

District Restructuring Application Packet

School : _____

Proposed School Year: _____

New- () **Continuance-** ()

Type of Proposal:

() **Collaboration**

() **Extended Day**

() **Other**

RESTRUCTURING PLAN CHECKLIST

School _____ Date _____ New- () Continuance- ()

Assemble the accompanying documents, with page numbers, in the order listed below. This checklist is to be completed before submitting the site Restructuring Plan packet [with the required, attached documents] to the Fairfield-Suisun Unified School District Restructuring Committee. This checklist should include **S(taff)** and **P(rincipal's)** initials of the completed steps.

Initial and number the pages in the application packet:

- 1) S _____ Pg _____ Restructuring Proposal and/or Contract Waiver Application including precise Contract article changes.
- 2) S _____ Pg. _____ Restructuring Proposal Rationale
- 3) S _____ Pg _____ Description of Annual Program Evaluation (both subjective and objective criteria)
- 4) S _____ Pg. _____ Written Report of Program Evaluation Summary (for program continuance only)
- 5) P _____ Pg. _____ The proposed daily and minimum day bell schedule, release schedule, etc. that indicates the altered instructional minutes, start and ending times.
- 6) P _____ Pg. _____ District spreadsheet of daily/yearly minutes.
- 7) P _____ Pg. _____ Evidence of Community Members Communications. (Parent Letter, District Office Memo)
- 8) P _____ Pg. _____ Site Council minutes of the proposal
- 9) P _____ Pg. _____ Transportation and Feeder Schools (if applicable) acknowledgement of established Bell Schedule changes
- 10) S _____ Pg _____ Copy of Site-Wide Announcement of Restructuring Proposal Election Date and Location
- 11) S _____ Pg _____ Documentation of the date that the site meeting was held for All Eligible Voters, (One Week Prior of Vote) to discuss the Restructuring Plan before voting on the proposal.
- 12) P _____ S _____
Pg. _____ Signature List of All Eligible Voters at Site indicating receipt of ballot
- 13) S _____ Pg. _____ Copy of Sample Ballot Distributed to All Eligible Voters at Site
- 14) S _____ Pg. _____ Completed Election Reporting Form (per F-SUTA Site Representative)

Signature (Principal/Site Administrator Approval)

Signature (School Site Council President Approval)

Signature (Site Contact Person)

Signature (F-SUTA Site Representative)

RESTRUCTURING PROPOSAL WAIVER APPLICATION

Term of Plan:

[] New Program

Date of Application:

[] Continuance

Name of School:

Contact People :

1. Contract article *affected/changed* by your waiver proposal:

[] Article 19.1a.- The on-site work day for unit members shall commence no more than one-half hour before the start of the instructional day.

[] Article 19.2- Instructional time shall average the following:

<u>Level</u>	<u>Average Minutes Per Day</u>
___ K	200
___ 1-6	310
___ 7-8	335 [to include passing time]
___ 9-12	372 [to include passing time]

[] OTHER: Article _____
Associated wording:

2. Describe the desired change to the contract article:

The Site Principal approves of and recommends the attached Restructuring Proposal.

Principal Signature: _____ Date: _____

The School Site Council has reviewed and approved the attached Restructuring Proposal.

Signature of Site Council President: _____ Date: _____

Attach and number any additional pages

PAGE _____

3. Restructuring Proposal Rationale

Briefly describe the proposed activity and its purpose-

4. Description of the Annual Program Evaluation (*both subjective and objective criteria*)

Restructuring Election Reporting Form

PAGE _____

School: () New Program () Continuance

1) Meeting for Eligible Voters **announced** on [date]- _____

2) Meeting date or window for Eligible Voters **to vote** - _____

3) Total number of eligible voters ballots produced- _____

4) Number of ballots received- _____

5) Total number of "NO" votes [*includes unreturned ballots/non-votes*] - _____

6) *Total number of "YES" votes needed to pass:*

_____ x 0.67 = _____ + 1 = *Required "YES" votes* -----
Total Eligible Voters [#3]

7) **Total number of "YES" votes:** _____

The Restructuring Proposal is: () Approved

We (minimum of two) certify that the election was run by the guidelines set forth by the Fairfield-Suisun Unified Teachers Association and that the results are fair and accurately reported.

Site Representative/Date

Unit Member/Date

Unit Member/Date