

Bylaws of Arch T. Allen Middle School Leadership Team

ARTICLE I – NAME

The name of the Arch T. Allen Middle School Site Based Leadership Team shall hereafter be referred to as Allen Middle School Site Based Leadership Team (AMS SBLT).

ARTICLE II – PURPOSE

The purpose of the AMS SBLT is to make decisions related to school finances (budget) and curriculum at Arch T. Allen Middle School. AMS SBLT will deal with issues directly and indirectly related to instruction, student performance, school climate and school improvement. These decisions of AMS SBLT are binding provided the decisions are within the authority of the school; consistent with the State Board of Education and Guilford County School Administration Policy and Procedures and with the understanding that the principal may make a different decision than the leadership team. In these cases, the principal will provide an explanation to the team.

Section 1. Vision Statement:

Allen Middle School aspires to produce life-long learners through rigorous academics, positive social interactions, and authentic relationships.

Section 2. Mission Statement:

Allen Middle School, through collaborative efforts of administration, staff, families, and community, will guide our students to become responsible and informed 21st Century citizens by: providing a safe and supportive learning environment; promoting literacy across the curriculum; embracing diversity; and encouraging a healthy lifestyle. Allen Middle School will help the region meet its achievement goals by making Adequate Yearly Progress (AYP) for the academic year.

ARTICLE III – FUNCTION

The function of the AMS SBLT is as follows:

- **Facilitate the development of the School Improvement Plan.**
- **Monitor, assess, and amend the School Improvement Plan.**
- **Advance policies and procedures that enhance achievement and meet educational, safety, parent involvement, school climate, staff development, and communication goals.**
- **Facilitate decision-making based on available data.**
- **Work in collaboration with the school administration and make recommendations on budgetary issues related to staff development, instructional materials, and staff positions.**
- **Facilitate the development of the Allen Middle School Title I Plan.**
- **Monitor, assess, and amend the Allen Middle School Title I Plan.**

Bylaws of Arch T. Allen Middle School Leadership Team

ARTICLE IV – MEMBERSHIP

SECTION 1. Membership of AMS SBLT shall consist of:

- **School Principal.**
- **One Assistant Principal.**
- **One teacher representative for each grade level (6th , 7th , and 8th).**
- **Two Encore representatives (Arts, Music, Career Technology Education, Physical Education, English Language Learner Teachers).**
- **One representative for Student Support Personnel (Guidance personnel, Nurse, Social Worker and Interpreter).**
- **One representative from Exceptional Children’s Teachers, Speech, Psychologist, and/or Advanced Learner staff.**
- **One representative for Instructional Support Personnel (The instructional support personnel may include the following licensed professional (Instructional Coaches, Curriculum Facilitators, media specialist).**
- **One parent representative**
- **One representative for Classified Staff (School Secretary, Data Manager, Treasurer, Custodial Team).**

SECTION 2. Election Process and Terms

- **All staff member representatives will be elected by their constituent group by secret ballot and will serve for a term of two (2) years.**
- **All parent representative members will be elected annually by their constituent group by secret ballot through an election conducted by the largest parent organization.**
- **School Improvement Team's roles and responsibilities will be shared with parents at school wide parent involvement events.**
- **If for any reason an elected representative cannot fulfill the term, the constituent group will vote by secret ballot to elect a representative to complete the term.**
- **To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team. Schools may seek a waiver to the terms of service requirements by submitting a written request to the assigned regional superintendent.**
- **The election process should be completed annually no later than June 1st for the upcoming school year.**

Bylaws of Arch T. Allen Middle School Leadership Team

SECTION 3. Voting Rights

- **AMS SBLT will operate under the consensus decision-making process. Each representative has one vote and agrees to support AMS SBLT decisions. The representatives vote taking into account their sense of the views of their constituencies and their best judgment.**
- **Consensus is the preferred polling process to ensure that members can support the position that is taken. If a consensus cannot be reached, the agenda item will be tabled for a future meeting unless an immediate decision must be made by the AMS SBLT, at which time, the majority vote fallback option of 51% will be implemented.**

SECTION 4. Election of Parent Representatives

- **Parent representatives shall be elected by the parents of children enrolled at AMS SBLT in an election conducted by the largest parent organization, currently the AMS PTSA.**
- **A minimum of three parents shall be elected with a maximum of no more than 30 percent of the leadership team being comprised of parents, as per state regulations.**
- **Nominations shall take place 30 days prior to the election and be made available to the public.**
- **Parent representatives shall reflect the racial and socioeconomic composition of AMS and shall not be members of the building level staff.**
- **Parent representatives shall represent the various grade levels.**
- **The PTSA President would not count as one of the parent members and is considered a voting member.**
- **Elections should be held in the spring semester to facilitate summer budget discussions and decisions.**

SECTION 5. Election of AMS Staff Representatives

- **Elections should be held in the spring semester to facilitate summer budget discussions and decisions.**

ARTICLE V – Officers and Roles

SECTION 1. The Officers of the AMS SBLT shall consist of a Chairperson, a Vice-Chairperson, a Secretary, and a Timekeeper.

