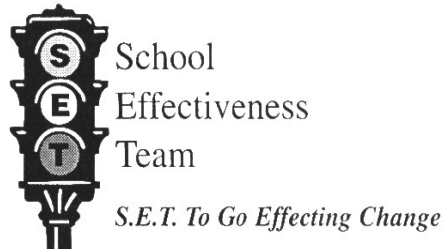


ST. MARY'S ELEMENTARY SCHOOL

LANCASTER, NEW YORK



SCHOOL EFFECTIVENESS TEAM

POLICIES AND PROCEDURES

April 1999
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TABLE OF CONTENTS

MISSION STATEMENT	PAGE 3
DEFINITIONS	PAGE 4
PROCEDURES	PAGE 5
MEMBERSHIP AND ATTENDANCE	PAGE 7
POLICIES	PAGE 8

ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM

Mission Statement

The School Effectiveness Team will serve as a representative group working to improve the quality of education for all St. Mary's Elementary School students.

ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM

DEFINITIONS

Action Register – The chronological list that outlines the tasks required to accomplish a goal, the person responsible for each task, the due date for each task, the due date for completion of each task, and an analysis of the benefits and burdens for the specific action plan.

Consensus – A systematic process used by the SET to make decisions which everyone can support. A consensus decision has been reached when:

- a) All SET members agree to support the decision though it may not be everyone's first choice;
- b) Everyone is committed to the decision as if it were the first choice of all group members;
- c) Each participant agrees that he or she has had an equal opportunity to influence the decision; and
- d) No one raises an objection when the Facilitator calls for consensus approval of the decision.

NOTE: SET does not have the authority to make administrative decisions. It can only make recommendations.

Open Forum – A time designated during an SET meeting where individuals or a group may present their thoughts and views to the members of the SET. Each group or individual will be allowed a five (5) minute block of time to present.

SET – School Effectiveness Team – Stakeholder representatives charged with decision making and effectively implementing decisions.

Shared Decision Making – A process in which all members of the education community collaborate in identifying problems, defining goals, formulating policy, and implementing programs by consensus.

Stakeholder – Any person or group with an interest and investment in the success of St. Mary's Elementary School and its students.

Theory of Implied Consensus – If you have made a decision in the past, continue to follow that decision until consensus tells you differently.

ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM

PROCEDURES

MEETING STRUCTURE

- 1.0 An agenda will be put together by the Leader before each meeting. The agenda will include a review of past and new issues and will be distributed to all Team members at least one day before a scheduled meeting.
- 1.1 The Leader and Information Manager will serve as the facilitators of each meeting.
- 1.2 The Recording Secretary will serve as the minutes taker to keep record of information shared and decision points reached at all SET meetings. The minutes will be emailed to all members for review within two days.

ISSUE FORMS

- 2.0 Initial issues are turned in to the SET mailbox located in the Principal's office. A designated SET member will collect and process issues received. If necessary, the designated SET member will call the issue originator for clarification prior to the issue being presented to the entire Team.
- 2.1 Issue Forms will be available in the Principal's Office.
- 2.3 Issue Forms MUST contain the Originator's name. No anonymous issues will be accepted for discussion.
- 2.3 Issue Forms will be numbered in the order which they are received.
- 2.4 When deemed appropriate via Consensus, an issue may not be decided upon until all members have had an opportunity to go back to constituent groups for input. Input can be gathered using *Response Boxes* in the SET Newsletter, parent survey, phone calls, or other agreed upon method.
- 2.5 Absentee Member – The Leader will include any absentee member's vote if such information was provided prior to the SET meeting.

ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM

2.6 If consensus is not reached, the issue will be sent back to its originator or other "expert" for more information. All members agree to work diligently on the issue in order to facilitate reaching consensus. If consensus is still not reached, then the issue can be:

- a) delegated to another group or committee.
- b) referred to someone else for a decision.
- c) tabled.
- d) dropped.

Decisions will always be made based on what is best for St. Mary's Elementary School students.

2.7 If time becomes a factor, the Theory of Implied Consensus will be employed.

2.8 The Information Managers will respond to all issues on behalf of SET. The Issue Form, The Action Form and correspondence will be maintained in SET's records.

ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM

MEMBERSHIP

- 3.0 The ideal St. Mary's School Effectiveness Team will consist of:
- the Pastor
 - Administrative Representative
 - 3 Parent Representatives (PreK-2, 3-5, 6-8)
 - 3 Teacher Representatives (PreK-2, 3-5, 6-8)
 - H.S.A. Representative
 - Special Area Teacher Representative
- 3.1 Members agree to commit to SET for a complete school year but are encouraged to serve for two years.
- 3.2 The team will appoint a Leader, an Information Manager, a Recording Secretary and a Treasurer. This will be determined on a volunteer basis or vote, if necessary.
- 3.3 Members agree to serve in their designated role for at least one year, but are encouraged to serve at least two years. Members are encouraged to assume different roles after serving a maximum of four years in a particular role.

ATTENDANCE

- 4.0 SET meetings will take place once every month from September through June of every school year.
- 4.1 In order to be an effective Team, members agree to attend all designated SET meetings
- 4.2 If a member cannot attend a meeting, the member should contact the Leader at least one day prior to the meeting.
- 4.3 Except for true emergencies, members are asked to give at least one day notice of absence.
- 4.4 Any member who is absent without notice from three (3) entire meetings during a ten (10) month period shall be considered to have resigned and the position of such member shall be considered vacant. If a long absence is predicted, the constituent group will select a substitute representative. The Leader will maintain attendance records and will inform members in jeopardy of forced resignation.

ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM

POLICIES

- 5.0 ST. MARY'S ELEMENTARY SCHOOL EFFECTIVENESS TEAM will be printed upon each page of the POLICIES AND PROCEDURES book
- 5.1 All correspondence will be printed on SET Letterhead.
- 5.2 All Issue Forms submitted to SET will kept in a binder. A specified SET Member will volunteer to keep said binder.
- 5.3 Issues will be numbered in order received.
- 5.4 Issues will have an Action Form attached.
- 5.5 A copy of the POLICIES AND PROCEDURES will be given to new members.
- 5.6 Any confidential information will be turned in to SET upon a member's leaving SET.
- 5.7 POLICIES AND PROCEDURES can be amended at any time upon consensus of SET.