

Buncombe County Schools  
Guidelines to School Improvement  
2018-19

**Purpose:** Each school must have a School Improvement Team (SIT) that develops the School Improvement Plan (SIP). This plan should identify the school's efforts to improve student performance and reach the educational goals of the school board.

**References:** G.S. 115C-105.27

**Development and Approval of School Improvement Plans:**

Buncombe County Schools Board Policy #3430 adopted May 7, 2015, updated January 2018.

**Resource:** *NC School Improvement Planning Implementation Guide* from the State Board of Education and DPI (2009-10).

**Timeline:** The 2018-20 School Improvement Plan (SIP) is due October 12, 2018. Curriculum staff may conduct mid-year reviews as necessary. Annual progress reports are due September 30, 2019.

**School Improvement Team Meetings** shall follow all legal requirements stated in G.S. 115C-105.27. As a public body, the SIT will comply with Open Meetings Law (G.S. 143-318.10) in regards to its meetings. SIT meetings shall be advertised each semester on the school website and by notifying the Superintendent's office for notification purposes. SIT members shall be emailed meeting notices at least 48 hours prior to the meeting, and written minutes (after careful review) will be posted on the school website in a timely manner. The SIT does not hear personnel or student complaints. It is our recommendation that the SIT team decides when it is appropriate to hear from guests who attend the SIT meetings.

A closed session shall only be held when confidential student information is discussed. To protect student confidentiality, it is recommended that Parent Representatives be excused from closed session. If closed session is required, use the following statement:

*Chairman: I will entertain a motion for the SIT to go into closed session pursuant to G.S. 143-318.11 for the following purposes:  
Under subsection (a) (1) to prevent the disclosure of privileged and confidential student information pursuant to 20 U.S.C. 1232g (FERPA).*

The SIT team will consist of the principal, representatives of the assistant principals, instructional personnel, instructional support personnel, teacher assistants and parents of students attending the school. Each group of school personnel will elect representatives from their perspective group by secret ballot. **Parents** (at least 2) are to be **elected** yearly in accordance with GS 115-C-105.27. Parents serving on School Improvement Teams shall reflect the racial and socioeconomic composition of the students enrolled in that school and shall not be members of the building level staff. SIT meetings shall be held at a convenient time to assure substantial parent participation.

Written minutes are required for the purpose of what topics were discussed and what actions were taken. It is not a “blow by blow” account for informing someone who was not in attendance. Minutes should be posted to the school website after careful review, in a timely manner. Written minutes are also required for closed session meetings; however, those minutes shall be withheld from public inspection and not published on the school’s website. SIT members should be listed on the school’s website.

The school improvement process allows for input from stakeholders, including parents and student representatives. This collaboration affords the opportunity to support the instructional programs and meet the needs of all students.