McAvinnue Elementary School

School Site Council

March 4, 2020

5:00 PM – 6:00 PM

Working Agenda

- Introductions
- Roles & Responsibilities
- Characteristics Of A School Site Council
- Site Based Budgeting Overview
- Quality Improvement Plan (QIP) Overview
- School Site Council "Budget Summit"
- Meeting Dates

Roles & Responsibilities

- Co-Chair – Principal & Member
- Time Manager - Member
- Secretary - Member
- Your Suggestions

Characteristics Of The School Site Council

- A school council is a representative, school building-based committee composed of the principal, parents, teachers, community members and, at the secondary level, students, required to be established by each school pursuant to Massachusetts General Laws Chapter 71, Section 59C.

- Membership on the school council can also include additional school staff such as custodians, lunchroom staff, and others who are not education professionals.

Characteristics Of The School Site Council

- School councils are to assist principals in four major areas of responsibility:

  1. Adopting educational goals for the school that are consistent with local educational policies and statewide student performance standards.
  2. Identifying the educational needs of students attending the school.
  3. Reviewing the annual school building budget.
  4. Formulating a school improvement plan.

Composition Of The School Site Council

- School Site Councils are composed in the following manner:

  1. Equal number of parent membership and educational membership.
  2. Must include membership of "non-school" members such as community partners.
  3. Representative of the racial and ethnic diversity of the school and community.
  4. Membership needs to be elected by like membership groups without influence.

Principal Responsibilities

- The law explicitly gives the school Principal responsibility for defining the composition and overseeing the formation of the council pursuant to a representative process. However, the principal may not exert any influence over the nomination and election process.

- The Principal is also responsible for convening the first meeting of the council. At this meeting, the other co-chair is to be selected.

- The spirit of the law calls for collaboration between the council and the Principal. The Principal needs to create an environment of openness, collegiality and respect for all participants.

- The principal is responsible for accountability of the site council process such as member election/appointment, and adherence to the school site council requirements.

Massachusetts "Open Meeting Law"

- These sections of the Massachusetts Open Meeting Law require School Site Councils to:

1. Hold all meetings in public and allow anyone in attendance to audio and/or video-tape the proceedings as long as it is not disruptive to the meeting.
2. Post a notice of each meeting at least 48 hours prior to the meeting.
3. Keep minutes indicating the date, time, place, members present and absent, and actions taken.
4. Adhere to a quorum, which is to be defined as a majority of the council members.
5. Under the Public Records Law, documents made or received by a state or local government agency (including a School Site Council) are "public records."

Site-Based Budgeting

- LPSD is prioritizing funding to allocate directly to schools.

- Site-based decision making places the school at the center of planning, goal setting, and budgeting for school improvement.

- Site-based decision making provides additional opportunities for teachers and administrators who are closest to the teaching learning process to be innovative and creative.

- Site-based decision making allows teachers and administrators to work with parents and the community to become more responsive to the needs of a particular school's population.

- School Site Councils will be expected to recommend how the dollars will best be used to address school priorities.

Site-Based Budgeting

- Fair Student Funding (FSF) Model

Moving to FSF required us to consider two parts to our school based allocation model: equity and stability.

Weights:
- *Base weight* - minimum that a school will receive per student
- *Student Need Weights* - additional funding based on the needs of students

Policies:
- *Baseline Services* ensures all schools are able to provide a minimum level of services
- **Transition policy** ensures schools do not see large swings year over year

Equity

Stability

Site-Based Budgeting

- Gain School vs. Loss School
- LPSD investment of approximately [...] ons dollars allow for a "Loss School" to [...] as an "Even School"
- McAvinnu[...] [...] been classifie[...] on our declining enrollm[...] [...]ed to the 2018-2019 academic school ye[...]

- Projected Site-Based School Allocation: $4,820,685
  - $10,218 per student
  - Up $4.33 per student compared To The 2018-2019 site-based school allocation

APRIL 1st

Quality Improvement Plan (QIP)

- The "Quality Improvement Plan" (QIP) replaces the "Unified School Improvement Plan (USIP)
- The primary purpose of this plan is to set goals for the school and monitor them over time to assess obtainment and overall improvement.

Quality Improvement Plan (QIP)

- **BDFA-E-1** - 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 advice of the school council and submitted for approval to the superintendent and the school committee.

- **BDFA-E-2** - 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 April 1st of each year.

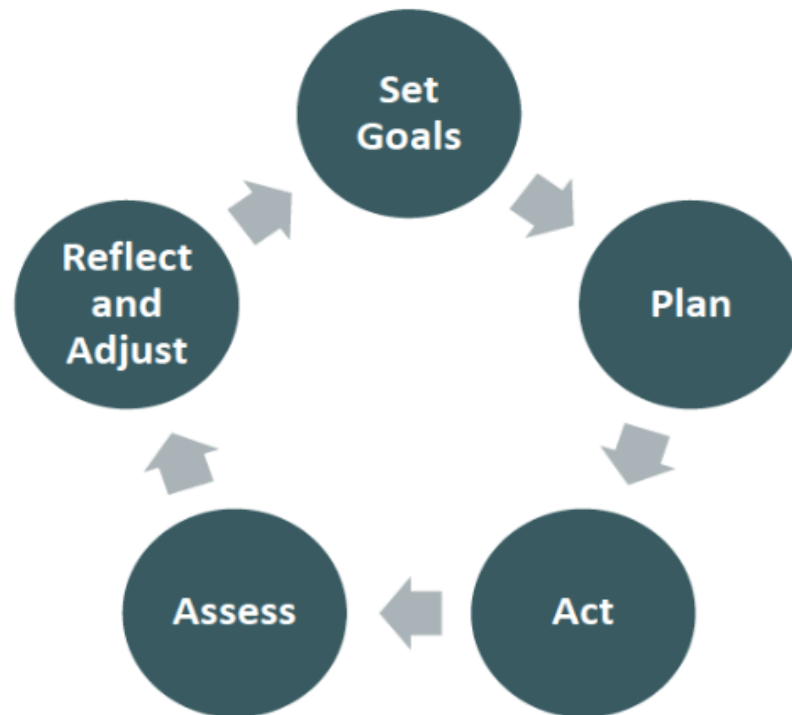# Quality Improvement Plan (QIP)

