
RANCHO PICO JUNIOR HIGH SCHOOL

To: Michael Vierra, Assistant Superintendent HR

From: Erum Jones, Principal

Date: April 23, 2019

RE: **SITE BASED DECISION**

MEMO

On Tuesday, March 26, 2019 and Wednesday, March 27, 2019, the certificated faculty of Rancho Pico Junior High School participated in a second year site based vote on our 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 second 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 at 7:30 am on Tuesday, March 26, 2019 and end at 4:00 pm on Wednesday, March 27, 2019. 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 49 certificated staff members were permitted to vote in this procedure (41 teachers, 3 administrators, 3 counselors, 1 librarian, and 1 school psychologist.)
- Proper procedures as outlined by HDTA leadership were followed.
- It was determined that a minimum of 37 votes were necessary for the proposal to pass (75% of 49).
- Ballots were counted by Doug Smith, our HDTA site representative, Timothy Cotti, our Lead Campus Supervisor, and by me. We counted and confirmed **45 yes votes** and **2 no votes**. **Two (2) unit members declined to vote.**
- The year two vote passed with 92% voting to keep the early release schedule. This schedule will become permanent.
- On April 22, 2019, HDTA approved the Early Release Tuesday schedule.