

McGlone Elementary Committees

Instructional Leadership Team – will be responsible for making decisions around instruction and professional development, supplementary instructional materials, and the data team process. The goals and responsibilities for Leadership Team include monitoring the innovation plan, writing and implementing the UIP, analyzing student achievement at the school level, and making decisions about and facilitating professional development. Members facilitate two-way communication with the entire teaching staff to ensure input and participation in decisions. The instructional leadership team makes decisions through consensus, but if consensus cannot be reached, the principal will make the final decision. The instructional leadership team includes the principal, assistant principal, administrative Intern, literacy teacher leader, math teacher leader, technology teacher leader and other teacher representatives. The Instructional Leadership Team meets afterschool for approximately one hour a week. Credit and/or stipends will be explored for service on this team. Diversity of membership will be sought to include “experts” across content areas, grade levels, and areas of specialty. First year teachers are not able to participate on Leadership Team during their first year so that they can fully focus on development of their own practice. Membership will be limited to 12-14 individuals so we can keep the size manageable for decision-making purposes. Sub-committees may be formed as needed (ie. 21st century learning implementation, etc.)

Building Council – will be responsible for addressing school-based concerns and decisions that are non-instructional in nature (facilities, school rules and procedures, discipline, etc.). Building Council will be facilitated by a staff member and membership will include both teaching and non-teaching staff. The principal or administrative representative will attend each meeting. Building Council will meet monthly or on an as needed basis. Any staff member is able to add an item to the monthly agenda and is then expected to present the concern and possible solutions to the group.

McGlone School Advisory Committee – will be responsible for reviewing whole school student achievement progress each trimester and recommending areas for improvement; providing input on the yearly budget and allocation of funds throughout the year; and ongoing monitoring of the UIP and Innovation Plan. This Governing Board will meet monthly and collaboratively develop its own bylaws. The MSAB is responsible for developing a multi-year plan that will include how to meet the stated work and how to gather input from the greater community (including parents) and maintaining/developing partnerships. The McGlone School Advisory Board (MSAB) will be a *representative body* of approximately 12-14 members. It will include the principal, one to two other school administrators, three teachers, two non-teaching

staff, four to five parent/guardians, and one to two community/business partner(s). Teachers, non-teaching staff, and parents will be elected to the MSAB each year by a vote of their respective constituencies and other administration will be invited by the principal. Community/business partner(s) will be selected by the full board, although recommendations for membership may be submitted by anyone. The principal will be a standing member of the McGlone School Advisory Board.

Parent Learning Team – will be responsible for development and implementation of a parent engagement plan to include parent education, parent communication, and parent/teacher classroom trainings. The Parent Learning Team will be co-facilitated by the Assistant Principal and the Parent Liaison and will include approximately 4-6 parents and 2-4 teachers. Meetings will be scheduled monthly and/or as needed.

PTO – will be responsible for planning all school functions, fund-raising, and will be a forum for listening to and addressing general parent needs and concerns. PTO will initially be facilitated by the Principal, but once formed, will be facilitated by a parent. Membership will be open to all parents/guardians and will meet monthly. Teachers will be expected to sign up for at least two PTO meetings per year to assure teacher attendance each month.