MONTLIEU ACADEMY OF TECHNOLOGY

SCHOOL IMPROVEMENT/LEADERSHIP TEAM

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 chairman 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.

Term 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, meeting times should vary. Parents must be as flexible as other 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 will include:

 Date, time called to order, time of adjournment, and place.

 Approval of minutes of previous meeting.

 List and recommendations of all subgroups or individuals reporting.

 List of groups or individuals who addressed the team.

 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 and Instructional 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 of not doing so.

 Healthy Active Children Plan

The plan will be presented to all staff for a 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.

The plan will be available for review of copy at the school.

**Montlieu Academy of Technology TEAM BY- LAWS**

Number of members

Members will include:

 Grade Level Chairs from Each Grade Level

Specialist Team Leader

EC Department Team Leader

 1 certified support staff member

 2 parents (PTA Liaison from PTA board)

 Curriculum Facilitator

Academic Coaches

Magnet Facilitator

Assistant Principal

 Principal

Term of membership

The term of membership is 2 years, with the exception of the PTA Liaison position which will be one year unless the otherwise determine by the PTA Executive Council.

Election of members

Elections will be held according to state law.

By June staff team members and the PTA Liasion will be elected.

The PTA President will serve as the SIT parent representative. In the event that this officer is unable to fulfill this requirement, another parent will be elected to represent families on the SIT team during the first general meeting.

If there is a need to add or change members during the school year, election will be held as needed.

Meetings

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