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**Regional School Improvement Grant (SIG) Network**

**February 8, 2012**

Attendees at the February 8, 2012, meeting of the Regional School Improvement Grant (SIG) Network, worked in two groups to: 1) identify roles and responsibilities of local school board members that are related to implementation of SIG and that could form the outline of a school board training session; and 2) outline contents of a school board handbook on SIG.

**School Board Roles & Responsibilities Training**

The purpose is to provide an orientation and training for new board members, in particular, by informing and engaging them with the following topics:

1. Data and research
2. Provide comparable data from other districts
3. Examine the structure and mechanism that allowed the current situation to happen
4. Use of resources
5. Review/create a mission and vision that reflect high expectations for student achievement
6. Establish clear, measurable goals
7. Review policies and procedures to make sure they align with the mission, vision and goals
8. Review Board’s responsibilities for fiscal oversight
9. Review hiring/contractual staffing requirements
10. Academic requirements
11. Review state law re: standards, assessments, and accountability
12. Establish annual calendars to review academic progress.

**SIG Handbook for School Board Members: Table of Contents**

1. Introduction
2. SIG background
3. 7 turnaround principles
4. School board responsibilities re: SIG
5. Self assessment
6. Fiscal oversight to ensure that funds are being spent to support school improvement efforts
7. Continuous improvement planning process
8. Comprehensive needs assessment to include program assessment tools
9. Goal-setting with strategies and action steps
10. Implementation and outcome evaluation
11. Policies and procedures that set expectations for continuous improvement
12. Hiring turnaround personnel
13. Setting and revising the mission and vision
14. Communicating with stakeholders
15. Promising practices
16. Video clips
17. Other resource/research links
18. Program implementation considerations
19. Monitoring (key data indicators)
20. Evaluating: key indicators, including changes in student achievement
21. Glossary of definitions, acronyms, etc.
22. Appendices with examples