

CHARTER
of the
NEW HANOVER HIGH SCHOOL IMPROVEMENT TEAM (SIT)
[Proposed]

I. AUTHORITY

- a. NC Statutes—The authority for this charter comes from 115C-105.20: *Article 8B--School-Based Management and Accountability Program*; 115C-105.27: *Development and Approval of School Improvement Plans (SIP)*; and 115C-105.31: *Creation of the Task Force on School-Based Management*.
- b. NCDPI and SBE—Additional guidance is provided by the *School-Based Management And Accountability Procedures Manual*.

II. PURPOSE

- a. NHHS Mission—The activities, processes, and products of the SIT shall be consistent with the NHHS Mission Statement: *The mission of New Hanover School is to continue its tradition of offering unique and diverse opportunities for all students by providing integration of learning, connection to the community, and a career pathway for the future.*
- b. SIT and SIP as they relate to NHHS Mission—The mission of the SIT is to create, implement, monitor, evaluate, and revise a SIP that takes into consideration the annual performance goals for NHHS that are set by the NC State Board of Education, the strategic priorities of the NC State Board of Education, the mission of NHHS, and other issues as recommended in *School-Based Management And Accountability Procedures Manual*.

III. OPERATING PRINCIPLES AND CONCEPTS

- a. Process Based—The SIT will make use of progressive planning tools that are process based and that recognize that improvement is a cyclical process.
- b. Systems Thinking—Utilizing the principles of general systems theory, the SIT will be mindful of the fact that a school is a “system of systems” that work together for the overall objective of the whole.
- c. Openness—The SIT exists to plan for the improvement of the entire school community, and its activities will be conducted openly in front of the entire school community.
- d. Diversity—Given the diverse nature of the school community, the SIT and the SIP will honor the diversity of the community.
- e. Stake-holder input—The SIT will seek to gain stake-holder input during the improvement process.
- f. Shared decision-making—When the improvement process calls for decisions regarding school policy, practice, or protocol, the SIT and SIP will recognize that those most effected by a decision should be a part of the decision-making process.

- g. Scope—The scope of the SIT and SIP may include—but not be limited to—the following: budget, including staff development funds; building and grounds; character education; class size issues; conflict resolution; curriculum; daily schedules; instruction and pedagogy; literacy; parent involvement; policy related to “healthy, active children” and staff; and school climate and safety.
- h. Student-centered—The SIP shall be student-centered; the objectives for students and the needs of students take priority over the needs of the institution of NHHS.

IV. MEMBERSHIP

- a. Representation—The SIT will be comprised of thirteen members as follows:
 - i. Principal
 - ii. Six Group I Representatives—one Assistant Principal; one Certified teacher from English, Math, Social Studies, or Science (Including Lyceum and Avid); one Certified teacher from Vocational, ROTC, or Art; one Support Staff from Counselors, Librarians, Social Workers, Technology, School Resource Officers, or WHAT; one Parent-white; one Parent-Latino.
 - iii. Six Group II Representatives—one Certified teacher from English, Math, Social Studies, or Science (Including Lyceum and Avid); one Certified teacher from Health/PE or Exceptional Children; one staff member from Secretarial, Custodial, or Cafeteria; one staff member from Teacher Assistants or Paralegals; one Parent-white; one Parent-black.
- b. Term of Office—SIT members shall serve for two years, except for the Principal who shall serve continuously, and except that *upon only the first election following ratification of this Charter*, the Group II members shall serve for one year, permitting staggered elections thereafter. SIT members shall serve no more than two consecutive terms.
- c. Election—SIT members are elected by the majority of a secret ballot by the constituent groups named above and present on a day appointed by the Principal, except the Parent representatives, who shall be elected by the NHHS PTSA.
- d. Vacancies—Vacancies arising midterm shall be filled by election as outlined above by the appropriate constituent group

V. LEADERS and DUTIES

- a. Leaders—The leaders of the SIT shall be the First Chairperson, Second Chairperson, Secretary, and Teller. Any SIT member may hold office.
- b. Elections—The leaders shall be elected by a majority of SIT members present at the first SIT meeting of each academic year.
- c. Term of Office—The term of office for leaders is one year. Leaders shall serve no more than two consecutive terms.
- d. Duties

- i. First Chairperson—The First Chairperson is responsible for conducting all meetings, activities, and operations of the SIT in accordance with this Charter, delegating responsibility to working groups, teams, or collaborative groups as necessary. The First Chairperson shall submit a completed SIP to the school staff for approval as described hereinafter and present an approved SIP to the Principal for forwarding to the Superintendent of the NHCS for approval and forwarding to the NC Department of Public Instruction.
- ii. Second Chairperson—The Second Chairperson shall assume the duties and responsibilities of the First Chairperson if—and when—the First Chairperson is absent or unable to fulfill the duties of the office.
- iii. Secretary—The Secretary shall give required notice of SIT meetings and activities, record and publish minutes of all meetings, maintain documents pertinent to the SIP planning process, publish drafts and final versions of the SIP, and maintain an archive of all SIT documents. In the absence of the Secretary, the First Chairperson may appoint an SIT member as a substitute for that absence only.
- iv. Teller—The Teller shall choose one non-SIT faculty member and another non-SIT, non-faculty staff member to serve as a Teller Committee for the SIP voting process. The Teller shall conduct the SIP voting process and report the results to the SIT.

