

SCHOOL IMPROVEMENT PLAN

The principal, in conjunction with the school council, shall be responsible for preparing a written school improvement plan annually. This plan shall be written with the advise of the school council and submitted for approval to the superintendent and the school committee. The plan should be drafted with the following in mind:

1. The educational goals for the school consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the school committee.
2. An assessment of the needs of the school in light of the proposed educational goals.
3. The means to address student performance.
4. Professional development for the school's professional staff.
5. The enhancement of parental involvement in the life of the school, safety, and discipline.
6. The development of means for meeting the diverse learning needs of every child.
7. Any further subjects as the principal, in consultation with the school council, shall consider appropriate, except that:
 - (a) the council shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and
 - (b) the council may not expand the scope of its authority beyond that established in law or expressly granted by school committee policy.

Submission and Approval of the School Improvement Plan

The written school improvement plan shall be submitted by the principal to the superintendent and the school committee for review and approval by February 1st of each year.

Because the implementation of the plan is dependent on school committee approval, it is important that the school council be aware of certain expectations of the school

committee regarding the school improvement plan. The school improvement plan should:

1. Focus on improvement of student learning,
2. Specify expected student outcomes and measurable/observable results.
3. Align with the Mission of the school district and any goals and policies of the school district.
4. Be consistent with state and federal law, school district policy, established curriculum and negotiated agreements.
5. Clearly identify actions to be taken on how changes will be implemented.
6. Include a plan on how to solicit community support for the changes being developed.
7. Indicate anticipated costs and available funding sources.
8. Delineate the method of evaluating and reporting progress and results.

If the school improvement plan is not approved by the superintendent and school committee, it shall be returned to the principal with specific comments as to the reason(s). The principal shall revise the plan in cooperation with the school council, and resubmit it for approval. If the school improvement plan is not reviewed by the school committee within 30 days of its receipt by the committee, the plan shall be deemed to have been approved.

Conduct of School Council Business

The principal shall, by law, serve as co-chair of the council. The second co-chair will be elected annually by the council members at its first meeting of the school year subsequent to the elections of new council members. The co-chairs will be responsible for the preparation of the agenda for the council meetings.

The school council shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the council will set its calendar of regular meetings for the year. Where circumstances warrant, the council may choose to call additional meetings.

Consensus shall be used by school councils as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the school council shall conform to the Open Meeting Law, Section 23 A, B, and Cm which stipulate that all meetings be open to the public, that meetings be

posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the school council does not require, and therefore does not qualify for, executive session.

The superintendent shall receive agendas and minutes of all school council meetings. The superintendent shall provide copies of these materials to members of the school committee for information.

Adopted: April 12, 1995
Mohawk Trail Regional School District Committee