

CHAPTER 2.00 - SCHOOL BOARD GOVERNANCE AND ORGANIZATION

SIP COMMITTEE

2.31

1. The purpose of the SIP Committee is to prepare and evaluate the school improvement plan required pursuant to Florida Statutes and the School's Charter. When issues are not addressed herein, the SIP Committee shall seek guidance from the School Board. The SIP Committee shall not assume any of the powers or duties now reserved by law or the Charter for the School Board.
2. Composition and Selection of Committee
 - a. From the date of adoption of this policy, the preparation and evaluation of the School Improvement Plan shall be the responsibility of the SIP Committee. The SIP Committee members shall include the school principal who will be the chair of the committee. The committee should attempt to recruit an appropriately balanced number of teachers, education support employees, parents, and business and community representatives to make up the remaining committee members.
 - b. The term education support employees as used herein shall refer to any person who is employed by the school for twenty (20) or more hours during a normal working week and who does not meet the definition of instructional or administrative personnel.
 - c. The term teacher as used herein shall include classroom teachers, certified student services personnel, and media specialists.
 - d. At least 25 % of members must be persons who are not employed at the school.
 - e. Appropriately balanced as used herein shall mean a proportionate number of Committee members considering each peer group being represented on the Committee, excluding the school principal. The size of the SAC and the ratio of representatives among the peer groups, excluding the school principal, shall be set forth in the bylaws adopted and/or amended by the SAC.
3. Selection of Committee Members - New committee members shall be elected by their respective peer group, except for business and community representatives and the school principal.
 - a. The following committee 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 advisory committee.

- i. A teacher(s) shall be elected by teachers;
 - ii. An education support employee(s) shall be elected by education support employees;
 - iii. A parent(s) shall be elected by parents.
 - b. The school advisory committee shall select business and community member(s) to serve on the school advisory committee after reviewing the list of nominees prepared by the school principal.
 - i. Business and community representatives shall be selected initially through a nomination and selection process facilitated by the school principal.
 - (1) The school principal shall seek candidates who are interested in making a commitment to participate on the school advisory committee by representing businesses and the community.
 - (2) Letters, newsletters, or other media releases shall be used by the school principal to seek candidates.
 - (3) The school principal shall prepare a list of individuals seeking nomination to the school advisory committee and shall present the list to the school advisory committee for selecting the business and community representative(s).
 - ii. Subsequent to the initial selection as described in Section 3.b.i. herein, the bylaws of the school advisory committee shall set forth procedures for nominating business and community representatives to serve on the school advisory committee.
 - c. After each SAC meeting, the principal shall submit a list of current SAC members along with the minutes of the SAC meeting(s) to the School Board at its next meeting. The membership list shall contain the name of each committee member and the peer group which is being represented by each member and a description of how the committee represents the ethnic, racial, and economic community served by the school.
- 4. Responsibilities of Committee - The SIP Committee shall
 - a. Assist the school principal in the development of the educational program and in the preparation and evaluation of the school improvement plan required pursuant to Florida Statutes and the School's Charter. The development and completion of the school improvement plan is the only goal of the SIP Committee and shall be

conducted under the direction of the school principal. The SIP Committee shall provide recommendations on specific components of the plan, such as the goals of the school, indicators of school and student progress, and strategies and evaluation procedures to measure student performance. If the principal is unable to attend a SIP Committee meeting, the principal shall submit a report to the SIP Committee detailing the current status of the development of the upcoming school improvement plan (including a timeline for its completion), a review of any issues arising from implementation of the prior year's school improvement plan, and a list of any areas in which the Principal is requesting the SIP Committee's assistance.

- b. Review the results of any needs assessments conducted by the school administration.
 - c. Assist the school principal in defining adequate progress for each school goal; if necessary or desired, obtain public and parental input when defining adequate progress for school goals; and notify and request assistance from the School Board when the school fails to make adequate progress in any single goal area.
 - d. Assist the school principal in monitoring 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. Provide input on the use of school improvement funds.
5. Operation of Committee - Bylaws shall be established and mutually agreed upon by members of the SIP Committee, if not established prior to the adoption of this policy.
- a. The bylaws shall
 - i. State the duties and functions of the committee.
 - ii. Indicate the procedure for electing committee members and the nomination process for selecting business and community representatives.
 - iii. Identify the procedure for electing officers, including a chairperson, vice-chairperson, and recording secretary, and determine the term of office for each position.

- iv. Establish the membership term for each peer group.
 - v. Specify the proportionate number of committee members for each peer group for the purpose of achieving an appropriately balanced committee.
 - vi. Require a quorum (majority of membership) to be present before a vote may be taken.
 - vii. Replace any member who has two unexcused consecutive absences from a SIP Committee meeting that is noticed according to established procedures in the bylaws.
 - viii. Record minutes of meetings.
- b. Regular meetings shall be held, with a minimum of four (4) meetings held each school year. The committee shall determine the date, time, and place of the meetings.
 - c. The agenda shall be advertised to the school community at least five (5) days in advance of the scheduled meeting.
 - d. All meetings shall be open, public, and subject to Chapter 286, Florida Statutes.
 - e. The SIP Committee shall be subject to maintaining records pursuant to Article 1, Section 24, and Article XII, Section 20, of the Florida Constitution.
 - 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 any parties to such agreement(s).
 - g. Only members elected to the committee shall have voting rights.
6. After receiving input from the SIP Committee, the principal/director will prepare budgets for the School Board's approval using any funds allotted to school advisory councils by the School's sponsor or the State of Florida. These funds shall be utilized for the SIP Committee, not the School Advisory Committee.
7. After receiving input from the SIP Committee, final approval of the annual School improvement Plan rests with the School Board based on a recommendation from the Principal/Director. After approval by the Board, the Principal shall submit a School Improvement Plan to the Marion County School Board designed to achieve the state education priorities pursuant to Section 1000.03(5), Florida Statutes (or other applicable state statutes), each year in the same time frame as other Marion County District Schools.

HISTORY:

ADOPTED: 7/8/2010