

Isaac Dickson Elementary
School Planning and Management Team By-Laws

Approved December 2010

I. Name and Objective

- A. The Isaac Dickson Elementary School Improvement Team will be referred to as the School Planning and Management Team, or SPMT.
- B. The purpose of the SPMT is to ensure that Isaac Dickson Elementary School's mission of providing all students with successful learning experiences which prepare them to be productive, responsible citizens and lifelong learners is attained.
- C. Dickson's SPMT adheres to all general assembly statutes pertaining to School Improvement Teams. (See addendum for General Assembly statutes in lay terms and links to the actual statute)

II. Organization

- A. The SPMT shall include the following members with full voting rights:
 - 1. Principal
 - 2. Assistant Principal
 - 3. At least 3 certified teachers
 - At least 1 certified classroom teacher from each division
 - 1 certified non-classroom teacher (includes specialists, guidance, AIG, etc.)
 - 4. 1 Teacher Assistant
 - 5. 1 Instructional Support professional (including Administrative Assistants, Cafeteria Staff, and Custodial Staff)
 - 6. 2 required IMPACT positions (Media and Technology Facilitator).
 - 7. 2 parents (these parents should represent the racial and socio-economic family population of Dickson Elementary School if at all possible)
- B. Members who are classified staff will receive comp time when their SPMT team responsibilities require them to work more than their regular hours.
- C. The members will elect staggered co-chairs each year to serve as the SPMT's spokesperson, prepare the agenda, and run each meeting. An elected co-chair will work in collaboration with administration to prepare the agenda.
- D. All other SPMT positions will be assigned at each meeting using the Comer model. (facilitator, timekeeper, recorder)
 - Facilitator –
 - Timekeeper –
 - Recorder –

- E. SPMT meetings will be held monthly at a consistent day and time to be determined by the beginning of each year and shall be at a convenient time for the parent members to attend.
- F. Meetings will be scheduled 1.5 hours unless the meeting agenda requires more time.
- G. Notice and (preliminary) agendas of these regular monthly meetings will be given to all Dickson Elementary School staff at least 5 days in advance by the Chairperson(s).
- H. If additional meetings are needed notice will be given to members and the Dickson Elementary School staff at least 2 days in advance by the Chairperson(s).
- I. In addition to the notice given to Dickson Elementary School staff, the Chairperson(s) will also give the public notice of any meetings by placing an announcement on the school website in accordance with the times specified above for staff.
- J. All Dickson Elementary School staff and parents will be allowed to submit items to be put on the SPMT agenda to the Chairperson(s) at his or her discretion.
- K. Minutes will be approved by majority of SPMT members.
- L. Copies of the approved agenda and minutes will be published to all staff by Chairperson(s) by at least sending an electronic copy by e-mail and posting a hard copy in each "workroom" or public area agreed upon by SPMT.

III. Elections

- A. The Principal, Assistant Principal, and (IMPACT) positions (Media Center Specialist / Instructional Technology Facilitator) are permanent and filled by the individuals employed in those positions.
- B. Parents will serve for 2 year terms but may request to only serve for 2 years before they are elected. Their terms are preferably staggered but this may also be waived if the parents so request. They are elected by the Dickson Elementary Parent Teacher Organization and cannot be on the staff of Dickson Elementary School.
- C. All other members shall serve and be elected as follows:
 - 1. These members shall serve 2 year terms.
 - 2. Beginning in 2011 terms will be staggered so that 1/2 of the members will be newly elected to replace or renew 1/2 of the previous year's members. Every third year no election will be required.
 - 3. Members will be elected by secret ballot from their respective groups. All teachers will vote for one teacher each in the following strands K-2, 3-5, and specialists.
 - 4. If a member cannot serve their fully elected term his or her position will be filled, for the remaining term only, by holding a special vote among the appropriate group.
 - 5. All staff are eligible to be elected by their respective groups. Ballots will include all eligible staff names but an individual staff member may

request his or her name to be removed if he or she is not available to serve. This request must be in writing (e-mail is considered writing) to the Chairperson(s) at least 5 days before the election is to be held.

6. There is no limit to the number of terms a member may serve but current members are encouraged to ensure that all staff has an opportunity to serve on the SPMT.

7. Minutes and a roster shall be maintained in the Media Center for public review.

IV. Amendments

A. Amendments to these by-laws may be proposed by any Dickson Elementary School staff person or parent, including current SPMT members.

B. Proposed amendments must be made in writing to the SPMT.

C. All staff members will be allowed to vote on the proposed amendment by secret ballot @ next scheduled SPMT meeting.