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PROCEDURE FOR SCHOOL IMPROVEMENT PLAN

The School Improvement Team must consider all school based data in the development of strategies for improving student performance. The school team must include a plan for the following:

- improved instruction and student outcomes, including targeted instructional strategies that meet the needs of all subgroups for AYP and ABC growth;
- the use of staff development funds aligned to specific and measurable goals;
- K-2 reading strategies (in schools serving those populations);
- school climate, which includes student health, safety and discipline;
- strategies to collect and address feedback from students, staff (including working conditions), and parents;
- planning time for all teachers with a goal of up to five hours per week during the instructional day;
- a duty free lunch period for all teachers on a daily basis or “as otherwise approved by the school improvement team.”

The plan shall be presented to the faculty (assistant principals, instructional personnel, instructional support personnel, and teacher assistants) by the principal and reviewed with the faculty and endorsed through a secret ballot vote.

School Improvement Team Duties

The School Improvement Team, while not directly involved in the day-to-day operations of the school, is involved in a number of tasks that affect the smooth operation of the school. Those tasks include:

- facilitating the development of the School Improvement Plan, usually updated in July or as state and local data are available
- monitoring, assessing, and amending the School Improvement Plan
- advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement
- collaborating on budgetary, staff development, and instructional issues as they relate to school improvement planning.

School Improvement Team Membership

The School Improvement Team composition, as defined in 115C-105.27, consists of the following:

- school principal
- representatives from assistant principals
- instructional staff
- instructional support staff, and
- teacher assistants
- parents

These groups are elected in secret ballot to two year terms by their respective peer groups. Parent representatives are also elected and must reflect the racial, geographical, and socio-economic composition of students in that school. Individual schools should have a goal of including a minimum of two parent

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representatives on the School Improvement Team. A maximum of 30% of the Team should be comprised of parents. Teachers who have children attending the school are not eligible to serve as parent representatives. The team may also include student representatives to serve in an advisory or non-voting capacity.

Election Process

The election process is designed to secure varied points of view by securing the broadest cross section of the school. Principals and parent organizations must provide information to teachers and parents pertaining to the duties and responsibilities of the School Improvement Team. In that same communication, it is also recommended that suggestions be solicited regarding individuals whom the respondent believes would be willing to devote the time, energy, objectivity, and creativity required to fulfill the responsibilities of a team. It is recommended that an open meeting be conducted in late April or early May to inform parents of the School Improvement Team's roles and responsibilities.

School-Based Personnel: Representatives of assistant principals, instructional personnel, instructional support, and teacher assistants must be elected by their respective groups via secret ballot.

Parent Membership: Parent representatives serving on the team must be parents of students currently enrolled in the school and shall be elected annually by the largest parent/teacher organization formed within the school. That group will present a slate of nominees representative of the racial composition and the socioeconomics of the school population for election by that body to the school improvement team. Schools may seek a waiver to the membership requirements by submitting a written request to the assigned Instructional Improvement Officer (IIO). The election process shall be completed no later than June 1st for the upcoming school year.

Terms of Service

Each member shall serve a minimum of one year and a maximum of a two consecutive years. To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team. Schools may seek a waiver to the terms of service requirements by submitting a written request to the assigned Instructional Improvement Officer (IIO).

Meeting Information and Notification Procedures

School Improvement Teams should meet at least once a month. Schools must schedule meetings that will accommodate the participation of parent representatives. As the needs of each team are unique, the scheduling and frequency should be determined by the School Improvement Team. Regular meetings/planning sessions should result in more thorough monitoring of the School Improvement Plan.

It is essential that all members of a school are fully aware of the ongoing direction and work of the team. Members should be notified of meetings at least one week in advance. Minutes of meetings should be public record, and posted within one week in a prominent location and/or on the website. Copies of the minutes must be given to all team members and sent to the school's Instructional Improvement officer and staff members via e-mail.

Legal reference: 115C-105.27