

## **POLICY: MAINTAINING A TEAM STRUCTURE**

The Canaan School District recognizes that highly successful schools engage the entire school community in planning, solving problems, and improving student outcomes. Proper teamwork, group effort, and time to plan are essential components of all successful organizations. This policy attempts to codify many of the present "teams" working at Canaan Schools, and ensure that these collaborative groups, or others similar, remain a permanent force for positive change within Canaan Schools.

### **Teams and Committees**

1. **Administrative Team** – The Administrative Team includes the superintendent, principal, special services coordinator, and business manager. This team works as a unit to provide proper administration of Canaan Schools. Team meetings are weekly.
2. **Canaan Steering Committee** – The Canaan Steering Committee includes the principal, parents, students, teachers, and other school staff. Functions include: approving annual EPSDT/Medicaid Plan, create and monitor Canaan Schools' School-wide Plan, and planning and assisting with matters involving the school-home connection. Committee meetings are monthly.
3. **Canaan Learning Community** – The Canaan Learning Community (CLC) includes the principal, teachers, and staff of Canaan Schools. Function of the CLC is to act as a professional learning community where teachers share ideas as to proper instructional techniques, and plan for the improvement of Canaan Schools. The CLC provides a forum for teachers/staff and the principal to engage one another, while working towards shared goals. Committee meetings are monthly.
4. **Instructional Teams:** Members of these teams are teachers and administrators who work collaboratively to collect and analyze the results of student assessments and other data in order to develop instructional strategies aligned to the standards-based curriculum, and to monitor student progress in the areas of Math and Literacy. Existing Instructional Teams include; Early Literacy Team, Data Team, and Special Services Team. Meetings occur weekly or biweekly.
5. **EST Core Team:** This team includes teachers, nurse, SAP counselor, guidance counselor, principal, Special Services Coordinator and ad hoc members. The purpose of the team is to review referrals, develop school-based strategies, and provide follow-up for students who are struggling with a behavioral or academic issue that is interfering with their ability to fully participate and access their education. This team meets weekly.

### **Policy**

The Canaan School District recognizes the need for a team approach to leadership, and the importance of a collective effort in continuously improving Canaan Schools.

1. The superintendent or his designee will see that these teams, or others similar, will remain a vital part of Canaan Schools' organizational structure.
2. Agendas will be developed for all meetings and minutes are to be recorded. Minutes will be submitted to the principal or special services coordinator for dissemination.
3. Additional teams and committees will be developed as needed.

Date Warned and Approved: March 25, 2013

Date Adopted: April 8, 2013