**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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Smart Goals Worksheet** | | | | |
| **School**  **Barrington High School** | **Team Name**  **NEASC** | **Team Leader**  **Joseph Hurley** | **Date**  **11/6/18** | |
| **Team Members Joseph Hurley, Ed Daft, Nicole Varone, Steve Pickford, Kevin Blanchard NEASC Steering Committee, NEASC Self-Reflection Committee** | | | | |
| **District Strategic Goal(s) from the Scorecard: 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)** |
| Evaluate and improve existing policies, internal processes, and committees for decision-making utilizing NEASC practices and protocols, as evidenced by a revision of policies and protocols at the end of the 2018-2019 school year. | NEASC Meeting at Somerset Berkeley to learn about the accreditation process.  Create a list of Steering Committee and Reflection Committee members.  School Visit with NEASC Commission Director Bill Werlhi. Mr. Werlhi will conduct separate meetings with members of the Steering Committee, the Self Reflection Committee, and the BHS faculty.  Utilize the Advisory Program to administer a Self-Reflection Survey to staff and students to evaluate the school’s alignment to the NEASC Standards and inform the school’s plan for continuous growth  Share Self Reflection Survey results to the staff at the November faculty meeting. | Kevin Blanchard, Ed Daft, Nicole Varone  Kevin Blanchard, Joe Hurley, Ed Daft, Nicole Varone  Members of the Steering Committee  Steve Pickford, Joe Hurley, Ed Daft, Nicole Varone, Alison Grieco  Steve Pickford, Ed Daft, Nicole Varone | April 24, 2018  August 7, 2018  September 11, 2018  October 4, 2018  November 13, 2018 | **Beginning of Year** |
| Utilize Professional Development time to work in Standards Committees on Self-Reflection report.  Interim reports involving feedback from parents, faculty, and students.  Vote on Self-Reflection report  Submit a Self-Reflection report to NEASC | Members of the Steering Committee  Members of the Steering Committee  Members of the Steering Committee, BHS Faculty  Members of the Steering Committee | December 10, 2018  February/March 2019  Mid-Late April  Late April | **Middle of Year** |
| NEASC Collaborative Conference | Members of the Steering Committee | May 2 & 3, May 20 & 21, or May 23 & 24 | **End of Year** |
|  | Review of Collaborative Conference feedback. Based up this review, a revision of policies, protocols, and resources will take place as BHS prepares for the 2021 NEASC Decennial Visitation. | Members of the Steering Committee | June/Summer 2019 |  |