on whether or not to adopt this schedule (see back) to release students from school at 1:50 pm on Tuesdays to accommodate an hour of collaboration time for faculty members beginning at 2:05 pm.

Each certificated faculty member has one (1) vote. Voting will begin on Monday, March 26, 2018 and end at 3:00 pm on Tuesday, March 27, 2018. Voting will be conducted by secret ballot in the office.

- ☐ Yes, I vote to adopt the Early Release Schedule
- ☐ No, I vote not to adopt the Early Release Schedule

- Wording used on the BACK of the ballot.

Early Release (Collaboration)		
Time	Period	Instructional Minutes
8:40 - 10:04	First Block	84
10:04 - 10:19	Brunch	0
10:19 - 10:24	Passing	5
10:24 - 11:47	Second Block	83
11:47 - 12:22	Lunch	0
12:22 - 12:27	Passing	5
12:27 - 1:50	Third Block	83
1:50 - 2:00	Faculty Transition Time	0
2:05 - 3:05	Collaboration	0
Total # of Instructional Minutes		260

- It was determined that 50 certificated staff members were permitted to vote in this procedure (42 teachers, 3 administrators, 3 counselors, 1 librarian, and 1 school psychologist.)
- Proper procedures as outlined by HDTA leadership were followed.
- It was determined that 38 votes were necessary for the proposal to pass (75% of 50).
- For the Early Release Tuesday proposal, **42 yes votes** and **7 no votes** were cast. **One (1) unit member** declined to vote. The proposal passed with 84%, above the minimum standard of 75% as outlined in Article XXXVIII.
- On Monday, April 19, 2018, HDTA approved the Early Release Tuesday schedule.

We understand that according to HDTA protocols, we are obligated to present this proposal again next year in order for it to become permanent practice for future years.