

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 Nayatt	Team Name Parent Engagement/ Communication	Team Leaders Tracey Learned Nia Milman	Date 11/4/2019
-------------------------	---	---	-----------------------

Team Members-Tracey Learned, Nichole Collins, Fran Taft, Nia Milman, Catarina Anselmo (ELL), Heidi Brousseau, Melissa Coen (Health & Wellness Liason), Lindsay Tavares (CLEE-Community Member), Sarah Gaines, Jody Tanzman, and Michelle Sluraz

District Strategic Goal(s) from the Scorecard-Parent Engagement & Social/Emotional Learning

Team Smart Goal	Action Steps:	Who is Responsible	Target Date and Time Line	Evidence of Effectiveness (Measurement)
By June 2020, Nayatt School will increase their scores on the parent communication items of the Studer Parent Satisfaction Survey to a score of 4 out of 5 as evidenced by See Saw reports and increase attendance at PTO meetings by offering Parent Workshops on the RULER Emotions Matter anchor tools to promote participation and encourage attendance.	Preview expectations and needs related to parent communication via SeeSaw, use as a student self-reflection tool.	Tracey Learned	September Faculty Meeting-Preview of RULER & See Saw expectations	Attendance Sheets from the PTO meetings. Scores on the Studer Parent Satisfaction Survey taken in January/February.
	Parent Workshop on the RULER Anchor Tool, the Charter.	Tracey Learned and Fran Taft	October 4th-PTO Meeting	
	Communication about the Anchor Tools in parent updates.	Tracey Learned	Month of October, work with Julie Myszak, Kim Spaight, and Tracey Learned to discuss LEAPP Goals for Nayatt and the integration of RULER tools and See Saw into classrooms.	
	On-going training of staff in See Saw	Cherylann Bertoncini	October 25th-Baseline LEAPP Walkthrough	

	<p>Joint K-3 Faculty Meeting-See Saw Presentation by Sowams Teachers as model for Nayatt Teachers on using See Saw as a reflection & Communication Tool</p> <p>Analysis of See Saw posts as a tool for parents communication</p> <p>Review of Studer Feedback and Parent Feedback from the Spring PTO meeting to plan the next steps in improving parent communication.</p> <p>PTO Workshop on the mood meter</p> <p>LEAPP Team analysis of student self-reflection tools and next steps</p>	<p>Tracey Learned & Julie Myszak</p> <p>Tracey Learned</p> <p>Nayatt SIT Team</p> <p>?</p> <p>Tracey Learned, Kim Spaight, and Julie Myszak with District Team</p>	<p>November 13th-Joint K-3 Faculty MEeting</p> <p>Early November</p> <p>November 13th-SIT Team Meeting.</p> <p>November 20th-PTO Meeting</p> <p>November 21st</p>	
<p>The current scores on the Parent Survey are as follows:</p>				

3.54/5-I receive regular feedback on how my child is learning at school.

3.55/5-I receive positive phone calls and messages from school.

Spring 2019 PTO Workshop Feedback:

Parents would like to see consistent posting across grade levels and teachers.

Parents want to see what their child is learning at school so they can have conversations at home and reinforce concepts at home if needed.