

2022-2023  
Bessemer Elementary School Leadership Team By-Laws

**Article I-Name**

The name of the team shall be the Bessemer Elementary School (BES), School Leadership Team (SLT).

**Article II-Purpose & Role**

The team is organized for the purpose of developing a school improvement plan (SIP) that addresses the following areas:

- Improved instruction and student outcomes
- Professional development
- School climate, which includes safety, discipline, student learning environment, teacher working conditions, and promoting SEL and diversity
- School community satisfaction and community engagement

The SLT is not designed to usurp the legal authority of the principal. Rather, the team's function is to:

- Facilitate the involvement of the BES community in designing and implementing the SIP
- Encourage, support, and create opportunities for involvement from parents
- Coordinate the activities associated with the development and design of the SIP
- Provide direction in the development of the professional development plan
- Provide direction in the use of available resources to optimize improvement of instruction and student outcomes and to ensure adequate planning time for all teachers

The SLT is involved in a number of tasks that effect the smooth operation of BES. These tasks include:

- Facilitating the development of the SIP
- Monitoring, assessing, and amending the SIP
- Advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement
- Collaborating on budgetary, professional development, and instructional issues as they relate to school improvement planning at BES

**Article III-Expectations**

All members of the SLT are expected to:

- Attend any scheduled professional development/training pertinent to school improvement planning
- Attend all meetings of the SLT
- Participate in sub-committees of the SLT and report out to grade levels/departments of decisions made during meetings.
- Gather and analyze data
- Set priorities for the year to achieve SMART goals (specific, measurable, attainable, result oriented, timely)
- Monitor progress and adjust strategies as needed
- Share information with parents, faculty, or other stakeholder groups
- Talk/listen to parents, faculty, or other stakeholder groups and provide feedback to SLT
- Encourage all stakeholders to become actively involved in the school improvement plan process at BES.

Reference:

NC GS: 115C-105.27 through 105.35, GCS Board of Education Policy/Administrative Procedure IN/IN-P

## **Article IV-Members**

### **Section 1: Staff and faculty**

The principal of BES, the assistant principal, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building, and parents of children enrolled at BES shall constitute the school leadership team.

Representatives of the instructional personnel, instructional support personnel, and teacher assistants shall be elected by their respective groups by secret ballot.

### **Section 2: Parents**

Parent representation on the school leadership team will reflect the racial and socioeconomic composition of the students enrolled in the school and shall not be members of the building-level staff.

### **Section 3: Eligibility**

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

## **Article V-Meetings**

### **Section 1: Regular Meetings**

The regular meetings of BES SLT shall be on the first Tuesday of each month during the school year beginning at 3:00pm. Meeting dates will be posted on the school calendar and on the school web site. The weekly school bulletin will announce the SLT the weekend prior, as well. Parent representatives will be notified by an invitation sent home with students at least one week prior to the meeting. SLT meetings will adhere to open meeting regulations

- Maintain a schedule of regular meetings in the school office. Changes to the regular meeting schedule require a seven-day notice prior to the first meeting of the new schedule
- Record detailed meeting minutes through indistar.org. The minutes are considered public records and must be made available to the public at their request.
- All voting must take place in the open and must be recorded within the minutes of the meeting

### **Section 2: Special Meetings**

Special meetings may be called by the principal, or 4 general members submitting a written request to the principal. Previous notice of the special meeting shall be sent to the members at least one week prior to the meeting, by calendar notice or invitation (parent representative only).

## **Article VI-Parliamentary Authority**

Robert's Rules of Order shall govern meetings when they are not in conflict with the SLTs bylaws.

Reference:

NC GS: 115C-105.27 through 105.35, GCS Board of Education Policy/Administrative Procedure IN/IN-P

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**Article VII-Amendments**

These bylaws may be amended at any regular or special meeting, providing that previous notice was given in writing at the prior meeting and then sent to all members of the SLT by the principal. Amendments will be approved by two-thirds vote of those present.

**Article VIII-School Improvement Plan**

**Section 1: Legal Requirements**

In compliance with North Carolina General Statute 115C-105.27, Bessemer Elementary School shall develop a school improvement plan that considers:

- State Board of Education (SBE) goals, and
- Focus on student performance in reading and mathematics

**Section 2: Data Use and Analysis**

The SLT will review and analyze student achievement/school climate data including, but not limited to, the following:

- State verified testing data (EOG data)
- School demographic data (attendance, discipline, teacher turnover)
- Teacher Working Conditions Survey
- Character Education
- School Safety Plan
- Budget

Reference:

NC GS: 115C-105.27 through 105.35, GCS Board of Education Policy/Administrative Procedure IN/IN-P