

Erwin Montessori Elementary

SCHOOL IMPROVEMENT TEAM

BY-LAWS

I. Purpose

The purpose of the Erwin Montessori School Improvement Team is to facilitate the school improvement and school renewal process by:

- Ensuring curriculum and best teaching practices are the focus of our meetings
- Serving as a primary planning group
- Consulting with administration in matters affecting personnel
- Developing and recommending budgetary decisions
- Managing the School Improvement Plan

II. Membership and Selection

The Erwin Montessori School SIT will typically consist of a minimum of 9 members to include certified staff, non-certified staff and at least one parent. Each grade level will have representation to include Primary, Lower Elementary, Upper Elementary, Specialists, Media, Curriculum Facilitator, Co-Teacher, Parent and Principal. With the exception of the Principal, Curriculum Facilitator and Media Specialist, members are elected by secret ballot and serve a two-year term. Parent(s) are voted on by the PTA.

III. Officers

- A. Chairperson: The Curriculum Facilitator serves as the chairperson.
- B. Recorder: Media Specialist

IV. Committees

Committees will be formed annually as needed.

V. Meetings

Regular meetings are scheduled on the third Tuesday of each month at 3:10. One meeting, typically the February meeting, is held at 5:10. Other meetings are held on an as-needed basis.

An agenda will be shared prior to each meeting. Proposed agenda items should be submitted in writing to the chairperson in advance, not less than 2 days prior to the meeting. The meeting agenda will include an open sharing time for grade level concerns and visitors are encouraged to ask questions or provide feedback. Anyone may attend SIT meetings, but only members can vote .

The minutes of the meetings will be shared and posted on the school's website.

VI. Decision Making

Decisions will be made by majority vote.