

Parent Representatives to the OTES School Improvement Team: Responsibilities / Qualifications / Nomination Process

Background info:

As stated by the "School Improvement in Maryland" website (<http://mdk12.org/index.html>):

The job of the school improvement team is to lead the development of a school improvement plan that addresses student achievement needs, to monitor the implementation of the plan, and to revise it when appropriate.

Montgomery County's Board of Education states in its Policy AEB, *Strategic Planning for Continuous Improvement*, sections C.2(b):

Schools will build relationships with and provide opportunities for staff, students, parents, community members and other stakeholders to determine the academic and personal needs of students and set the direction for the school. These opportunities include, but are not limited to, participation on the School Improvement Team (SIT).

About the Oakland Terrace School Improvement Team (SIT):

The mission of the OTES School Improvement Team (SIT) is to develop and implement the school's annual School Improvement Plan (SIP), which uses the Baldrige Guided School Improvement Process. The SIT actively engages all stakeholder groups in the school improvement process. It includes the following representatives:

- administrative staff (principal, assistant principal)
- academic support staff (staff development, reading, math, music, art, etc.)
- teachers (team leaders from each grade level)
- 2-3 parents

Vision

Our vision is to ensure an environment in which all students will develop the skills necessary for their intellectual, social and individual growth. By working together, students, parents, and staff can create an atmosphere, which encourages greater self-esteem, a love of learning, mutual respect and trust. Students leaving Oakland Terrace will have a solid foundation for continued success throughout their lives.

Mission

In pursuit of academic excellence, the Oakland Terrace school community is committed to:

- Implementing a rigorous educational program
- Nurturing the development of life-long learners
- Creating an atmosphere of mutual respect and personal responsibility
- Promoting productive citizens in our diverse world

Responsibilities of SIT parent representatives:

- Will serve a two-year term.
- Will attend SIT meetings on a regular basis. Every attempt should be made to attend each meeting. Meetings are listed below:
 - Regular monthly meetings are typically held on the third Thursday of each month (August through June), 8-9am.
 - One or more annual *walk throughs* may be scheduled following a Thursday morning meeting. A *walk through* is a non-evaluative visit by a team of school staff members. It features several brief classroom visits, and typically lasts about two hours.
 - In August there is an all-day SIT meeting to prepare for the upcoming school year.
 - (Note: parent representatives and all stakeholders will be sent meeting reminders or changes of meeting times by the school principal prior to each monthly meeting.)
- Will keep the parents at OTES informed about decisions and strategies planned for improving student performance, school safety and discipline, etc. Updates can be given at PTA meetings, on the listserv, and in the PTA newsletter.
- Should actively solicit input from a variety of parents to bring back to the SIT. Should talk with parents about specific issues and present those perspectives to the SIT meetings.

Qualifications to serve as a SIT parent representative:

- Should have had a child enrolled at OTES for a minimum of one full school year.
- Are *not* required to be members of the PTA. However, should have been involved in one or more areas of significant school community service (including but not limited to volunteering in the classroom, volunteering for PTA-sponsored events, or participating in a Study Circle).
- Shall not concurrently serve as a PTA Executive Board member.
- Shall not be a member of the building-level staff.

Process for nominating new parent representatives to the OTES SIT:

- Nominations can be made by the principal, the PTA president, or any parent at OTES.
- To nominate a fellow parent (or oneself), simply notify the PTA president or the principal.
- Nominations must be made prior to the April PTA meeting (2nd to last PTA meeting of the school year).
- Together, the Principal and PTA president will select the new parent representatives. In making their decision, they will take into account who will bring different perspectives to the table as well as who will best represent the entire parent body of OTES to the greatest extent possible.
- Newly-appointed SIT parent reps will be announced at the May PTA meeting (final PTA meeting of the school year).