

Moberly School District Climate Team Charter

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| Type of Team: | Climate Team is a Process Action Team (PrAT). A PrAT is a team which works for a specific amount of time, for a specific purpose, and will be discontinued when the work is completed. |
| Goal: | Contribute to a safe school environment for students and staff, supporting the positive student experiences and the retention of high quality staff members. |
| Charge of Team: | To select or create a process and procedure to accurately assess the climate of the district as a whole and in specific areas: staff, students, and parents. |
| Tasks: | <ul style="list-style-type: none"> • Define climate and develop an understanding regarding its impact on district culture, staff retention, and student learning. • Determine the type of questions that would best provide the information needed to accurately assess climate. • Design a process that would systematically assess climate each year so that changes over time could be identified and addressed, as needed. • Determine existing data that would describe climate. • Select or create an assessment tool that is valid and reliable. • Create recommendations regarding how the data collected should be communicated and utilized. |
| Level of Authority: | The Central Office Staffing Team charters this team. |
| Boundaries: | <p>Topics addressed by the team must be related to school climate. All decisions of the Climate Team must be aligned with Moberly School District's:</p> <ul style="list-style-type: none"> • Board of Education Policies and Procedures • District's Mission, Commitments and Vision Statements |
| Timeframe: | <p>The first three meetings are scheduled (see below) and will be held at Moberly School District Office in the Board Room. Additional meeting will be scheduled as needed.</p> <ul style="list-style-type: none"> • December 13, 3-5 PM • January 31, 3-5 PM • February 28, 3-5 |
| Resources: | Costs for team meetings will be taken from the Superintendent's budget. Technical assistance and requests for supplies and materials will be managed through the budget revision process. |

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| Membership: | <p>Membership on the team will include:</p> <ul style="list-style-type: none"> • Superintendent • Assistant Superintendent of Personnel and Special Programs • Director of Building / Grounds / Safety • Classified Staff (1 Office Staff 1 Aide) • Building Administration (1 Elementary and 1 Secondary) • Counselors (1 Elementary and 1 Secondary) • Teachers (1 ES, 1 MS, 1 HS) • Students (2 MS and 2 HS) • Parents (4) • Associate Director of Research, Hook Center for Educational Renewal |
| Meeting Framework: | <p>Team meetings will last two hours. Sub-committees will meet as needed to develop and refine ideas for the entire team.</p> |
| Decision Making Process: | <p>Items for discussion will come to the team in a defined form for feedback and discussion. Decisions regarding recommendations will be made by consensus when possible. Consensus, for purposes of this team, indicates all members can support the decision, whether or not the decision is the one of highest preference.</p> |
| Communication Plan: | <p>Recommendations of the team will be presented to the Central Office Staffing Team.</p> |
| Agenda Development: | <p>Agendas will be developed by the Superintendent of Schools and in conjunction with stakeholders at the end of meetings.</p> |
| Meeting Facilitation: | <p>The Superintendent of Schools will facilitate the meetings.</p> |
| Maintaining Records: | <p>Minutes will be recorded by the Assistant to the Superintendent and distributed to team members following the meeting.</p> |
| Norms: | <ol style="list-style-type: none"> 1. Remain positive, open, respectful, and non-judgmental. 2. Cooperate, contribute, and listen attentively – no side conversations. 3. Be mindful of confidentiality with the information shared at this meeting. 4. Stay on topic. 5. Be prepared. 6. Pose problems the group can solve. 7. Be on time – start and end on time. 8. Use only necessary technology. |