

**NIAGARA FALLS CITY SCHOOL DISTRICT
OFFICE OF HUMAN RESOURCES**

TOTAL QUALITY PROCESS

The Niagara Falls City School District – its Board of Education, the administration, teaching and support staff, the parents, and community members – believes that it is its mission to guarantee educational excellence for every student and to prepare students for successful employment, continuing education, and life-long learning in an ever-changing.

In keeping with that mission, the following major beliefs provide the foundation of the Total Quality Process for our District:

1. Adopting a Total Quality Process is a constructive step for our District which allows everyone to strive for excellence.
2. People bring to Total Quality Process a wealth of creativity and ability to work together toward a common goal.
3. The Total Quality Process will take time and patience.

Based on these beliefs, the school community supports the establishment of a Total Quality Process for our District. This document constitutes an outline of that process.

The roles and responsibilities of the Executive Quality Council shall be:

1. To develop a system for effective communication among all members of quality councils and stakeholder groups.
2. To evaluate and assess the performance of the Total quality Process continually and to make recommendations for improvement.
3. To encourage the development of plans which will meet the District mission and goals through the Total Quality Process at appropriate levels.
4. To monitor, on its own initiative, plans and proposals of the site-based School Quality Councils for compliance with negotiated contracts, laws, regulations, and policies.
5. To respond to questions from the site-based School Quality Councils concerning compliance with negotiated contracts, laws, regulations, and policies and to seek interpretations thereof; and further to help seek waivers from the appropriate body where necessary.

6. To provide advice and/or facilitators to site-based School Quality Councils.

Composition of the Executive Quality Council:

- Superintendent of Schools
- President, Niagara Falls Teachers
- President, C.S.E.A. (2)
- President, A.S.C
- President, N.I.A.S.
- President, S.T.U.
- President, District-Wide Parent Committee
- President, High School Student Council (2)
- Board of Education Member
- Community Representative
- Higher Education Representative
- Business Leader

The Executive Quality Council will determine the process/method for selection of the community, business, and higher education representatives.

The Executive Quality Council should consider representation from various groups not specifically included in the above organizational framework.

The term of office for each member of the Executive Quality Council will be an annual appointment. Each stakeholder group will determine its representative(s) yearly and may appoint at its discretion.

Appointments will be made in June to begin July 1.

Authority of the Executive Quality Council:

Whatever authority is vested in any member of the committee is also vested in the Executive Quality Council, provided consensus is reached to exercise that authority.

The Executive Quality Council may implement any decision where it is already in the domain of a member of the committee to implement and where the implementation and impact if limited to that domain.

Resources – Executive Quality Council:

A specific dollar amount for staff development and other expenses necessary for the operation of the Executive Quality Council will be recommended for inclusion in the District budget.

Should additional funds be required, requests will be made to the appropriate body.

All decisions of the Executive Quality Council shall be by consensus.

Roles and responsibilities assigned to the School Quality Councils:

1. To assess the needs of the site which will enable the staff to develop plans for achieving the established goals.
2. To assure that all affected stakeholders are involved in the Total Quality Process.
3. To ensure that all decisions are in accordance with negotiated contracts, laws, regulations, and policies.
4. To refer matters beyond the authority of the School Quality Councils to the Executive Quality Council.
5. To evaluate and assess the Total Quality Process within the site and recommend plans for improvement.

Composition of the School Quality Councils:

Each site will consist of the principal, three teachers, one support staff, two parents, and one community representative. In addition, each middle school and high school will include two students.

Selection for Membership on the School Quality Councils:

Each site stakeholder group will determine its members who will be selected specifically for the purpose of the Total Quality Process, except that the community representative will be selected through a process determined by the rest of the committee.

Site Committee Term of Office:

The term of office for each member of the School Quality Council will be an annual appointment. Each stakeholder group will determine its representative(s) yearly and may reappoint at its discretion. Appointments will be made in June to begin July 1.

Authority of the School Quality Councils:

Whatever authority is vested in any member of the committee is also vested in School Quality Council provided consensus is reached to exercise that authority.

The site committee may implement any decision where it is already in the domain of a member of the committee to implement and where the implementation and impact is limited to that domain.

Resources – School Quality Councils:

Each School Quality Council will allocate allotted resources for the effective function of that committee.

School Quality Council decisions shall be made by consensus.

This document may be altered by consensus of the Executive Quality Council upon consultation with all the School Quality Councils.