



RED CLAY CONSOLIDATED SCHOOL DISTRICT  
**ADMINISTRATIVE MEMORANDUM**

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STAFF INPUT IN DECISION-MAKING | 3002.2

In order to create formal channels for staff input in decision-making and to foster collaboration between staff and administrators on issues relating to the operation of the schools, the Red Clay Consolidated School District hereby establishes the following working groups:

#### Discipline Working Group

The Discipline Working Group will deal with matters related to student discipline, including, but not limited to, modifications to the Student Code of Conduct; student attendance; discipline referral forms; discipline records; and the study of an alternative program for chronically disruptive students.

#### Grade Reporting and Procedures Working Group

The Grade Reporting and Procedures Working Group will deal with matters related to grading, including, but not limited to, grade reporting systems and procedures, and employee grade reporting materials.

#### Special Education Working Group

The Special Education Working Group will make recommendations to the Superintendent pertaining to the special education program, including, but not limited to, recommendations for compliance with the law.

In order to make such recommendations, the Special Education Working Group will be given access to the following information that is otherwise confidential to the collective bargaining process:

- All available information relevant to the application for special education funds;
- All available information as to the amount of funds received for special education; and
- All available information the District receives with regard to implementation of the program.

#### Technology Working Group

The Technology Working Group will review and oversee the District Technology Plan including the annual review of the Computer Use Policy and will make recommendations regarding technological needs to assist the educational mission of the District.

#### Professional Development Working Group

The Professional Development Working Group will make recommendations to the Superintendent pertaining to professional development including, but not limited to, content, follow-through, and evaluations.

#### Make-up of working groups



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Each working group shall have a maximum of five (5) representatives appointed by the Superintendent and five (5) representatives appointed by the Red Clay Education Association

President. Each working group shall have co-chairs, one (1) appointed by the Superintendent and one (1) appointed by the Red Clay Education Association President. The Superintendent may add up to five (5) additional third parties to the Discipline Working Group.

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Authorizing Code  
Office Responsible  
References

RCCSD Board of Education Policy 3002  
Deputy Superintendent  
N/A

Issued December 15, 2014  
Revised N/A



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Meetings

The Working Groups shall begin their separate meetings not later than October 1 of each school year and present their recommendations or alternate recommendations to the Superintendent by May 1 of each school year. Additional meetings beyond October 1 each year will be scheduled at times and dates mutually determined by the co-chairs. The Working Groups shall remain in effect until at least August 31, 2017.

Questions about the information contained in this administrative memorandum should be directed to the Deputy Superintendent.