

# **Plattsburgh High School**

## **School Improvement Planning Team Operating Procedures**

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### Meeting Schedules

**Regular Meetings-** During each of the 10 months of the school year there will be at least one team meeting per month. A calendar of meeting dates, times and places will be developed at the first meeting of the team in the fall. The first meeting shall be held no later than October 1 of each year.

**Special Meetings-** Special meetings will be called by mutual consent of the committee.

### Group Facilitator and Recorder

The group facilitator and recorder shall be selected from and by the SIP team at the first meeting of the fall of each school year. (also see meeting ground rules).

### Agenda

1. The agenda items for each meeting will be established at the previous meeting.
2. Other items may be submitted to the facilitator up to noon of the Monday preceding the Tuesday meeting by any member to the team.
3. Any member of the community who wishes an item on the agenda must submit that item to a member of the SIP team who will forward it the facilitator.
4. Items will be listed in the order in which they were submitted to the facilitator.
5. An individual who places a topic on the agenda may take such item off the agenda at his/her pleasure.
6. The order of the agenda items may be altered by consensus of the group
7. Agenda items for special meetings will be established at the same time as the meeting is called.

### Definitions

SIP \_\_\_\_\_ School Improvement Planning Team

Stakeholder \_\_\_\_\_ Those groups identified as having an interest on the SIP; Currently those stakeholder groups consists of: Parents (CSO), Students (Student Association), Teachers, Non-instructional Staff and Administration.

Community \_\_\_\_\_ The total of the stakeholder groups.

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*updated: September 2006*  
*updated: February 2007*  
*updated: August 2007*  
*updated: October 2007*  
*updated: January 2008*  
*updated: September 2008*  
*updated: February 2009*

## **Administration**

The building principal and assistant principal each shall be permanent members of the School Improvement Planning Team.

## **Non-Instructional Staff**

There will be two (2) non-instructional staff members elected from and by the non-instructional personnel by a procedure established by the CSEA. There will be rotating 2- year terms. As follows:

<u>Current Representative</u>	<u>Term Expires in June</u>
Jim Agnew	2010
Donna Stockdale	2009

## **Teachers**

There will be six (6) teachers on the Team elected from and by the teachers' association members in the building. There will be rotating 3-year terms. As follows:

<u>Current Representative</u>	<u>Term Expires in June</u>
Chris Beaudin	2009
Mark Aloï	2009
Wendy DeMane	2010
Sunshine Turner	2010
Sue Wilson	2011
Jackie Cianfrocco	2011

## **Attendance**

If a member has two (2) unexcused absences in a row or does not attend 50% of the scheduled annual meetings, the member's stakeholder president/chairperson will be notified in writing by the Facilitator or the Recorder.

## **Changes to this Document**

If properly placed on the agenda, recommendations for changes to this document may be presented at any meeting of the team. If accepted by consensus at each of two consecutive meetings of the team, the change will be added to this document.

8. Meetings are open to any member of the stakeholder groups identified below in this document. Up to 10 minutes will be reserved at the beginning and end of each meeting for comments from such visitors, who are not members of SIP. No visitor shall speak for more than 2 minutes. Time extensions may be made by consensus of the SIP team. Visitors may be asked to respond to questions from any SIP member during the meetings.

## **Meeting Ground Rules**

The order of the agenda items will be in the order in which they were submitted unless altered by consensus of the team.

### **Action on Agenda Items:**

The SIP Team may do any of the following with an agenda item:

1. Determine that such item may be sorted and directed to another individual or committee for resolution.
2. Make a determination to examine and resolve issue and explain actions to stakeholder groups.
3. Facilitate innovative ideas with the stakeholders.
4. Get input from community and suggest resolution for stakeholders to consider. Modify and present for further consideration.

### **Decisions**

Decisions of the SIP Team will be made by establishing a consensus of the members unless, through consensus, a decision is made to use some other form (ie: majority vote, fixed percent vote, etc.).

### **Group Maintenance**

The ground rules will be posted. The facilitator shall have the responsibility for insuring that the group's ground rules are followed. The facilitator, as well as observant members, shall check that group process rules are followed. These rules will be posted.

### **Quorum**

A quorum shall be present when each stakeholder group is represented.

## **Communications**

Before each meeting the agenda will be published and given to all staff in the building by the facilitator. Agendas will also be sent to the student and parent representatives

All staff are expected to provide input to the SIP team through the building community meetings and to individual SIP representatives.

Students will give input through the Student Association and its representative(s) to the SIP Team.

Parents will have the opportunity to give input to and receive updates from their representative(s) at the monthly CSO meetings.

The recorder will take minutes of each meeting. Minutes will be typed and distributed to the staff in the building and sent to the student and parent representatives.

## **Subcommittees**

For the purpose of fact-finding, brainstorming or otherwise facilitating action on an agenda item, subcommittees may be formed by the School Improvement Planning Team. In the formation of a subcommittee the Team will give a clear mission and time to report back to the SIP Team. A member of the SIP Team will be assigned the task of facilitating the completion of the subcommittee's responsibilities.

## **Committee Relations**

1. Everyone is expected to participate in the discussions.
2. Each representative will have timely contact with his/her- stakeholders and will represent the ideas of his/her constituents.
3. Respect each other. No personal attacks.
4. Every opinion is welcome.
5. Everyone will support any decision that is reached according to the district's Shared Decision making Plan and pursuant to this team's operating procedures.
6. The limitations to this team are found in the district's Shared Decision making Plan.

## **Principles for School Improvement Planning**

1. Focus at the Building-Level. Use resources of the District Wide Educational Policy Council if necessary.
2. Educate all students.
3. Clarify and Raise Expectations.
4. Personalize Teaching and Learning
5. Rethink and Alter Roles and Responsibilities of Educational Personnel.
6. Apply Research and Development Knowledge.
7. Humanize the Organizational Climate.
8. Involve Parents, Students, all Staff and the Community

## **Composition of Committee and Terms of Representatives**

### **Parent**

There will be two (3) parents (as defined in the District Plan for Shared Decision Making) on the Team elected from and by the CSO for a two-year term. The terms will not be concurrent.

<u>Current Representative</u>	<u>Term Expires in June</u>
Theresa Davies	2009
Paula Stallsmith	2010
Frances Ryan	2009

### **Student**

There will be three (3) students appointed yearly from and by the Student Association Executive Council. There will be no more than (2) students from the same grade level. These appointments will be made recognizing a need for continuity.

<u>Current Representative</u>	<u>Term Expires in June</u>
Brian Goodell	2011
Chelsea Ensel	2009
Zainab Afzal	2010