**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 the 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

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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

**Efficient Systems and Resources Goal: NEASC Process**

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| **Smart Goals Worksheet** |
| **School****Barrington High School** | **Team Name****NEASC**  | **Team Leader****Joseph Hurley** | **Date** **11/15/19** |
| **Team Members Joseph Hurley, Ed Daft, Nicole Varone, Steve Pickford, Kevin Blanchard, NEASC Steering Committee,**  |
| **District Strategic Goal(s) from the Scorecard: Utilize the NEASC Collaborative Conference feedback to develop a consistent process for program evaluation** |
| **Team Smart Goal** | **Specific Strategies and Action Steps** | **Who is Responsible** | **Target Date and Time Line** | **Evidence of Effectiveness (Measurement)** |
| Develop and implement a School Improvement/Growth Plan based on the following five Priority Areas of Growth;- develop and implement a process to ensure course curriculum is common, accessible, and communicated in a consistent format across all disciplines- develop a plan to comprehensively embed the school improvement plan and vision of the graduate into school culture to drive instruction- expand leadership opportunities for all stakeholders to promote responsibility for, and ownership of, the school’s core values, beliefs about learning, and vision of the graduate- enhance the physical and social-emotional well-being of all students by improving channels of communication between educators, support staff, health professionals, and families- implement a master schedule to provide opportunities for a longer class block and increased common planning time for professional learning communities   | Analyze Collaborative Conference feedback in preparation of the submission of the School Improvement/Growth PlanOutline a vision for continuous improvement and growth with specific measurable goals targeting the priority areas identified by the school through the self-reflection  | Steve Pickford, Kevin Blanchard, Joe Hurley, NEASC Steering CommitteeSteve Pickford, Kevin Blanchard, Joe Hurley | November 2019December 2019/January 2020 | **Beginning of Year** |
| Review proposed School Improvement/Growth Plan with the faculty Submit the completed School Improvement/Growth Plan to NEASCPresent NEASC 2021 Accreditation Visit budget request to central office  | Steve Pickford, Kevin Blanchard, Joe Hurley, NEASC Steering CommitteeSteve Pickford, Kevin BlanchardJoe Hurley, NEASC Steering Committee | January/February 2020January/February 2020January 2020 | **Middle of Year** |
| Preparation for the NEASC Decennial Visit  | Steve Pickford, Kevin Blanchard, Joe Hurley, NEASC Steering Committee, Faculty Committees | March-June 2020 | **End of Year** |
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