

School Improvement Team: Overview

September 28, 2015

Role of the SIT

A School Improvement Team (SIT) will be established at every school where a major capital project (to include modernization, school replacement, addition, renovation) is scheduled. The SIT committee's main focus is to provide feedback to DCPS in the finalization of the education specification and concept design. The committee will continue through the end of construction and will receive updates, consult on issues that arise during construction, and disseminate information to their peers and/or constituent groups.

Final programmatic and design decisions will be made by DCPS.

Composition and Roles of the SIT Participants

DCPS SIT Coordinator: The meetings will be coordinated and facilitated by the DCPS SIT Coordinator. The SIT Coordinator will also act as the SIT Co-Chair and will draft meeting agendas, circulate minutes, answer SIT questions, and post project materials to a public website. The DCPS SIT Coordinator will work with the school principal and chair(s) of the LSAT and other parent organizations (PTA or LSA) to identify SIT members.

SIT Membership: The DCPS SIT Coordinator will work with the school principal and chairs of the LSAT and other parent organizations to identify members. The SIT Members will receive a letter of invitation from the SIT Coordinator. SIT Members will provide feedback to the DCPS and will keep their peers/constituencies updated on the project. The committee will consist of 10-15 people, and will include:

- Parents
- Teachers
- School Leadership
- Representatives from the PTA, HSA, and/or LSAT
- Neighborhood organization representatives (Advisory Neighborhood Commission, civic associations)
- Students
- Neighbors and/or non-parent adult
- Representative of the Chancellor's office, such as DCPS Facilities Team
- DGS project manager

SIT Chair: The SIT Chair will be chosen by the Principal, DCPS SIT Coordinator, HSA, LSAT and PTA presidents. The chair will lead the dissemination of information presented at SIT meetings. SIT members are required to update constituency groups and bring questions and feedback back to the SIT Chair. The SIT Chair will assemble and track this information and present to the full SIT.

DGS Project Manager: The DGS PM will manage the design and construction activities for the project. They will work with the DCPS SIT Coordinator to develop the agenda and materials for the meeting. They will serve as the subject matter expert for design and construction during the SIT meetings.

Principal: The Principal will help select the SIT Chair, provide feedback on the program planning and design. The Principal will be responsible for updating their school staff on design and construction progress.

Architects and General Contractors: Architects and general contractors will take direction from their DGS Project Manager only. Architects will work with DGS and DCPS to implement the Ed Spec in their design.

Council and DME: Council members and staff will receive monthly project updates from DCPS and are not expected to attend SIT meetings.

School Improvement Team: Facilitation & Communication Plan

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DCPS believes that clear communication is key to an effective School Improvement Team (SIT). The SIT meetings are great opportunities for the DCPS and DGS project team to interact with the community, share updates, and get valuable feedback on the project. Because there are often lengthy gaps in-between meetings, a sound communication plan is needed. DCPS is committed to making sure the SIT has a clear line of communication on the project and this document highlights some of the measures we plan to implement:

- **Consistent Point of Contact:** Each project will have a DCPS SIT Coordinator. The SIT Coordinator will organize and facilitate the SIT meetings and will be the face of the project for communication. The SIT Coordinator will work closely with the school leadership, DCPS Central Office, and our partners at DGS.
- **Website:** DCPS will make sure that a dedicated webpage is created and updated for each project. The webpage will include project details, materials from previous meetings, and notifications. The SIT Coordinator will be responsible for updating the website throughout the project.
- **Notification of Upcoming Meetings:** DCPS understands that SIT members have active lives outside of the group. Because of this, meeting dates will be set and posted at least 3 weeks in advance.
- **Meeting Minutes:** DCPS will circulate and post meeting minutes after every SIT meeting to ensure the discussion is documented and available for public review.
- **Email Updates:** In order to keep the SIT updated throughout the process, DCPS will circulate bi-weekly project updates. These updates will include design and construction updates, follow-up responses to unanswered questions during the SIT meeting and responses to email questions sent to the SIT Coordinator.
- **Questions and Answers:** As mentioned above, the bi-weekly email update will include responses to questions received via email or phone after the meeting date. By including the responses in the bi-weekly update we can ensure that all members are receiving the answer and that questions are answered in a consistent format and schedule.

School Improvement Team: Frequently Asked Questions

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Why is DCPS taking over the management of the SIT?

DCPS is taking over the management of the SIT so that we can manage the messaging and decision making around our buildings in a clear and transparent way. DCPS is committed to moving this process forward so that our students and staff get the buildings they deserve and ensuring that the community has a clear line of communication throughout the process.

Does this change DGS' involvement in the modernization?

DGS will still be a very active member on the SIT and integral in the modernization. DGS will continue to manage the design and construction activities. DGS project managers will participate in the SIT and will serve as the subject matter expert.

My project has already started, what does this change mean for my project?

The change in SIT leadership does not impact current designs or construction plans for any of the projects. Because DCPS is still building a team and some projects are near completion, DGS will continue to manage the SIT process for the projects below. DCPS will update this list if changes are made.

Ballou	Hyde-Addison
Stanton	Stuart-Hobson
Ellington	Hearst
Shepherd	Marie Reed*
Brookland	Bancroft*
Lafayette	

* DGS will continue to manage these projects while DCPS builds a team.

Is this related to the DCPS Educational Specification Update?

While Educational Specifications are key to the modernization process, this change in SIT leadership is not related to the Ed Spec update. The Ed Spec update process has just started and we will share information on that process in the coming months.

How do I obtain information about the project and SIT meetings?

DCPS will be creating a project specific webpage to post information about the project and share materials. DCPS anticipates hosting project-specific websites in November. In the meantime, the DGS websites will be used.

Who do I contact for project updates?

Each project will have a DCPS SIT Coordinator. The SIT Coordinator will be the face of the project for DCPS and will organize and facilitate the SIT meetings. They will also be the face of the project for communications.

How do I submit comments on the DCPS SIT Process?

Comments on the DCPS SIT Process can be shared at SIT.info@dc.gov.