



# Lawrence Public Schools

## Policy of the School Committee

**Section B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS** **B DFA**  
**Also: CEA**

**Subject: SCHOOL LEADERSHIP TEAMS (SCHOOL COUNCILS- 1 of 1**  
**as they are so referenced in M.G.L. 71)**

### **POLICY STATEMENT**

The School Committee believes that the school is the key unit for educational improvement and change and that successful school improvement is best accomplished through a school-based decision-making process. By involving those directly affected by any action or decision of the School Leadership Team in the process of determining that action or decision, it helps to strengthen the commitment to those decisions by those most affected by its implementation.

Under this policy, the Principal shall have primary responsibility for the management of the school. Decisions that are made at the school level must be aligned with the budget, policies, curriculum, and long-range and short-range goals adopted by the School Committee. In addition, decisions must comply with any state and federal laws and regulations and with any negotiated agreements of the Lawrence Public Schools.

As enacted by the state legislature in the Education Reform Act of 1993, a School Leadership Team shall be established in each school to advise the Principal in specific areas of school operation. The Principal, except as specifically defined in the law, shall have the responsibility for defining the composition of, and forming the group, pursuant to a representative process approved by the Superintendent and School Committee.

The following guidelines define the role of the School Leadership Team.

The School Leadership Team shall meet regularly with the Principal of the school and shall assist in:

1. Adoption of educational goals for the school that are consistent with state and local policies and standards;
2. Identification of the educational needs of the students attending the school;
3. Review of the school building budget; and
4. Formulation of a School Comprehensive Educational Plan (School Improvement Plan) that may be implemented only after review and approval of the Superintendent and the School Committee.

LEGAL REFS: M.G.L. 71:38Q, 71:59C

REC'D: NESDEC

*1<sup>st</sup> Reading: 2/10/05*

*2<sup>nd</sup> Reading: 5/12/05*

*Adoption: 5/26/05*

*Proposed reconsideration: 9/09*



# Lawrence Public Schools

## Policy of the School Committee

### **Section B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS**

**BDFA-R1  
Also: CEA-R1**

**Subject: SCHOOL COMPREHENSIVE EDUCATIONAL PLAN  
(SCHOOL IMPROVEMENT PLAN - as they are so referenced  
in M.G.L. 71)**

**1 of 1**

### **POLICY STATEMENT**

The Principal, in conjunction with the School Leadership Team, shall be responsible for preparing a written School Comprehensive Educational Plan annually. This plan shall be written with the advice of the School Leadership Team and submitted for approval to the Superintendent and the School Committee. The School Committee shall receive reports on the implementation of the School Comprehensive Educational Plan two times per year.

The School Comprehensive Educational Plan should be drafted with the following in mind:

1. The educational goals for the school, consistent with the goals and standards, including student performance standards, as adopted by the Massachusetts Board of Education and by the School Committee;
2. An assessment of the needs of the school in light of the proposed educational goals;
3. The means to address student performance;
4. Professional development for the school's professional staff;
5. The enhancement of parental involvement in the life of the school, safety, and discipline;
6. The development of means for meeting the diverse learning needs of every child; and
7. Any further subjects as the Principal, in consultation with the School Leadership Team, shall consider appropriate.

The School Leadership Team shall have no authority over matters that are subject to Chapter 150E, the collective bargaining law, and the School Leadership Team may not expand the scope of its authority beyond that established in law or expressly granted by School Committee policy.

LEGAL REF: M.G.L. 71:59C

REC'D: NESDEC

*1<sup>st</sup> Reading: 2/10/05*

*2<sup>nd</sup> Reading: 5/12/05*

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# Lawrence Public Schools

## Policy of the School Committee

### **Section B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS**

**BDFA-R2  
Also: CEA-R2**

**Subject: CONDUCT OF SCHOOL LEADERSHIP TEAM BUSINESS**

**1 of 1**

### **POLICY STATEMENT**

The Principal shall, by law, serve as co-chair of the School Leadership Team. The second co-chair will be elected annually by the Team members at its first meeting of the school year subsequent to the elections of new Team members. The co-chairs will be responsible for the preparation of the agenda for the Team meetings.

The School Leadership Team shall meet at least once monthly during the school year. Meetings will be held outside of school hours. At its first meeting of the school year, the Team will set its calendar of regular meetings for the year. Where circumstances warrant, the Team may choose to call additional meetings.

Consensus shall be used by School Leadership Teams as the primary method to resolve issues and to formulate recommendations. Votes by majority may be taken at the discretion of the Principal and Roberts Rules of Order shall prevail if there are questions of procedure.

All meetings of the School Leadership Team shall conform to the Open Meeting Law, Section 23 A, B, and C, which stipulates that all meetings be open to the public, that meetings be posted at least 48 hours in advance, and that minutes of the meeting shall be maintained as required. The scope of the School Leadership Team does not require, and therefore does not qualify for, executive session.

The Superintendent shall receive agendas and minutes of all School Leadership Team meetings. The Superintendent shall make available copies of these materials in the Office of the School Committee.

LEGAL REF: M.G.L. 39:23A-C

REC'D: NESDEC

*1<sup>st</sup> Reading: 2/10/05*

*2<sup>nd</sup> Reading: 5/12/05*

*Adoption: 5/26/05*

*Proposed reconsideration: 9/09*



# Lawrence Public Schools

## Policy of the School Committee

### **Section B: SCHOOL COMMITTEE GOVERNANCE AND OPERATIONS**

**BDFA-E  
Also: CEA-E**

### **Subject: SUBMISSION AND APPROVAL OF THE SCHOOL AND DISTRICT COMPREHENSIVE EDUCATIONAL PLANS**

**1 of 1**

### **POLICY STATEMENT**

The written School Comprehensive Educational Plan shall be submitted by the Principal to the Superintendent, who will submit the School Comprehensive Educational Plans and the District Comprehensive Educational Plans to the School Committee for review and approval by November 1st of each year.

Because the implementation of the plan is dependent on School Committee approval, it is important that the School Leadership Team be aware of certain expectations of the School Committee regarding the School Comprehensive Educational Plan.

The Comprehensive Educational Plans should:

1. Focus on improvement of student learning;
2. Specify expected student outcomes and measurable/observable results;
3. Align with the Mission of the Lawrence Public Schools and any goals and policies of the school district;
4. Be consistent with state and federal law, Lawrence Public Schools policy, established curriculum and collective bargaining agreements;
5. Clearly identify actions to be taken on how changes will be implemented;
6. Include a plan on how to solicit community support for the changes being developed;
7. Indicate anticipated costs and available funding sources; and
8. Delineate the method of evaluating and reporting progress and results.

If the School and District Comprehensive Educational Plans are not approved by the School Committee, they shall be returned to the Superintendent with specific comments as to the reason(s). The Principal shall revise the plan in cooperation with the School Leadership Team and resubmit it for approval. If the School Committee does not review the School and District Comprehensive Educational Plans within 30 days of its receipt by the Committee, the plans shall be deemed to have been approved.

LEGAL REF: M.G.L. 71:59C

REC'D: NESDEC

*1<sup>st</sup> Reading: 2/10/05*

*2<sup>nd</sup> Reading: 5/12/05*

*Adoption: 5/26/05*

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