Quality Improvement Plan - Continuous Improvement Process
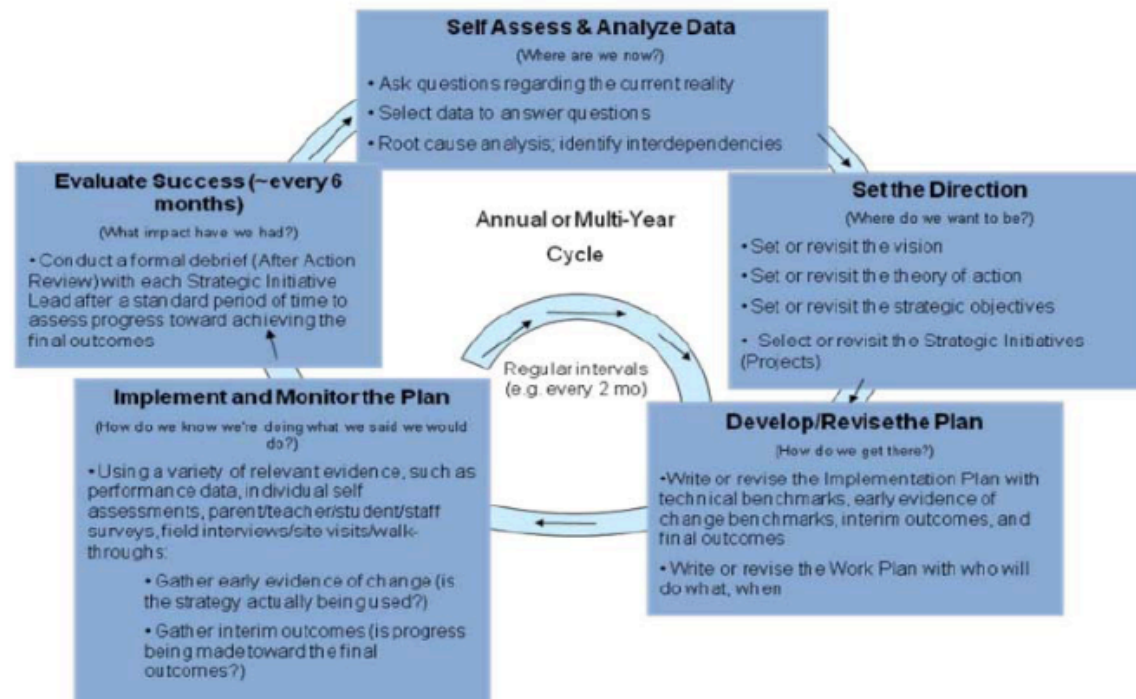
Figure 3.4: Results-Oriented Cycle of Inquiry

Set Goals → Plan → Act → Assess → Reflect and Adjust → (cycle)

Source: Partners in School Innovation[97]

Quality Improvement Plan (QIP)

Quality Improvement Plan - Continuous Improvement Process

Self Assess & Analyze Data
(Where are we now?)
- Ask questions regarding the current reality
- Select data to answer questions
- Root cause analysis; identify interdependencies

Set the Direction
(Where do we want to be?)
- Set or revisit the vision
- Set or revisit the theory of action
- Set or revisit the strategic objectives
- Select or revisit the Strategic Initiatives (Projects)

Evaluate Success (~every 6 months)
(What impact have we had?)
- Conduct a formal debrief (After Action Review) with each Strategic Initiative Lead after a standard period of time to assess progress toward achieving the final outcomes

Annual or Multi-Year Cycle

Regular intervals (e.g. every 2 mo)

Implement and Monitor the Plan
(How do we know we're doing what we said we would do?)
- Using a variety of relevant evidence, such as performance data, individual self assessments, parent/teacher/student/staff surveys, field interviews/site visits/walk-throughs:
  - Gather early evidence of change (is the strategy actually being used?)
  - Gather interim outcomes (is progress being made toward the final outcomes?)

Develop/Revise the Plan
(How do we get there?)
- Write or revise the Implementation Plan with technical benchmarks, early evidence of change benchmarks, interim outcomes, and final outcomes
- Write or revise the Work Plan with who will do what, when

<u>Meeting Dates</u>

- March 9th – 6:00 PM – 7:30 PM @ The Stoklosa Middle School

- March 10th – 6:00 PM – 7:30 PM @ Wang Middle School

- Next McAvinnue School Site Council Meeting