**West Oaks School Leadership Team (SLT)**

**Purpose**

Facilitates the involvement of the school community in the development of the School Improvement Plan

Encourages, supports and creates opportunities for involvement from parents in the community Contributes to the design of the School Improvement Plan ·

Monitors the effectiveness of the School Improvement Plan strategies Duties of the School Leadership Team

**Duties of The School Leadership Team**

Facilitates the development of the School Improvement Plan

Monitors, assesses and amends the School Improvement Plan

Advances policies and procedures that enhance achievement and meet educational, safety and parent involvement goals

Facilitates communication within the professional learning community

Builds the capacity of the school to address parent and staff concerns

Builds the capacity of the school to improve in the following areas:

Effective Educators

Adequate Resources and Facilities of Safe and Orderly Schools

World-Class Service

Strong Parent and Community Relations

**Team Membership Criteria**

Members of the professional staff to include the following: One Assistant Principal, Instructional Staff, Instructional Support Staff, Instructional Assistants, Parent(s)

Any team member other than the school Principal may serve as an officer on the School Leadership Team.

The Principal designates the members of the School Leadership Team. The Principal will interview and approve any parents or non-staff members who apply to the Leadership Team.

The parent membership must reflect the racial, geographical and socioeconomic status of students in that school.

**Meeting Schedule**

Meetings will be held on the first Wednesday of the month at 2:30 and will last no longer than 30 minutes.

Candidates must be willing to remain positive, objective and focused on the goal of improving teaching and learning. In addition they should be willing to devote the time, energy, and creativity needed to be an effective team member. ·

**Duration of Service**

Each member will serve a minimum of one year and a maximum of three consecutive years.

**Attrition**

To ensure that there is some consistency of membership from year to year, it is suggested that approximately two-thirds of the composition of the team remain each year, while approximately one-third of the members rotate off the team.

**Roles and Responsibilities**

Leadership Positions As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective implementation of the school improvement process.

**Chairperson**: Meets regularly with principal to discuss school issues and develop meeting agenda.

Reviews minutes from last meeting -

Updates from previous meetings

Reviews (Quarterly) progress towards objectives set in SIP

Requests agenda items for next meeting

Establishes next meeting date

Leads meetings and facilitates distribution of agenda to all team members of the School Leadership Team

Keeps the team focused on the topic of discussion

Reminds team members about meetings at least one week in advance

Assists in completing reports due for the team

Facilitates the public notification of meetings

Takes minutes at all meetings ·

Distributes minutes no later than one week after the meeting

Posts minutes of each School Leadership Team meeting in a designated place that is visible to parents and teachers

Sends copies of minutes (within one week) to all School Leadership

Establishes the length of each meeting and/or the time-frame for each agenda item

Monitors time throughout the meeting and reminds team of time-frame

**Team Members**:

Attend meetings regularly

Represent the interests of constituent group- not just their own

Determine how to engage stakeholders in meaningful ways in school affairs

Commit to working collaboratively with team

Bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by the School Leadership Team

2020 – 2021 School Year Leadership Team Meeting Schedule

Meetings are held from 2:30 – 3:00 Mrs. Cohen’s classroom

Minutes are kept using the Minutes worksheet located on the school’s website

September 2, 2020

October 7, 2020

November 4, 2020

December 2, 2020

January 6, 2021

February 3, 2021

March 3, 2021

April 7, 2021

May 5, 2021