

HUNTER ELEMENTARY SCHOOL
School Leadership Team By-Laws

1 **August 2021**
2 **Revised 10.5.2021**
3 **Approved 10.5.2021**
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5 **PURPOSE**

6 The purpose of the Hunter Elementary School (HES) School Leadership Team (SLT) is to deal with
7 issues directly and indirectly related to instruction, student performance, staff development, parent
8 involvement, school safety and environment/improvement. It is a collaborative decision-making body
9 that is guided by the overall vision and mission statements of Hunter Elementary School. At Hunter
10 Elementary School, the School Leadership Team (SLT) and the School Improvement Team (SIT) are
11 one in the same and will be referred to as the SLT for this document's purpose.
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13 **SCHOOL-BASED LEADERSHIP TEAM DUTIES**

14 Leadership teams work through a collaborative process with representation of all stakeholders which
15 is supported through general statute 115C-105.72 of the North Carolina State Board of Education. The
16 primary process of addressing all issues is focused through the development of a School Improvement
17 Plan generated by the SLT. The team must ensure that the work done maximizes the two-way
18 communication with and involvement of the entire school community and parent community in
19 developing and implementing a school improvement plan. The SLT is responsible for the following:
20

- 21 • Facilitating the development of the School Improvement Plan (every 3 years)
- 22
- 23 • Monitoring, assessing and amending the School Improvement Plan (every 3 months during a
24 school year and as needed)
- 25
- 26 • Planning Strategies utilizing SMART goals and objectives
- 27
- 28 • Advancing policies and procedures that enhance achievement and meet educational, safety
29 and parent involvement goals.
- 30
- 31 • Facilitating decision-making related to HES's mission statements based upon available data.
- 32
- 33 • Upon request from the principal, the SLT may make recommendations on budgetary issues
34 relating to staff development, instructional materials, staff positions and faculty concerns.
- 35
- 36 • Decisions are binding on the school, provided the decision is within the authority of the
37 school. The SLT is not designed to and does not usurp the legal authority of the principal.
38

39 The SLT serves in an advisory capacity regarding the school budget with the team providing
40 collaboration, input and advice to the school principal who makes the final decision as defined by
41 Guilford County School Policy.
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44 **SCHOOL LEADERSHIP TEAM MEMBERSHIP**

45 By state law GS 115C-105.27(a) the principal and elected representatives of

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- 47 • The assistant principal(s)
- 48 • Instructional personnel
- 49 • Instructional support personnel – as defined by references in state funding and Department
- 50 of Public Instruction policy – school-based media coordinators, guidance and attendance
- 51 counselors, social workers, psychologists, curriculum facilitators, instructional coaches,
- 52 audiologists, speech language pathologists, and nurses.
- 53 • Teacher assistants, and
- 54 • Parents of children enrolled in the school

55

56 constitute the school improvement team (SLT). Those listed above are the voting members.
57 Additionally,

58

- 59 • State Law 115C-105.27(a) specifies that each school-based group required to be represented
- 60 on the SLT be voted in by secret ballot for their group’s representatives. The term of
- 61 membership for any member is two years. Rotation of members off the team should be
- 62 staggered to maintain consistency of purpose and membership on the SLT. There are no state
- 63 or district term limits.
- 64
- 65 • If a staff member/parent volunteer leaves or resigns before his/her term has expired, then a
- 66 new member will be ELECTED to complete the current school year and at least one additional
- 67 school year. The new member must be elected by his/her constituency which he/she will
- 68 represent.
- 69
- 70 • Parent representatives shall reflect the racial and socioeconomic composition of the HES
- 71 community and shall not be members of the building level staff.
- 72
- 73 • State Law 115C-105.27(a) does not require that any group other than those specified in the
- 74 law be included in the SLT. District procedure IN-P allows for a school to request a waiver from
- 75 membership requirements with the approval of the School Support Officer, which could allow
- 76 for the election of non-voting representatives from other school based non-
- 77 instructional/classified staff (school secretaries, SIMS operators, bus drivers, cafeteria
- 78 workers, custodians) not required by state law or state or district policy. This is also the policy
- 79 for student representatives.
- 80
- 81 • The principal or the SLT may appoint a non-voting member to serve on the SLT if specified in
- 82 the bylaws. HES bylaws allow for this appointment process. (HES SLT has appointed the
- 83 President of the HPPO to serve as well as members of the Certified Staff)
- 84
- 85 • At HES, upon request of the Student Government Advisor, Student Council members may
- 86 come to and address the SLT regarding school activities and ideas but do not serve as
- 87 members.
- 88

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90 As recommended by district staff and NCAE trainers, the ideal size of a SLT is between 7 and 12
91 members. The SLT must remember to balance the size of the team needed to efficiently represent the
92 stakeholders in each school, with the effectiveness of the team. The current representation at HES is:

- 93
- 94 • Principal - 1
- 95 • Administration – 1
- 96 • Curriculum Facilitator/Coach – 1
- 97 • Dual Language Program Representative - 1
- 98 • Classified Personnel – 1
- 99 • Certified Teachers – 9
- 100 • HPPO President and/or Parent Representative – 1

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102 **ELECTION OF PROFESSIONALS TO SCHOOL LEADERSHIP TEAM**

- 103 1. First April Meeting– Chairperson will appoint a nominating committee in order to produce a slate
104 of candidates for election.
 - 105 a. All employees must have/or will be completing 2 years at HES (*HES – School Leadership Team*
106 *Decision – April 2020*)
 - 107 b. Only persons who signify their consent to serve if elected shall be nominated for election
- 108
- 109 2. Second April Meeting - Nominating committee will present slate to SLT
- 110
- 111 3. May Faculty Meeting – Ballot is presented to full faculty present.
 - 112 a. Nominations may be taken from the floor.
 - 113 b. Faculty member must be present to accept nomination.
 - 114 c. Vote is by secret ballot of the full faculty present.
 - 115 d. Second May or First June Meeting – ALL current and new SLT members attend a meeting
116 together – *Set at the discretion of the chair.*
- 117

118 **ELECTION OF PARENT/VOLUNTEERS TO SLT**

- 119 1. March - HPPO will begin recruiting parents to serve as members of the HES School Leadership
120 Team. HPPO will ensure that those volunteers nominated represent a
 - 121 a. diverse section (which may include but not limited to socio-economic, religious, racial,
122 gender, in/out of district, EC,) of our school community
 - 123 b. Parents who serve cannot be employed by HES.
- 124
- 125 2. HPPO will hold elections prior to the second scheduled May SLT meeting
- 126

127 **OFFICES and DUTIES of the ELECTED ON THE SLT**

- 128 1. Chairperson
 - 129 a. Preside at LT meetings
 - 130 b. Meets regularly with principal to discuss school issues
 - 131 c. Reminds team members about meetings and solicits agenda items (ideally a week prior)
 - 132 d. Develops an agenda sent via email, prior to scheduled meetings
 - 133 e. Reviews previous meetings minutes
 - 134 f. Establishes and appoints temporary committees, as needed
 - 135 g. Ex-officio member of all committees, except nominating
- 136

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- 137 3. Vice-Chairperson
138 a. Perform duties of the chairperson if absent or unable
139 b. With help from the Secretary, insures the distribution of By-Laws and SLT Decision Chart to
140 new members
141
142 4. Secretary
143 a. Record minutes of each meeting
144 b. Provide draft of minutes to the chairperson and principal before distributing to SLT. All
145 minutes to be distributed to SLT prior to meetings.
146 c. Sends copies of minutes to SSO and upload to IndiStar.
147 d. Maintains copies of By-Laws, Minutes of meetings, SLT Decision Chart, and other important
148 documents.
149
150 5. Timekeeper
151 a. Helps chairperson monitor time during meetings
152 b. Announces time during discussions – keeps discussions focused
153
154 6. Engager
155 a. Observes individual’s hands raised during discussion
156 b. Keeps awareness of these hands and calls on each person to speak
157

MEETING TIMES

159 General Statute 143-318.9, Public policy, states that public bodies that administer the legislative
160 functions of North Carolina exist solely to conduct the people’s business and that it is the public policy
161 of North Carolina that these actions be conducted openly; therefore, SLT which is defined as a public
162 body and involves more than two members who serve in an advisory capacity or administrative role
163 falls under the NC Open Meeting Law.
164

165 School Leadership Team regular meetings will be held the first Tuesdays of each month from 2:45-
166 4:15 PM unless otherwise specified by the full team. Third Tuesday of each month from 2:45-4:15 for
167 the PBIS/SEL subcommittee. Monday mornings from 9:00 – 10:00 with the Curriculum
168 Facilitator/Administrative Team subcommittee. If otherwise specified, the meeting notice will be filed
169 at least seven days before the first meeting under the new schedule
170

“Special Meetings”

172 Meetings that are held on different days and at different times or places during the year are
173 considered “special” meetings.

- 174 • Post a notice/ Mail a notice to every person who has requested notification – 48 hours prior
175 to the meeting.

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177 Any meeting or subcommittee meetings of the SLT are also subject to the Open Meetings Law and are
178 therefore open to everyone.
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181 **QUORUM & AMENDMENTS**

- 182 • A quorum shall consist of 75% of the current SLT membership.
- 183 • A quorum is required for all decisions requiring a vote of the membership. The principal must
- 184 be in attendance for all votes.
- 185 • In case of absence, a voting member may email a written vote to the chairperson.
- 186

187 These by-laws may be amended at any regular meeting by a 2/3 vote of the members present

188 provided that notice of the proposed amendment shall have been given at least 30 days prior to the

189 meeting, at which time the amendment(s) shall be voted on. The amendment shall be effective at the

190 next set meeting.

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