

- E-mail and post agenda and minutes of meetings
- Place minutes and handouts in a notebook/manual for all staff and parents to review in the media center
- Make reports at staff meetings, PTA meetings
- Encourage staff members and parents to attend SIT meetings
- Post dates for meetings on school calendar

Section 2: The School Improvement Team will maintain a system of communication to keep all staff members and parents informed of the site-based shared decision making line of authority and the duties and responsibilities of the board of education, superintendent, principal and school improvement team. Printed copies of the powers and duties of the school improvement team will be shared with all the staff and approved by the majority of the staff.

Section 3: The system/process for communicating will be in writing and placed in the School Improvement Team minutes.

ARTICLE IX: General Operation

Section 1: The School Improvement Team will develop a comprehensive School Improvement Plan that addresses the Winston-Salem/Forsyth County Schools Strategic Plan with detailed strategies that will facilitate reaching the school's goals. The plan also shall include:

- A. A plan for the use of staff development funds.
- B. A plan to address school safety and discipline.
- C. A plan that specifies the effective instructional practices and methods to be used for students at risk of academic failure.

Section 2: All staff members have the right to vote on the School Improvement Plan by secret ballot.

Approved by vote on _____

Draft date: 01-29-07

School Improvement Chair

Principal

P:\forms\School Improvement Team Bylaws