

School Improvement team process--

Purpose of the SIT -

The purpose of the School Improvement Team is to provide input on and monitoring of SMART Goals (School Improvement Plan) for continuous improvement based on the District Strategic Goals (Scorecard), data, and feedback provided by school and district based teams such as the data teams, the health and wellness committee, and the MTSS teams. Teams will provide voice and an avenue for communication from each building to their school community and the larger district community regarding progress toward our strategic goals and objectives.

Membership

1. Who: 3 Students (secondary only), 3 Parents, 1 Community Member, 3 Teachers, 1 Administrator
2. Chaired by a Teacher (Principal can facilitate and organize)
3. One Parent or Teacher needs to be the liaison to the Health and Wellness Committee
4. Two members from the same family may not be on a team at the same time
5. **Membership process** - Application is due by September 15 and selections by September 22. Priority will be given to those who have not had an opportunity to participate in the past. Members can choose to serve two-year terms. They will need to re-apply to serve again after that. Student representatives serve for the duration of their time in the school. Members may opt to resign or may be asked to resign due to policy infractions or lack of attendance. Vacant positions will be filled within one month of vacancy following the application process.

Meeting Frequency

1. Team will meet at least one time a month. Increased frequency may occur at the start of the school year

Development of SMART Goals -

The school improvement plans will all use the same SMART Goal format. School Improvement teams will use these documents to either develop or provide input into a SMART Goal. The SMART Goals will be public documents that will be used to communicate progress toward goals.

Each School will have: 2 Academic Goals, 1 Student Success Student/Engagement, 1 SEL Goal, 1 Parent Culture Goal, and 1 Staff Culture Goal

Connected to the Strategic Plan and District Scorecard

Monitoring of SMART Goals

The school improvement team will monitor and use the Plan Do Study Act process to implement and/or adjust strategies embedded in the SMART Goals, if needed. They will report out benchmark data at the beginning of the year and progress data at the middle and end of the school year.

Communication

The school improvement team representative will provide an annual report on strategy and goal area(s) at a beginning middle and end of the year faculty meeting and parent teacher organization meeting. The plan will be published on the websites of each school and linked into the newsletter. The administrators will report to the school committee at the beginning, middle, and end of year. Meeting agendas and minutes will be taken and published on the school website.

SMART GOALS – TEMPLATE

SMART goals help improve achievement and success. A SMART goal clarifies exactly what is expected and the measures used to determine if the goal is achieved and successfully completed.

A SMART goal is:

Specific (and strategic): Linked to position summary, departmental goals/mission, and/or overall school goals and strategic plans. Answers the question—Who? and What?

Measurable: The success toward meeting the goal can be measured. Answers the question—How?

Attainable/Achievable: Goals are realistic and can be achieved in a specific amount of time and are reasonable.

Relevant and realistic: The goals are aligned with current tasks and projects and focus in one defined area; include the expected result.

Time frame: Goals have a clearly defined time-frame including a target or deadline date.

Examples:

Not a SMART goal:

- Employee will improve his/her writing skills.

Does not identify a measurement or time frame, nor identify why the improvement is needed or how it will be used.

SMART goal:

The Department has identified a goal to improve communications with administrative staff by implementing an internal departmental newsletter. Elaine will complete a business writing course by May 2015 and will publish the first monthly newsletter by September 2015. Elaine will gather input and/or articles from others in the department and draft the newsletter for supervisor review, and when approved by supervisor, distribute the newsletter to staff by the 15th of each month. Template Modified from *Learning by Doing* (2010) Solution Tree Press

Smart Goals Worksheet

School	Team Name	Team Leader	Date
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Team Members

District Strategic Goal(s) from the Scorecard

Team Smart Goal	Specific Strategies and Action Steps	Who is Responsible	Target Date and Time Line	Evidence of Effectiveness (Measurement)
				Beginning of Year
				Middle of Year
				End of Year