

School Improvement Team Operational Framework

As per state statute, the purpose of a School Improvement Team (SIT) is to “develop a school improvement plan to strengthen student performance.” SITs may deal with issues directly or indirectly related to instruction, student performance, and the school environment/improvement.

I. Functions

- A. The SIT develops, reviews and amends School Improvement Plans (SIPs).
- B. The SIT provides input into the End-of-Year Status Report on the SIP and will review the final report at the beginning of the school year.
- C. Each year, the SIT approves the capital and operational budget request to be considered by the Superintendent and Board of Education for the following school year.
- D. The SIT solicits input from and hears the concerns of constituents about school programs and other aspects of student life.
- E. The SIT reviews the results of all relevant state and district-administered and optional school-developed surveys in preparation of its SIP and as part of its oversight responsibility.
- F. The SIT provides counsel to the Board of Education on issues and policies that will come before the board.
- G. When there is a vacancy for the position of principal at a school, SIT representatives participate in the selection process by serving or selecting representatives to serve on the interview committee that recommends candidates to the superintendent.
- H. While the SIT cannot endorse candidates, it may advocate for the schools at the local, state, and national level.
- I. The SIT serves in an advisory capacity to the principal and may provide input on issues such as school climate, safety, programs, and philosophy.
- J. The SIT or the faculty may initiate requests for local position exchanges, but the approval of both groups is required prior to submission to the Board of Education.

- K. It is recommended that each SIT will assess its effectiveness mid-year in representing both parents and staff.
- L. Training will be provided for interested SIT members.

II. Membership

A. Membership make-up

Every effort must be made to have the racial and socioeconomic diversity of the school community represented in the parent and staff membership of the SIT. Schools are encouraged to advertise SIT openings in forums that will draw the attention of diverse populations.

1. State law requires representation from the following groups: Principal, Assistant Principal, Representatives of Instructional Personnel (classroom/teacher of record), Certified Instructional Support Personnel (such as media specialists, counselors, family specialists, speech language pathologists, nurses, technology specialists, occupational therapists, intervention specialists, physical therapists, ESL specialists, EC resource teachers, and AIG specialists), and Teacher Assistants.
2. State law requires representation of parents/guardians of children at the school. Elementary School SITs should have a membership of 11. Those 11 would include: Principal, Assistant Principal, Teacher Assistant, Instructional Support Staff Member, two teachers and five parents/guardians. Members of the building level staff shall not serve as a parent representative. Middle school SITs would total 13 (the 11 adult representatives identified earlier plus two students). High school SITs would total 14 (the 11 adult representatives identified earlier plus three students).
3. Although state law does not require the representation of students on SITs, CHCCS requires student representation at the middle and high school levels. Two students shall serve on middle school SITs, and three students shall serve on high school SITs.

B. Membership compensation

1. Per the provisions of the Fair Labor Standards Act, Teacher Assistants, as hourly employees, must record time worked as SIT members and be compensated for their work either monetarily or as comp time.
2. Additional classified staff members who serve the SIT in any other capacity (i.e. translator or record keeper) must adhere to the provisions of Fair Labor Standards Act.

C. Election of members

1. Representatives of the assistant principals (in schools with more than one), instructional personnel, instructional support personnel, and teacher assistants must be elected by their respective groups by secret ballot.
2. Parent representatives must be elected by secret ballot. Parents will vote at the school in which their child is currently enrolled, even if the child will move to a different school or graduate the next year. Each parent/legal guardian shall receive only one ballot. Ballots can be sent home in third quarter report cards or sent electronically to families that have e-mail addresses on file with the district. If an electronic election is conducted, hard copy ballots will be mailed to those parents who do not have an e-mail address on file.
3. Student representatives must be selected in one of two ways, either elected by secret ballot of the students attending the school, or as an expectation attached to a current student government position. The method of selection will be determined by the principal. These elections will be held in the fall.
4. According to state law, the election must be organized by the school PTA/PTSA. The election will be funded by the school. Parent elections are to be conducted in the spring. Parents/guardians may run at the school which their child will attend in the fall (i.e., parents/guardians of fifth graders run at the middle school; parents/guardians of eighth graders run at the high school). PTA listserv editors will work with SIT Chairs to facilitate this communication.
5. All elections and inductions of new members for the next school calendar year must be completed by the last SIT meeting of the current year.

D. Term of office

1. Staff members and parents/guardians elected to SITs will serve two-year terms.
2. SITs should strive to divide parent and staff seats so that half of both groups stand for election each year.
3. Staff members and parents/guardians may serve a maximum of two consecutive two-year terms. Members may sit out for a year and then stand for election again.
4. In the event of a vacancy due to an unexpired term, the SIT shall have the authority to appoint a voting member to serve until the next open election.

5. There are no term limits for the principal nor for the assistant principal in a school with only one.

E. Termination of membership

1. Membership shall automatically terminate for any member who is absent for three consecutive meetings during the school year.

F. Resignation of membership

1. Any member may resign by written letter to the chair of the SIT.
2. Staff members who leave the employment of the school or parents/guardians whose children no longer attend the school are not eligible to continue service on the SIT and must resign.

III. Officers

- A. SITs shall elect staff and parent co-chairs. Co-chairs shall be elected at the last meeting of each school year.
- B. Minutes must be kept at all SIT meetings. A recorder may be a member of the SIT selected by majority vote, or a non- member contracted by the SIT.
- C. Co-chairs and recorders serve one-year terms in these leadership roles. They may be re-elected to these positions, but may not serve more than two consecutive terms.
- D. SIT members are encouraged to serve as liaisons to the school's PTA/PTSA and other parent organizations.

IV. Voting

The SIT serves primarily in an advisory capacity to the administration of the school. However, issues arise that require approval or action by the SIT.

- E. The SIT will strive to make all decisions by consensus, whereby all team members agree to support the decision.
- F. When consensus cannot be reached, a vote is required. Votes must be recorded in minutes and cannot be conducted by secret ballot.
- G. To conduct a vote, a quorum must be present. A quorum is a simple majority of all members.
- H. A two-thirds majority of the quorum present is required to approve the action.

- I. The principal and all elected members are allowed one vote each.
- J. In the spirit of the open meeting law, email or proxy votes are not permitted.

V. Meetings

- A. Per state statute, SIT meetings must be held at times that are convenient for parents/guardians to attend.
- B. Per state statute, all SIT meetings must be held in compliance with the Open Meetings Law.
- C. It is recommended that SITs meet monthly.
- D. A public comment period shall be provided at each SIT meeting.
- E. All meetings shall be conducted on school property.
- F. Minutes of meeting proceedings shall be made available to the public.
- G. All meetings shall be conducted in accordance with *Robert's Rules of Order* or the principles of facilitative leadership.
- H. Per state statute, all minutes, as well as names, positions and dates of election for all SIT members, shall be posted on the school's website.