

School Advisory Team (SAT)

The concept of the School Advisory Team (SAT) is based on the belief in the importance and power of collaboration. The primary functions of the SAT are to facilitate communication and contribute suggestions to the administrative team for the joint purpose of continuous school improvement. SAT members offer perspective and expertise to strengthen the decision making process.

Team Members - 10 representatives

- 1- PK-2 representative *any person who teaches at this grade level
- 1- 3-6 representative *any person who teaches at this grade level
- 2 - MS/HS representatives *any person who teaches at this grade level
- 1- Alternative Ed. representative (special ed./title/interventionist/etc.)
- 1- Paraprofessional
- 1- Assist. Principal
- 1- Principal
- 1- Superintendent
- 1- School Board Member (community representative)

Topics - Student Focus

Academic Achievement
Learning Environment
School Culture

Deliverables

School Goals (3 - 1 Academic Achievement; 1-School Culture; 1 - ?? -student focused)
School-Wide Strategic Plan to guide our continuous improvement

Guiding Question

Is this in the best interest of our students?

SAT members will receive a stipend.

If you are interested in serving on the School Advisory Team, please submit your name and which group you would like to represent to Dr. Fairbanks by Thursday, November 19. Elections will occur on Monday, November 23rd via a Google Form.

Team Protocols

Meetings - When (Date/Time), Frequency- 2 x a month (to start) 2nd & 4th Wednesdays
Responsibilities of Members
Shared Agenda - Google Doc
Rotate Facilitator, Recorder, Process Observer

School Advisory Team (S.A.T.) Agenda
Is this in the best interest of our students?

Goal 1: (Academic Achievement)

Goal 2: (School Culture)

Goal 3:

Meeting Date/Time:

Facilitator:

(responsible for organizing & setting time limits for the agenda; leading the meeting; asking clarifying questions)

Recorder:

(take attendance; record tardies; record minutes; send minutes out to staff)

Process Observer:

(keep group on task; ensure members are fulfilling responsibilities during discussion)

Team Members (place "x" next to name if present, time arrived if tardy):

Topic: A = Academic L= Learning Environment C = School Culture

Topic	Item	Time allotted	Notes (summary of discussion; who is assigned to what task; final decisions)
L	Discuss the mission & logistics of the S.A.T.	20 min	
L	Discuss responsibilities of members (norms)	40 min	
C	Questions & next meeting	10 min	
C	Summary & closure	5 min	