

Policies

Westerly Public Schools School Improvement Teams

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Purpose of the School Improvement Team (SIT)

The purpose of the SIT is to provide input on and monitoring of the School Improvement Plan for continuous improvement based on the District Strategic Plan, data, and feedback provided by school and district-based teams such as the Multi-Tiered Systems of Support teams, the District Curriculum Committee, and the Health and Wellness Subcommittee. The SIT 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. The SIT will also be integral to the participatory governance of the school.

Membership

Each SIT shall be comprised of the principal, director or other lead administrator, and an appropriately balanced number of teachers, education support professional, students (Westerly High School, Westerly Middle School), parents, and other business and community citizens who are representative of the ethnic, racial, and economic community served by the school. No single group may collectively constitute over 50% of the SIT.

At the middle and high school levels, where there are designated department heads/content area leaders, those department heads/content area leaders will also be included on the SIT. At a minimum, these school improvement teams shall include at least one department head/content area leader from a humanities subject area, and at least one from one of the sciences, technology, engineering, or mathematics subject areas.

For the purposes of the SIT, the term "teacher" includes all certified teaching personnel, as described in Article 1 of the NEARI/NEA Westerly contract. "Education support professional" means any person employed by a school who is not certified pursuant to law and whose duties require twenty (20) or more hours in each normal working week.

Membership Process

Each March the school will advertise for members and provide the names and applications of those who apply to the selection committee. A selection committee, including the principal, director or other lead administrator, two existing members of the SIT, a member of central office administration, and a member of the School Committee, will review the applications and identify the membership composition. Members representing teachers, education support professionals, students, and parents shall be selected by their peer groups at the school in a fair and equitable manner. Business and other community members shall be selected by the school through an application review process conducted by the SIT Selection Committee.

The School Committee shall review the membership composition of each SIT. Should the School Committee determine that the membership selected by the school is not representative, the School Committee shall direct the principal to reopen the application process and appoint additional members to achieve proper representation.

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The application is due by March 31 and selections by April 30. In the first year of implementation of this policy, members will be provided one-year and two-year terms. Thereafter, members will be encouraged to commit to two-year terms (except for parents and students entering Grades 4, 8 and 12). When a member's term has expired, the member will need to re-apply to serve again. Members may opt to resign or may be asked to resign due to policy infractions or lack of attendance. In these instances, for the remainder of that member's term, vacant positions will be filled by the existing SIT within one month of the vacancy.

Governance

- The presence of a majority of the total membership shall constitute a quorum.
- The SIT will be led by two co-facilitators, one will be the principal, director or other lead administrator, and the other will be elected by the SIT.
- Given the collaborative nature of shared decision-making, it is expected that the SIT will make every effort to function by consensus or general agreement of the members. The formal decisions of the SIT shall be made by a majority vote of members.
- Upon the first meeting in May each year, the SIT will agree upon and approve the meeting schedule and times for the following year.
- The meeting agenda will be posted on the school's website at least 48 hours prior to the beginning of the meeting. Upon approval, the minutes of SIT meetings will be posted on the school's website.
- The SIT meeting will be open to the public, non-member attendees may be present as observers. Public forums shall be provided for observers at the beginning of each meeting. An observer during a SIT meeting, who wishes to speak during the meeting, will be recognized by a co-facilitator; however, the co-facilitator will have the discretion to limit each person to 2-4 minutes.

Duties of the School Improvement Teams

- The SIT, including the principal, director or other lead administrator, shall meet regularly and shall assist in the identification of the educational needs of the students attending the school; make recommendations to the principal for the development, implementation, and assessment of a curriculum accommodation plan; and shall assist in the review of the annual school budget and in the formulation of a school improvement plan (SIP), as provided below.
- The SIT will support the principal in establishing an interview team for vacancies of teachers and education support professionals assigned to the school. Interview teams shall

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include members of the school community related to the vacancy and may include members of the SIT.

- The principal of each school, in consultation with the SIT established pursuant to this policy, shall, on an annual basis, develop and submit to the Superintendent a plan for improving student performance (SIP). The Superintendent shall review and approve the plan, after consultation with the School Committee. Plans shall be prepared in a manner and form prescribed by the Department of Elementary and Secondary Education and shall conform to any policies and practices of the District consistent therewith. If the Superintendent does not approve a plan submitted by the principal, the plan shall be returned to the principal who shall, after consultation with the SIT, resubmit the plan to the Superintendent who shall review and approve the resubmitted plan after consultation with the School Committee.

Adopted: August 3, 2022