

Northeast Guilford High School
School Based Leadership Team Bylaws

PREAMBLE

The School Based Leadership Team shall be established in accordance with G.S. 115C-105.27, G.S. 115C-288(1) and Guilford County Board of Education Policy/Administrative Procedure IN/IN-P, School Based Leadership Teams.

ARTICLE I – NAME

The official title of the Northeast Guilford High School Based Leadership Team shall be “Northeast Guilford School Based Leadership Team” (hereinafter referred to as “School Based Leadership Team or SBLT”).

ARTICLE II – PURPOSE

Under the leadership of the principal, the School Based Leadership Team (SBLT) develop a school improvement plan to improve student performance that addresses the following areas:

- improved instruction and student outcomes;
- professional development;
- school climate, which includes safety, discipline, student learning environment and teacher working conditions;
- school community satisfaction (students, parents, teachers)

ARTICLE III – POWERS AND DUTIES

The SBLT will be involved in a number of tasks that affect the operation of the school. Those tasks shall include:

- facilitating the development of the school improvement plan including a safe school plan;
- monitoring, assessing, and amending the school improvement plan
- advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement; and
- collaborating on budgetary, professional development, and instructional issues as they relate to school improvement planning.

The SIT is not designed to usurp the authority of the principal and is not directly involved in the day-to-day operations of the school.

ARTICLE IV – MEMBERSHIP

Section 1 – Membership

The School Based Leadership Team shall consist of the following:

- school principal,
- assistant principal representative,

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- one teacher representative for each of the following departments: Science, Social Studies, Math, English, CTE, Physical Education/JROTC, World Language/Arts, Exceptional Children, and Counseling;
- one representative for instructional staff,
- one representative for teacher assistants & support staff, and
- parent representatives.

Section 2 – Election and Terms

School- Based Personnel: Representatives of instructional personnel, specialist, teacher assistants, and support staff shall be elected by their respective groups via secret ballot. Ballots shall be maintained at the school for one year. Secret ballot is defined as a voting method in which a voter's choice (s) are anonymous; thus, votes shall be collected via paper or electronic ballot. The election process itself shall take place in an open and transparent manner. Elected members will serve two school years. If elections are held mid-year or before, elected member will serve the remainder of the year and the next whole year. If members are elected after mid-year, they will serve the remainder of that year and two full years.

Parent Membership: Parent representative shall be elected by parents of children enrolled in the school, or if none exists, by the largest organization of parents formed for this purpose. Ballots shall be maintained at the school for one year. Secret ballot is defined as a voting method in which a voter's choice (s) are anonymous; thus, votes shall be collected via paper or electronic ballot. Parent representatives should reflect the racial and socio economic composition of the students enrolled in the school and shall not be members of the building-level staff. **It is the goal of the SBLT to include a minimum of two parent representatives with a maximum of 30 percent of the SBLT comprised of parents.**

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

ARTICLE V – MEETINGS

Section 1 – Regular Meetings

The SBLT shall meet on the first Tuesday of every month unless a holiday or teacher workday is scheduled on that day. During those months, the SIT will meet on the third Tuesday of the month. Meeting will take place in the media center or Microsoft Teams (via Teams link) at 8:00 unless otherwise announced in accordance with North Carolina Open Meeting Law.

Section 2 – North Carolina Open Meeting Law

SBLT meetings are subject to the open meetings requirements of Article 33C of Chapter 143 of the North Carolina General Statutes. Deliberations on the school safety components of the plan

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shall be in closed session in accordance with G.S. 143-318.11 (a)(8). The principal shall ensure that these requirements are met.

Section 3 – Quorum

Fifty percent of the SBLT members plus an additional member shall constitute a quorum/majority for the transaction of any official business. If at any meeting of the SBLT there is less than a quorum present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

ARTICLE VI – COMMITTEES

Committees may be established as needed to meet the purpose of SBLT as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to the SBLT as requested.