

Foust Elementary School
2610 Floyd Street.
Greensboro, NC 27406

** ARTICLE I: Name

The name of this committee is:
Foust Elementary School Improvement Team (FIT)
Greensboro

Guilford County, North Carolina

**ARTICLE II: Purposes

Section 1. The Purposes of the FIT, are:

- a. Establish school policies and procedures for the students, staff, and community
- b. Develop and implement the school improvement plan
- c. Monitor, assess and amend the school improvement plan
- d. Facilitate decision-making within the school community
- e. Consult with the principal and make recommendations regarding school budget allocations
- f. Facilitate the school's improvement in the following areas:
 - Curriculum
 - School climate
 - Classroom management/discipline
 - Communication
 - Parent involvement
 - Co-curricular activities

**ARTICLE III: Basic Policies

The following are basic policies of the FIT in common with those of the Guilford County Schools:

- a. The team shall be nondiscriminatory, noncommercial, nonsectarian, and nonpartisan.
- b. The team shall work with the community to provide quality education for all children and shall participate in the decision-making process by establishing school policies.
- c. The team shall seek to promote collaboration between parents, teachers, and the community, helping children to reach their full learning potential.
- d. The team shall schedule a meeting at least once a month that accommodates the participation of parent representation.
- e. The FIT shall form Ad Hoc Committees as needed to address special needs.
- f. The FIT shall review and readopt these bylaws at least every three years. The adoption of an amendment to any provision of these by-laws shall automatically take effect.

**ARTICLE IV: Membership

**Section 1. There shall be representation on the FIT from each of the following areas:

- Instructional Staff (6)
- Exceptional Children's Staff (1)
- ESOL Staff (1)
- Support Staff (1)
- Specialist Staff (1)
- Classified Staff (1)
- School Principal (1)
- Curriculum Facilitator / AP (1)
- Parent Membership (refer to article V section 1)

**Section 2. Participation in this local FIT shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of the FIT.

**Section 3. Each member shall serve a minimum of 1 and a maximum of 2 years. To ensure consistency of membership from year to year, it is recommended that at least ½ of the composition of the team remain in place each year, while approximately ½ of the members rotate off the team. Members should be determined by the end of the preceding year.

ARTICLE V: Officers and Their Election

**Section 1. Each member of the school LSIT must be elected by their respective groups by secret ballot. All parent members of the school LSIT must be elected by parents of children enrolled in this school.

- a. There shall be a minimum of 2 and a maximum of 30% of the team represented by parents. The general PTA shall conduct the election at the last general meeting.
- b. The composition of parent representatives should reflect the socioeconomic and racial make-up of the school.
- c. If the election does not result in a representative group of parents, the principal may appoint additional parents to the team as needed. Those names must then be brought to the largest organization of parents for approval.
- d. The election procedure as outlined in these bylaws shall be communicated and followed at election time.

Section 2. Nominating Committee

- a. The offices of the FIT shall consist of:
 1. chairperson
 2. secretary

**ARTICLE VI: Duties of Officers

Any team member other than the school principal may serve as an officer on the school FIT.

Section 1. Chairperson

- a. Meets regularly with the principal to discuss school issues and develop meeting agendas
- b. Makes sure that all items of discussion appear on the agenda
- c. Posts agenda for all staff and FIT members prior to meeting date
- d. Leads meeting and facilitates distribution of agenda to all team members of the school FIT
- e. Reminds team members about meetings at least one week in advance
- f. Assists in completing reports for the team

- g. Facilitates the public notification of meetings
- h. Chair-person can delegate responsibilities to other team members as necessary

Section 3. Secretary

- a. Takes minutes at all meetings that clearly reflect the activities of the school FIT
- b. Distributes minutes to the school FIT no later than one week after the meeting
- c. Posts minutes of each school FIT meeting in a designated place that is visible to parents and teachers
- d. Sends copies of minutes to the school staff and secretary (for placement in FIT notebook) no later than one week after the meeting
- e. Maintains copies of minutes and quarterly/annual reports, School FIT Handbook, and other important documents
- f. Requirements of minutes: date, time and place of meeting/ statement of approval of minutes from previous meeting/ a list of committee reports/ a list of individuals who addressed the group/a list of decisions reached by consensus and motions approved or defeated by vote including exact wording/ items placed on the agenda for the next meeting

Section 5. Team Members

- a. Attend meetings regularly and inform constituents of purpose of the FIT
- b. Represent the interests of their constituent group and the school, not just their own
- c. Make every effort to designate a replacement in the event of an absence
- d. Determine how to engage stakeholders in meaningful ways in school affairs
- e. Commit to working collaboratively with stakeholders
- f. Bring issues and concerns of constituent group to team meetings with possible solutions or outcomes by submitting them to the chairperson 10 days prior to the meeting date and communicate the activities and decisions made by School FIT to stakeholders