**Shadybrook Elementary School**

**School Improvement Bylaws**

**2024 - 2025**

**PREAMBLE**

The school improvement team shall be established in accordance with G.S. 115C-105.27, G.S. 115C-288(I) and Guilford County BOE policy/Administrative Procedure IN/IN-P, School Improvement Teams.

**ARTICLE I- NAME**

The official title of the Shadybrook Elementary School improvement team shall be “The Shadybrook Elementary Improvement Team” (hereinafter referred to as “School Improvement Team or SIT”).

**ARTICLE II – PURPOSE**

Under the leadership of the principal, the School Improvement Team (SIT) shall develop a school improvement plan to improve student performance that addresses the following areas:

* + Improved instruction and student outcomes;
	+ Professional development;
	+ School climate, which includes safety, discipline, student learning environment and teacher working conditions;
	+ School community satisfaction (students, parents, teachers), and
	+ Duty free lunch/planning time for teachers.

Mission Statement

We believe that we are here to focus on the good of the students of Shadybrook, the staff, and the whole learning community. We will begin and end on time. We respect and trust one another. We hold that all ideas and opinions are valid. We value each person that everyone gets a chance to speak and to listen. We will represent fairly the opinions of our constituency.

**ARTICLE III – POWERS AND DUTIES**

The SIT will be involved in a number of tasks that affect the operation of the school. Those tasks shall include:

* + Facilitating the development of the school improvement plan include a safe school plan;
	+ Monitoring, assessing, and amending the school improvement plan 93-will meet monthly;
	+ Advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement; and
	+ Collaborating on budgetary, professional development, and instructional issues as they relate to school improvement planning.

The SIT is not designed to usurp the authority of the principal and is not directly involved in the day-to-day operations of the school.

**ARTICLE IV – MEMBERSHIP**

**Section 1 – Membership**

The School Improvement Team shall consist of the following:

* School principal
* Representatives of the assistant principals
* Instructional staff by grade level
* Instructional support staff
* Teacher assistants, and
* Parents of children enrolled in the school.

**Section 2 – Election and Terms**

School based personnel: Representatives of the assistant principals, instructional personnel, instructional support, and teacher assistants shall be elected by their respective groups via secret ballot. Ballots shall be maintained at the school for one year. Secret ballot is defined as a voting method in which a voter’s choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot. The election process itself shall take place in an open and transparent manner.

Parent Membership: Parent representatives shall be elected by parents of children enrolled in the school via secret ballot election conducted by the parent and teacher organization of the school, or if none exists, by the largest organization of parents formed for this purpose. Ballots shall be maintained at the school for one year. Secret ballot is defined as a voting method in which a voter’s choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot. Parent representatives should reflect the racial and socio economic composition of the students enrolled in the school and shall not be members of the building level staff. It is the goal of the SIT to include a minimum of 2 parent representatives with a maximum of 30% of the SIT comprised of Parents.

Each SIT member shall serve a minimum of one year and a maximum of 2 consecutive years.

**ARTICLE V – MEETINGS**

**Section 1 – Regular Meetings**

The SIT shall meet on the last Tuesday of each month unless a holiday or teacher workday is scheduled on that day. During those months, the SIT will meet on the 3rd Tuesday of the month. Meetings will take place in the Shadybrook media center unless otherwise determined and announced in accordance with North Carolina Open Meeting Law. Standing meeting times will be posted on the SIT web page and the Shadybrook Elementary School Sharepoint calendar.

**Section 2 – North Carolina Open Meeting Law**

SIT meetings are subject to the open meetings requirements of Article 33C of Chapter 143 of the North Carolina General Statutes. Deliberations on the school safety components of the plan shall be in closed session in accordance with G.S. 143-318.11(a)(8). The principal shall ensure that these requirements are met.

**Section 3- Quorum**

Fifty percent of the SIT members plus an additional member shall constitute a quorum/majority for the transaction of any official business. If at any meeting of the SIT there is less than a quorum present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

**Section 4 – Procedures for addressing concerns**

All concerns should be in writing and emailed or placed in the SIT chair’s mailbox by the 3rd Friday in each month, since the SIT meets on the last Tuesday of each month. Please specify the grade level that has the concern. Concerns will be discussed by the principal and SIT chairperson at the agenda meeting. At that time, a decision will be made to either add the concern to the agenda for the team to discuss or handled personally by the principal or the chairperson. No concern should come up in the SIT meeting that has not been submitted to the SIT chair or principal prior to the meeting. The Improvement Team can create a task force to address an issue not covered by existing committees. The person initiating the issue can be invited to discuss the issue with the Improvement Team providing the issue is an appropriate matter for Improvement Team review and discussion. All individuals who submit issues will receive a response and be told whom their issue was referred.

**Section 5 – Meeting Minutes**

Minutes of the meeting should be posted within one week in a place that is visible to all staff and parents, which must include the school’s webpage. Team members should review the meeting minutes with all represented staff members within a week of their dissemination. Copies of the minutes must be given to all members and sent to regional personnel and staff members via email.

**ARTICLE VI – COMMITTEES**

Committees may be established as needed to meet the purpose of SIT as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to the SIT as requested.