

MISSION STATEMENT

The mission of the West Broad Street School-Based Improvement Team is to create a school environment that promotes positive social, emotional and academic development and encourages communication and understanding among students, parents and staff members.

BY-LAWS

TEAM COMPOSITION

There will be 2 teachers, 2 parents, 1 community member, 1 Board of Education member and the principal.

SELECTION/RESIGNATION/REPLACEMENT PROCEDURES

Teachers will select their representatives at their opening meeting of the school year. They will serve for two years.

If more than 2 parents volunteer, they will be chosen by lottery. The PTO Executive Board may select one of the parent representatives. They will serve for two years.

The community member at large will be chosen by the SBIT and serve for two years.

If a resignation is received, the opening will be widely announced and a replacement will be selected according to the aforementioned procedure (parent replaces, parent, etc....)

The Board of Education will designate a representative.

MEETINGS

Monthly meetings will be held from September to May. The meeting dates will be selected annually. Meetings will be conducted according to Roberts Rules of Order Newly Revised.

A chairperson will be elected by the SBIT annually and that chairperson will designate facilitators.

Agendas will be distributed to members prior to each meeting. Agendas will be distributed to entire staff and sent home to parents (attached to weekly notice). Anyone interested in raising agenda issues may contact any member of the SBIT to arrange to speak at the next meeting. Agendas and posted meeting dates will be sent to Town Hall.

The first five minutes of a meeting may be designated for citizens' comments. The chair will designate a timekeeper.

Decisions will be made by consensus. A ballot vote may be used for any agenda item deemed a sensitive issue. If a vote is necessary, each member will have one vote.

Minutes of the meeting will be available on request and the most recent minutes will be posted in the West Broad Street School office.

DUTIES OF TEAM MINUTES

- The facilitator will set upcoming agendas. The agenda will be set through consultation among the chairperson, principal or facilitator.
- The chairperson may be the facilitator or an outside facilitator (or any team member) may be invited to lead a meeting.
- A member will act as recording secretary.
- Correspondence will be handled through the school office.
- Members will serve on subcommittees so designated as a result of meetings.
- Each team member will be expected to be prepared for meetings.
- The principal will facilitate the distribution of materials.

TEAM RESPONSIBILITY

Reference: ByLaws of the Board – 9400(b)

- All school based improvement team actions shall comply with Board policies and State laws. SBIT meetings shall comply with Freedom of Information Act requirements.
- All school based improvement team actions shall be based on school needs at each school and linked to the district's Strategic Goals.
- The SBIT's shall collaborate and work with administration, Board of Education, and other groups to try to improve their schools by identifying and prioritizing needs using Board of Education policies 0100.1 (Philosophy of the Public Schools) and 0200.1 (Goals and Objectives) as guides.
- Based on data, they will set goals, create improvement plans, implement strategies, and evaluate their progress toward completion of those plans to meet the specific needs and abilities found within the building and address other issues as it deems appropriate.
- School Improvement in areas of instructional matters may include:
 - Discussing, studying and supporting teaching/learning issues, including student achievement delivery of curricula and professional development based on student achievement needs and linked to the district's Strategic Goals
 - Developing/maintaining an awareness of Board of Education policies and recommending possible policy modifications
 - Supporting the acquisition of instructional materials and supplies
 - Participating in the employment interview process
 - Participating in district-level committees
 - Providing input into the school's annual staffing proposal including the organization of the school's current staff and/or the recommendation for additional staff based on student need
- School improvement in areas of non-instructional matter may include:
 - Reviewing and revising routine operations of the building
 - Reviewing and addressing school policies and student handbook contents
 - Providing input for school-related schedules and events
 - Addressing school climate
 - Strengthening parent and community involvement
 - Providing input regarding the capital needs of school facilities and capital improvement
 - Considering alternative funding sources such as grants
 - Promoting school safety, security and violence prevention

- SBITs will be responsible for recommending in writing to the respective school's Administrator for presentation to the Superintendent/Board of Education:
 - Action to be considered on school-based improvements and emerging issues
 - A school budget (foundation) set within the boundaries of the school's allocated resources to make reallocations annually based on need
 - An annual staffing proposal as part of the budget process
 - New or amended Board policies and regulations

PROCEDURES FOR CARRYING OUT RESPONSIBILITIES

May: Present following year's school goal(s) to SBIT for review. Discuss how SBIT will facilitate meeting school goal(s).

September – October: SBIT determines how they will enhance school goal(s) and develop Action Plan for identified objectives.

Steps for Developing Action Plans for Objectives:

- complete a cost/benefit and analysis
- identify action steps to be taken
- determine responsible parties (who does what)
- determine timelines both starting and ending dates

All faculty and SBIT members review action plans and provide input for revision as warranted.

SBIT approves action plans.

November – December: Implement action plan(s).

January: Mid-year status report.

January – April: Implement action plans

June: Final Status Report on current SBIT objectives.

BUDGET PROCEDURES

STAFFING PROPOSAL

- Principal makes presentation to SBIT regarding the budget development process.
- SBIT discusses staffing needs and makes recommendations for staffing proposals.

FOUNDATION

- Principal gathers pertinent material for developing foundation budget.
- Principal develops a draft of foundation budget using last year's budget and request forms filled out by teachers.
- SBIT recommends possible reallocations of and requests for foundation budget. Principal submits it to the Central Office.

ADJUSTMENTS

- Budget reductions, if any, will be discussed by the SBIT so the team can provide feedback for identifying priority programs. Stakeholders in reduction areas will be asked to provide perspectives.

COMMUNICATION PROCEDURE

- SBIT information is shared with all staff at staff meetings.
- SBIT agenda topics and minutes are reported to parents via the school newsletter.
- The principal reports SBIT information to PTO.
- The end of the year status representing, SBIT goals and accomplishments is widely shared with the parents and community.
- Each team member will solicit input from constituents by ...**(DISCUSS)**

PROCEDURE TO ADDRESS TEAM GROWTH

- A review / revision of the handbook will take place each September so that new members can learn about team operations and veterans can identify needs for SBIT revisions and so that it is in compliance with Board By-Law 9400. The team will assess its success. The team will note what it does well and areas it would like to improve. This may include areas of responsibility, productivity and team dynamics.
- Suggestions for team improvement will be identified in June.
- If needed, the team will select an area(s) for improvement, plan and implement to meet the need.

