

SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SCHOOL IMPROVEMENT TEAMS

2.04

The School Board authorizes the establishment of a School Improvement Team in each District school to serve in an advisory capacity to the principal and to assist in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes. The term "School Improvement Team" is to be used as the Board's term for "School Advisory Council." School improvement teams shall not assume any of the powers or duties now reserved by law for the School Board or its professional staff. Nothing contained in the district and/or local school accountability process shall be constructed to lessen or otherwise alter the authority of the school principal as provided for in law, rules or regulations.

- (1) Composition and Selection of Teams – Team members shall include in the school principal and an appropriately balanced number of teachers, education support employees, students, parents, and business and community representatives.
 - (a) Members shall be representative of the ethnic, racial, and economic community served by the team.
 - (b) Student representation shall be required for school improvement teams established at vocation-technical centers and high schools and may be included for school improvement teams serving middle and junior high schools. Student representation shall not be required for school improvement teams serving elementary schools.
 - (c) The term *education support employees* as used herein shall refer to any person who is employed by a school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel pursuant to Florida Statutes.
 - (d) The term *teacher* as used herein shall include classroom teachers, certified student services personnel, and media specialists.
 - (e) A majority of members must be persons who are not employed at the School.
 - (f) *Appropriately balanced* as used herein shall mean a proportionate number of team members considering each peer group being represented on the team, excluding the school principal. The size of the school improvement team and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the bylaws establishing operations adopted by each school improvement team.

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- (2) Selection of Team Members - New team members shall be elected by their respective peer group, except for business and community representatives and the school principal.
- (a) The following team members shall be elected in a fair and equitable manner as determined by their respective peer group and as set forth in the bylaws of the school improvement team.
- i. A teacher(s) shall be elected by teachers;
 - ii. An education support employee(s) shall be elected by education support employees;
 - iii. A student(s), when appropriate, shall be elected by students.
- (b) The school improvement team shall select business and community member(s) to serve on the school improvement team after reviewing the list of nominees prepared by the school principal.
1. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal of each school improvement team.
 - a. The school principal shall seek candidates who are interest making a commitment to participate on the school improvement by representing businesses and the community.
 - b. Letters, newsletters, or other media releases shall be used school principal to seek candidates.
 - c. The school principal shall prepare a list of individuals seeking nomination to the school improvement team and shall present to the team for selecting the business and community representative.
 2. Subsequent to the initial selection as described in Subsection (2) (b) herein, the operational guidelines of the team shall set forth procedures for nominating business and community representatives serve on the team.
- (c) The principal shall submit the list of team members to the Superintendent for review of each school to determine compliance with Subsection (1) herein. The membership list shall contain the name of each team member and the peer group which is being represented by each member and a

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description of how the team represents the ethnic, racial, and economic community served by the school.

- (3) Confirmation of the School Improvement Team – The Superintendent shall submit to the School Board for review and approval the membership list for each team in the District. The School Board shall determine if a team meets criteria specified in Subsection (1) herein; additional members shall be appointed by the School Board when it is required to achieve the proper representation on the team.
- (4) Responsibilities of Teams - Each team shall:
 - (a) Review the results of any needs assessments conducted by the school administration.
 - (b) Assist in the development of the school improvement plan and provide recommendations on specific components of the plan, such as the goals of the school and student progress, and strategies and evaluation procedures to measure student performance.
 - (c) Define adequate progress for each school goal; obtain public input when defining adequate progress for school goals; negotiate the definition of adequate progress with the School Board; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
 - (d) Monitor students' and the school's progress in attaining goals and evaluate the appropriateness of the indicators of student progress and strategies and evaluation procedures which are selected to measure student performance.
 - (e) Prepare and distribute information to the public to report the status of implementing the school improvement plan, the performance of students and educational programs, and progress in accomplishing the school goals.
 - (f) Make recommendations on the accumulation and reporting of data that is beneficial to parents.
 - (g) Serve as a resource for the principal and advise the principal in matters pertaining to the school program.
 - (h) Provide input on the school's annual budget and the use of school improvement funds.

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- (i) Make recommendations on the waiver of Florida Statutes or State Board of Education rules which will allow school personnel to establish innovative educational practices and methods.
 - (j) Inquire about school matters identify problems, propose solutions to problems, suggest changes, and inform the community about the school.
 - (k) Act as a liaison between the school and the community.
 - (l) Assist in the preparation of the feedback report to the Florida Commission on Education Reform and Accountability as required by Florida Statutes.
 - (m) Identify other duties and functions of the team.
- (5) Operation of Teams – Operational guidelines shall be established and mutually agreed upon by members of the school improvement team.
- (a) The guidelines shall:
 - 1. State the duties and functions of the team.
 - 2. Indicate the procedure for electing team members and the nomination process for selecting business and community representatives.
 - 3. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.
 - 4. Establish the membership term for each peer group.
 - 5. Specify the proportionate number of team members for each peer group for the purpose of achieving an appropriately balanced team.
 - (b) Regular meetings shall be held. The team shall determine the date, time, and place of the meetings.
 - (c) The agenda shall be advertised to the school community at least seven (7) days in advance of the scheduled meeting.
 - (d) All meetings shall be open, public, and subject to Chapter 286, Florida Statutes.
 - (e) The school improvement team shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.

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- (f) School improvement plans which require waivers of the terms or conditions in negotiated agreement(s) shall be subject to the approval of the Board and Local Employee Representative.

STATUTORY AUTHORITY: 1001.41, F.S.

LAWS IMPLEMENTED: 1008.385, 1001.452, 1001.42, F.S.

HISTORY: Adopted: 08/18/98
Formerly: BCF