School Improvement Team Checklist of Best NCStar Practices

Specific Membership

- ☐ The school improvement team is a broad representation of the school community and includes the Principal and elected representatives from: Assistant Principals, Instructional Personnel, Instructional Support Personnel, Teacher Assistants
- ☐ The school improvement team includes parent representation that reflects the racial and socioeconomic composition of the students enrolled in that school and shall not be members of the building-level staff.
- ☐ The specific roles of the team members are identified in the View Profile Section of NCStar (e.g., 1st grade teacher, grade 6 science teacher, math coach)

Consistent Meetings

- ☐ Two meetings per month (one with the full SIT and one at the discretion of the principal) are documented in NCStar with agendas and minutes
- ☐ Routinely, the School Improvement Plan, goal progress, data, etc. is discussed with the full school team in faculty meetings, PLCs. The plan should drive school decisions, making it a living, breathing document.
- ☐ Indicators are monitored and discussed in context of instructional, operational, & budget priorities at every full SIT meeting. A record of discussion details are present in the meeting minutes.
- ☐ Reflective practices are evident in SIT minutes

School Improvement Plan

- ☐ In Set Direction, a mission, vision, and goals with SMART characteristics (Some SMART characteristics may be represented in the Performance Measures.) are present & updated*
- ☐ All 12 Key Indicators are assessed and, if not marked at Full Implementation with evidence in the Document Uploads folder, the indicator will have action steps.
- ☐ No past due action steps
- ☐ Restart schools have flexibilities clearly documented in Indicator Action Steps*

Data Informed Decisions

- ☐ SIT is utilizing performance measures in conjunction with goals in Set Direction*
- ☐ Data is present and updated as a part of the SIT planning process through data collection and analysis in either a district/school selected needs assessment or the Needs Assessment: School Self-Assessment in NCStar.*
- ☐ School Improvement Team regularly uses data e.g., NCTWC, student outcome, demographic, survey, etc. to Assess, Create, & Monitor*

Distributed Leadership

- ☐ Goal/Indicator Teams and/or Committees are utilized as a structure for distributive leadership
- ☐ Indicators are spread amongst SIT members and action steps are assigned to school stakeholders as a structure for distributive leadership (Hanover Research)*

* Items marked with an asterisk (*) are featured in the School Improvement Evaluation Rubric. You can learn more about that in the session "Evaluating Your School Improvement Plan." Specific statute information can be found in NCStar SIP Statute Connections