VI. MEETINGS

- a. Scheduling—The SIT shall meet as often as necessary to complete the planning process as established hereinafter in Section VIII.b. Meeting times should—whenever possible—honor the work schedules of parent members. Notice of meetings shall be provided as under *NC Open Meetings Law*.
- b. Open Meetings—The meetings of the SIT are open to the observation of the public, as are the meetings of committees or subcommittees of the SIT. The SIT shall make provisions for non-SIT public input at meetings, including that of students.
- c. Minutes—Minutes of SIT meetings shall be full, accurate, and available to the public. An accurate set of minutes should include the items specified in the *School-Based Management And Accountability Procedures Manual*.

VII. RULES

- a. Quorum—SIT meetings may not be held unless seven members of the SIT are present, including the First or Second Chairperson.
- b. Parliamentary Procedure—*Robert's Rules of Order, Newly Revised, 10th Edition* shall govern the actions of the SIT as it goes about its deliberations, except that contrary passages in this Charter have precedence over that text.

- c. Resolutions and Approval—Resolutions of the SIT that require SIT approval shall be approved by simple majority vote.

VIII. PLANNING PROCESS

- a. Elements—The planning process of the SIT is cyclical and shall include the following elements: assess needs; seek relevant information; establish priorities; develop a draft SIP; submit the draft SIP for approval; implement the approved SIP; monitor the implementation of the plan; evaluate the results; review the plan for adjustment and/or revision in light of results; and publish findings.
- b. Schedule—The process outlined above is designed around a traditional academic year cycle of two years as follows:

Year One—First Semester	
Week 1-2	Elect Group I members of SIT (<i>except as in IV.b. above</i>)
Week 3	Elections complete and SIT established
Week 3-7	Assess needs, establish priorities, develop SIP
Week 7	Draft SIP ready for approval
Week 10	Begin implementation of SIP
Year One—Second Semester	
Week 4-15	Monitor implementation of SIP
Week 16-18	Evaluate and review SIP
Week 18	Publish findings
Year Two—First Semester	
Week 1-2	Elect Group II members of SIT
Week 3	Elections complete and SIT established
Week 3-7	<ul style="list-style-type: none"> a. Review published findings from Year One—Second Semester, Week 18 b. Reassess needs, re-establish priorities, redevelop SIP as necessary
Week 7	Draft of modified SIP ready for approval if necessary
Week 10	Begin implementation of the continued or modified SIP
Year Two—Second Semester	
Week 4-15	Monitor implementation of the continued or modified SIP
Week 16-18	Evaluate and review the continued or modified SIP
Week 18	Publish findings

IX. SCHOOL IMPROVEMENT PLAN

- a. Components—The SIP must address the annual performance goals for NHHS that are set by the NC State Board of Education, the strategic priorities of the NC State Board of Education, the mission of NHHS, and other issues as recommended in *School-Based Management And Accountability Procedures Manual*, such as budget, including staff development funds; building and grounds; character education; class size issues; conflict resolution; curriculum; daily schedules; instruction

and pedagogy; literacy; parent involvement; policy related to “healthy, active children” and staff; and school climate and safety.

- b. Organization and Format—No particular format is prescribed other than cover, table of contents, clearly delineated sections, and appendices necessary to the document. The SIT may elect to format the SIP such that various sections may be used for other reporting requirements, such as required, for example, by accrediting agencies such as SACS.
 - c. Approval Process
 - i. School Vote—The voting process for the SIP shall be conducted by secret ballot on an up or down basis in accordance with the *School-Based Management And Accountability Procedures Manual* and the schedule outlined in Section VIII.b. above. One more than $\frac{1}{2}$ of the staff eligible to vote is required for approval.
 - ii. Teller Committee—The Teller Committee shall ascertain the number of votes required for approval and tally and report the secret ballot as directed in Section IV.d.iv. above.
 - iii. Failure to Pass—In the event that an SIP fails to gain approval, the SIT must poll the staff as to reasons for disapproval, redraft the SIP, and represent the revised SIP to the staff for another vote.
 - iv. Forward to LEA and State of NC—Upon receipt of a school-approved SIP, the Principal shall forward the SIP to the Superintendent of the NHCS for approval and forwarding to the NC Department of Public Instruction. Rejection of a school-approved SIP by a higher authority shall be handled as directed in the *School-Based Management And Accountability Procedures Manual*.
 - d. Public Availability—Copies of the approved SIP shall be maintained as follows: school library (two copies) , the general office (one copy), and the Principal’s office (one copy).
- X. Ratification—This Charter shall be ratified upon a vote of approval of one more than $\frac{1}{2}$ of the staff present at a meeting on August 22, 2005 or other date as designated by the Principal.