SECTION 2. The Chairperson will be elected by AMS SBLT members at the annual AMS SBLT Summer Retreat. The chairperson will

- **Meet with administrator and prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).**

Bylaws of Arch T. Allen Middle School Leadership Team

- Request agenda items for meetings one week prior to the meeting date.
- Publish agenda for the AMS SBLT members three days prior to the meeting date.
- Allot time as needed for each agenda item to ensure meetings start and end on time.
- Lead meetings and facilitates distribution of agenda to all team members of AMS SBLT.
- Make the Mission and Vision Statement and meeting norms a part of the agenda.
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Remind team members about meetings at least one week in advance.
- Summarize key actions and decisions, checking to ensure that all members have the same clear understanding of decisions.
- Periodically assess the effectiveness of meetings using verbal or written feedback from members.
- Ensure quarterly reviews are shared and reported to the team when addressing School Improvement Plan and Title I Plan
- Ensure student achievement data and trends are reviewed by the team on an ongoing basis

SECTION 3. The Vice-Chairperson shall act as aid to the Chairperson and shall perform the duties of the Chairperson in the absence or inability of the Chairperson to serve.

SECTION 4. The Secretary in accordance with NC Open Meetings Law will keep accurate minutes of all official meetings of AMS SBLT, including the following:

- The date, time, and place of the meeting per the meeting notice, and the time the meeting was called to order.
- A statement of the approval of the minutes from the previous meeting.
- A list of all committees, subgroups and individuals who gave reports and any recommended action.
- A list of all individuals and groups who addressed AMS SBLT.
- All action taken, whether by vote or consensus and all subjects as discussed.
- A list of all decisions reached by consensus and all motions approved or defeated by vote, this shall include the exact wording of any motions and voting results.
- Items that were placed on the agenda for the next meeting.
- The secretary shall word the minutes in a professional manner and be concise.
- State the time the meeting was adjourned.
- The secretary will:
 - Ask for clarification if unsure of information before recording it.

Bylaws of Arch T. Allen Middle School Leadership Team

- Distribute minutes electronically in a timely manner to the AMS SBLT staff following the meeting.
- Bring copies of the minutes to the next meeting for approval.

Section 5. The Timekeeper shall keep members of the AMS SBLT on task and within the allotted time as indicated on the agenda. The Timekeeper will:

- Monitor time throughout meeting and reminds team of timeframe.
- Facilitate the prompt beginnings of the meetings.
- Contact late-arriving member.
- Keep members on task. If conversations stray from the topic or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for the next meeting or continue the meeting.

SECTION 6. Team Representatives shall:

- Be punctual and present at all scheduled meetings.
- Serve two-year terms on AMS SBLT.
- Represent the interests of constituent group – not just their own.
- Commit to working collaboratively with team.
- Bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by AMS SBLT to their constituent group within 7 – 10 days of the meeting.
- Communicate URGENT issues and concerns of constituent group to team meetings and communicate URGENT/TIME SENSITIVE activities and decisions made by AMS SBLT to their constituent group within 24 hours of a leadership team meeting or leadership team communication.
- If assigned a role, abide by the responsibilities and time-lines assigned to that role. Vote as directed by the majority of members of their constituency.

ARTICLE VI – MEETINGS

SECTION 1. Meeting day and time

- The standing regular meeting day and time will be determined by consensus of the AMS SBLT members prior to September 1st of each academic year.
- The AMS SBLT will meet at least once per month. Standing regular meeting days and times will be posted on the AMS SBLT web page (noting any changes due to a holiday or scheduled workday).

Bylaws of Arch T. Allen Middle School Leadership Team

- Meetings will take place in the Arch T. Allen Middle School Media Center unless noted otherwise.
- AMS SBLT will schedule meetings that will accommodate the participation of parent representatives.

SECTION 2. NC Open Meeting Law

- AMS SBLT meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and AMS SBLT shall abide by the law.
- AMS SBLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, AMS SBLT shall file a notice of a new meeting at least seven days prior to new meeting.
- AMS SBLT shall abide by the following requirements for Special Meetings – specifically called meetings that are held on different days and at different times during the year than regular meetings requires one of the following two methods of notification: post a notice or mail/deliver a notice to every person of AMS SBLT and those requesting the special meeting. In both cases, notice must be given 48 hours prior to the special meeting and notice must contain day, time and location of meeting.

SECTION 4. Quorum.

- Two-thirds shall constitute a quorum for the transaction of business. If at any meeting of the AMS SBLT less than a quorum is present, a majority of those present may adjourn the meeting without further notice, until a quorum is obtained.

SECTION 5. Discussion, Decision-Making, and Voting.

- Decisions are made by consensus (general agreement and consent) where possible.
- In the event the Chair determines after reasonable time that a decision cannot be made by consensus, a vote will be taken. In this case, AMS SBLT will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support AMS SBLT decisions. The representative votes as directed by the majority of members of their constituency.

SECTION 6. Meeting Norms

Meeting norms are as established by the team. Meeting norms will be included on all meeting agendas.

Bylaws of Arch T. Allen Middle School Leadership Team

ARTICLE VII – AMMENDING BY-LAWS

SECTION 1. Review of By-Laws

- The AMS SBLT will review by-laws annually and as deemed necessary.

SECTION 2. Amendment of By-Laws

If amendment is necessary it must be accomplished by 2/3 vote of those voting, a quorum being present.