Theodore Roosevelt School
Warriors
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Dr. Leon Ben, Chief School Administrator / Principal

Theodore Roosevelt Staff,

We are launching our School Improvement Committees aligned with Cognia and the BIE One Plan. Each of you is responsible for attending and actively participating in committee meetings, which will be held bi-weekly on Tuesdays, alternating weekly between Track A (Operational/Instructional) and Track B (Culture & Community). Attendance is mandatory.

Below are the updated committee tracks and responsibilities clearly outlined with additional recommendations:

Track	Committee	Responsibilities
A.1	Safety & Discipline	Student Handbook, Fire Drills/Evacuations, Discipline/Safety Forms, Bus Evacuations, Shelter In Place, Active Shooter/Hazardous Material/Bloodborne Pathogen Training, Bullying Prevention & Reporting, Crisis Management & Communication, Student Conflict Resolution Programs, Visitor Management Protocols
A.2	Academic (Reading, Writing, Math)	School-wide Interventions, Reviewing Software/Curriculum, Supplemental Materials, Replacing Lost Books, Student Retentions, Data-driven Instructional Planning, Benchmark & Progress Monitoring, Tutoring Programs (peer and adult-led), Instructional Strategy PD
A.3	Policy / Calendar	PD and School Calendars, Policy Edits/Revisions, Student Matrix, Student/Employee Handbooks, Accreditation Documentation (Cognia/BIE), Compliance with State Testing/Reporting Timelines, District-wide Scheduling
A.4	Parent & Community Engagement	Parent Meetings, McKinney Vento, Title 1, Parent Conferences/Open House, Recruitment/Retention, Networking and Partnerships, Parent Volunteer Management/Training, Parent Educational Workshops, Community Partnerships, Systematic Feedback Loops (surveys/suggestion boxes)
A.5	Technology	Reviewing Software/Hardware, PD Suggestions, Sharing Tech Info, Tech Initiatives for Students/Staff, Project-Based Learning, Parent Tech Nights, Adobe Suite, Copilot Access, Digital Safety & Privacy Compliance (COPPA/FERPA), Assistive Technologies for Special Ed & ESL, Sustainability & Replacement Plans, Ongoing Tech Support Protocols
B.1	Celebration / Ceremony & Culture	Promotion, Crown Dancer Festival, Student of Quarter, Morning Ceremony, Quarterly Cultural Events, Collaboration with Cultural Center, Awards & Recognition Programs, Cultural Competency Training, Student Art/Talent Showcases, Collaboration with Community Elders/Cultural Leaders
B.2	Event	Miss TRS, Thanksgiving Feast, Winter/Spring Performances, Crown Dancer Event, Rodeo Parade, Field Days, Field Trips, Event Planning Procedures, Student Leadership Opportunities, Event Evaluation/Improvement, Safety & Contingency Planning
B.3	Campus Beautification	Renovations, Spring Cleaning, Purging, Painting/Decorating, Planting, Trophy Cases/Bulletin Boards, Reporting Hazards, Sustainability & Environmental Initiatives,

		Student Service-Learning Opportunities, Regular Maintenance Coordination, Health & Safety Compliance
B.4	Concierge / Welcoming	Welcoming New Staff, Gift Baskets, Mentoring, Celebrations (Weddings, Birthdays, Anniversaries), Support Funerals/Hospital Visits, Orientation Materials for New Families, Tracking/Celebrating Life Events, Mentoring Handbook & Structured Program, Visitor Hospitality Protocols
B.5	Public Relations / Information	Social Media, Website, Radio/Newspaper Liaison, TRS Promotion, Sharing Information, Staff Recruitment, Announcements, Ordering Promotional Materials (t-shirts, hats, jackets), Internal/External Communication Plans, Branding Guidelines, Media Relations/Press Releases, Crisis Communication Plans

Meeting Expectations:

- Sign in at the start and attend the entire meeting.
- Submit agendas and sign-in sheets to Vanta Wallowing Bull after each meeting.
- Include your group norms as a header on your sign-in sheets.
- Report any non-attendance or lack of cooperation promptly.

Goal Setting:

- Set SMART Goals based on identified needs.
- Goals must be **meaningful**, **manageable**, and **measurable**.

Thank you for your commitment to our continuous improvement.