

Summerfield Elementary
SCHOOL IMPROVEMENTTEAM
POLICIES AND PROCEDURES

STATE LAWS

Members

The school will have a School Improvement Team made up of the principal and representatives of the assistant principals, instructional personnel, support personnel, teacher assistants, and parents of children enrolled in the school. The team should be large enough for all staff to be represented but small enough to be efficient. A facilitator is chosen by the team.

Parent Members

Parent representation must reflect the racial and socio-economic composition of the student population. Staff members of the school may not serve as parent representatives.

Number of Members

To be decided by each school. The team should include at least two parents.

Terms of Membership

To be decided by each school. The terms should be staggered to avoid having all new members at a given time. The suggested term is 1-2 years.

Election

The representatives will be elected by their respective groups by secret ballot. Parent elections will be conducted by the PTA.

Duty

The team will develop a School Improvement Plan to strengthen student performance taking into consideration annual performance goals set by the State Board of Education and Local Board of Education.

Meetings

Regular meetings are held at a set day, time, and place each month. If a new monthly schedule is adopted, a notice of seven days is given before beginning the new schedule. Meetings must be held at times that are convenient to assure substantial parent participation. If necessary to achieve this, meetings times may vary. Parents must be as flexible as team members. Special meetings can be held on different days and at different times or places. The public must be notified of special meetings or changes in regular meetings 48 hours in advance.

Minutes and Agendas

Agendas should be provided prior to the meeting. Full accurate minutes will be taken by an appointed secretary (team member or non-team member). Minutes should be sent to members for approval prior to the next meeting.

The minutes should include:

- Date, time called to order, time adjournment and place
- Approval of minutes of previous meeting
- List and recommendations of all subgroups or individuals reporting
- List of decisions reached
- Items placed on agenda for next meeting

School Improvement Plans

Should include:

- Plan to strengthen student performance taking into consideration annual performance goals set by the State and Local Boards of Education.
- Plan for the use of Staff Development funds
- Safe School Plan
- Plan for preparing students to read at grade level by the time they enter second grade. Requires notification be given to parents if the child is at risk for not doing so.

The plan will be presented to all staff review and a vote. The plan will be voted on by secret ballot and approved by a majority (one more than half of voters) of voting staff. The Local Board of Education will accept or reject the plan. The plan may be amended at any time using the same review and approval process. The plan will be in effect for no more than three years. The plan will be reviewed at least once annually. A copy of the plan will be available for review at the school.

Summerfield ELEMENTARY SCHOOL IMPROVEMENT TEAM

BY-LAWS

Number of Members will include:

- Principal/AP
- One teacher per grade level (K-5)
- One certified support staff member
- One teacher assistant or classified personnel
- Curriculum facilitator
- Two parents elected by the PTA voting body
- PTA President

Term of Membership:

- School based members will serve for two years
- Parent members will serve for two years

Election of Members:

- Elections will be held according to state law. Parent representatives will be elected at the last general PTA meeting of the school year.

Meetings:

- The date, time, and location of meetings for the school year will be decided upon no later than September 30 of each school year.

Minutes:

- Minutes will be kept on the school's website and are available for public inspection.