

School Improvement Team Bylaws
Riverview Elementary School
Hertford County Schools

ARTICLE I: Mission

To create a safe and nurturing environment where students learn respect for self and others, reach their academic potential, and become life-long learners.

ARTICLE II: Purpose

The bylaws will provide the SIT with an established set of rules/procedures under which to function.

ARTICLE III: Membership

Section 1: The SIT shall consist of elected and permanent members. Not less than three-fourths (3/4) of the SIT shall be elected. Up to one-fourth (1/4) of the SIT may be appointed by the principal.

Section 2: The elected members of the SIT shall consist of the following:

A. Faculty Representatives: The following staff members shall be elected:

1. a teacher representative of each grade level
2. a representative of the exceptional education teacher department
3. a representative of the specialist/resource department
4. a representative of classified employees
5. a representative of the ESL program.

Each of these representatives shall be elected by their respective groups by secret ballot at a meeting during August. These representatives will serve a one year term.

B. Parent Representatives: At least 2 members, or 20%, whichever is greater, of the SIT shall be parents. Parent members will be chosen to reflect the racial and socio-economic composition of the school. The parent member must have a child enrolled in the school. Parent members serve a one year term.

Section 3: The permanent members of the SIT shall consist of the following: the Principal, the Assistant Principal, the Curriculum Coordinator,, the Pre-School Teacher, and the Technology specialist.

ARTICLE IV: Officers

Section 1: The officers of the SIT shall consist of: A chairperson, a vice-chairperson, and a secretary.

Section 2: The SIT will meet in January each year to elect officers. The person being elected for the SIT chair must currently be a member of SIT or have had prior experience on a School Improvement Team. It is preferred, but not mandatory that the SIT vice chair also have experience on a SIT team. Nominations may be made from the floor. Should there be multiple candidates, an election will be held. A simple majority is needed for election. If the newly elected SIT chair is a currently elected representative, the group that the SIT chair represented will hold an election for a new representative by the next School Improvement Team meeting. In the event of a need for an interim SIT chair, the current Vice-Chair will immediately assume the role of the SIT chair for the remainder of the term. The current Secretary will take on the role of Vice-Chair, while maintaining the role of Secretary. In the event of a need for an interim SIT vice-chair, the current secretary will immediately assume the role of the SIT vice-chair. The current secretary will maintain the role of secretary. In the event of a need for an interim secretary, a volunteer for the SIT team will fill the position.

ARTICLE V: Duties of Officers/Members

Section 1: The chairperson of the SIT shall work with the principal to develop the meeting agenda, two days ahead of time, shall preside and conduct all meetings, and shall help oversee the implementation of the School Improvement Plan.

Section 2: The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson.

Section 3: The secretary shall keep the minutes of the meetings and distribute copies to all staff members.

Section 4: The vice-chairperson shall serve as parliamentarian.

Section 5: The duties of SIT shall include:

- A. Attend meetings
- B. Report back to constituents within one week of the meeting.
- C. Bring concerns/issues of constituents to SIT as needed
- D. Consider all points of view, make suggestions, and help the team make decisions that reflect the thinking of the entire group.
- E. Maintain a notebook containing SIT minutes and relevant documents to give to the next representative of the group.

Section 6: The duties of staff members (not members of SIT) shall include:

- A. Attend team/departamental meetings
- B. Bring concerns/issues to the team/departamental meeting as needed.
- C. Read and review team/departamental and SIT meeting agendas and minutes
- D. Consider all points of view, make suggestions, and help the SIT make decisions that reflect the thinking of the entire group.

Section 7: At this meeting the notebooks shall be turned over to new members. Also at this meeting the bylaws shall be reviewed. Any goals for the new year shall be listed and recorded in the minutes.

ARTICLE VI: Meetings

Section 1: School Improvement Team meetings are open to all parents and staff members; however only School Improvement Team members are voting members in all SIT meetings.

Section 2: Meetings will be held at a predetermined place and time that is agreeable to all members, including parents and staff. Meetings will be held at least on a monthly basis. Additional meetings may be called by the Chairperson as deemed necessary. An agenda will be prepared by the Chairperson and made available to SIT members prior to each meeting. A portion of each meeting will be designated as Open to the public. Any parent or staff member may address the SIT to briefly state opinions or concerns.

ARTICLE VII: Voting

Section 1: A cooperative decision by consensus is preferred; however, when voting becomes necessary, each SIT member in attendance, except for the SIT chair, shall receive one vote. The SIT chair will vote only in case of a tie vote.

Section 2: School Improvement Team meetings are open to all parents and staff members; however, only School Improvement Team members are voting members of SIT.

Section 3: A quorum of two-thirds of the SIT members is required to pass a motion.

Section 4: Issues brought before the School Improvement Team for a vote must be passed by a simple majority of the members present. Should there be a tie vote, the SIT chair will vote.

Section 5: Issues brought before the full faculty require a 60% affirmative vote to pass.

Section 6: Bylaws can be amended by a vote of the full faculty. A 60% affirmative vote will be required to pass an amendment.

ARTICLE VIII: Communication Process

Section 1:

E-mail

Post agenda and minutes of meetings

Place minutes and handouts in a notebook/manual for all parents to review in the Parent Resource Center

Make reports at staff meeting

Newsletter to parents (Principal's newsletter)

Encourage staff member and parents to attend SIT meetings

Post/announce dates for meetings on school social meetings

Include information on Web page

Post announcement on meeting on marquee at the front of the school

Section 2: The School Improvement Team will maintain a system of communication to keep all staff members and parents informed of the site-based shared decision making line of authority and the duties of responsibilities of the Board of Education, Superintendent, Principal, and School Improvement Team. Printed copies of the powers and duties of the School Improvement Team will be shared with all the staff and approved by the majority of the staff.

Section 3: The system/process for communicating will be in writing and placed in the School Improvement Team minutes.

ARTICLE IX: General Operations

Section 1: The School Improvement Team will develop a comprehensive School Improvement Plan that addresses Riverview Elementary School's Strategic Plan with detailed strategies that will facilitate reaching the school's goals. The plan should include:

- A. A plan for the use of staff development funds
- B. A plan to address school safety and discipline
- C. A plan that specifies the effective instructional practice and methods to be used for students at risk of academic failure.
- D. Will review the overall operating budget of the school

Section 2: All staff members have the right to vote on the School Improvement Plan by a secret ballot.