

By-Laws of Northern Guilford High Schools School Improvement Team

Article I – Name

The name of the Northern Guilford High School Site-Based School Improvement Team shall be NGHS School Improvement Team

Article II – Purpose

The purpose of NGHS SIT is to deal with issues directly and indirectly related to instruction, student performance, school climate, and school culture as it relates to the school improvement plan. The SIT will make decisions and monitor implementation based on the mission and vision of Northern Guilford High School.

Section 1: Mission Statement of Northern Guilford High School

Northern Guilford is a learning community that nurtures citizens through wisdom for today, hope for tomorrow, and integrity for a lifetime.

Section 2: Vision Statement of Northern Guilford High School

The Northern Guilford community aspires to develop and motivate the whole student for the 21st century through a diverse, supportive, and innovative learning environment.

Article III – Function

The function of the NGHS SIT is as follows:

- A. Facilitate the involvement of the school community in designing and implementing the School Improvement Plan
- B. Encourages, supports, and creates opportunities for involvement from parents.
- C. Coordinates the activities associated with the development and implementation of the School Improvement Plan
- D. Provides direction in the development of the professional development plan.
- E. Provides direction in the use of available resources to optimize improvement of instruction and student outcomes, and to ensure adequate planning time for all teachers.

Article IV – Membership

Section 1: Membership of NGHS SIT

Members of SIT shall consist of:

- A. School Principal
- B. Representative for Assistant Principals
- C. One teacher representative for each of the following departments: Science, Social Studies, Math, English, CTE, Physical Education/Health, Foreign Language, and Fine Arts.
- D. One representative for Instructional Support Personnel
- E. One teacher representative for Exceptional Children instructors
- F. One representative for Teacher Assistants
- G. Three parent representatives
- H. PTSA President (non-voting member)
- I. Custodian
- J. Two Students

Section 2: Election Processes and Terms

- A. All members will be elected by secret ballot and serve for two (2) years.
- B. 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.

Section 3: Election of NGHS SIT Parent Representatives

- A. Parent representatives shall be elected by the parents of children enrolled at NGHS in an election conducted by the largest parent organization.
- B. Nominations shall take place 30 days prior to the election and be made available to the public.
- C. Parent representatives shall reflect the racial and socioeconomic composition of NGHS and shall not be members of the building level staff.
- D. To the degree possible, parent representatives shall represent the various grade levels.
- E. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

Section 4: Election of NGHS SIT Staff Representatives

- A. Departmental representatives, Administrators, Teachers, Instructional Support Personnel, and Teacher Assistants shall be selected by secret ballot by their respective constituent groups.
- B. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

Article V - Roles

Section 1. The Chairperson will be selected by secret ballot from the NGHS SIT members after spring elections.

- A. The chairperson shall not be an administrator.
- B. The Chairperson:
 - 1. Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff
 - 2. Facilitates public notification of meetings
 - 3. Starts, facilitates, and ends meetings
 - 4. Encourages open discussions and decision-making through consensus
 - 5. Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of decisions
 - 6. Periodically assesses the effectiveness of meetings using verbal or written feedback from members

Section 2. The Secretary:

- C. In accordance with NC Open Meetings Law, the secretary will keep accurate minutes of all official meetings of SIT, including:
 - 1. The date, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order

2. A statement of the approval of the minutes from the previous meeting
 3. A list of all committees, subgroups and individuals that gave reports and any recommended action
 4. A list of all individuals and groups who addressed SIT
 5. 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
 6. Items that were placed on the agenda for the next meeting
 7. The time the meeting was adjourned
- D. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- E. The secretary shall facilitate distribution of the minutes electronically in a timely manner.

Section 3: Representatives:

- A. Serve a two-year term on NGHS SIT
- B. Attend meetings and arrive on time
- C. Complete responsibilities of assigned roles on the committee
- D. Participate in SIT discussions and decisions.
- E. Represent their constituency and ensure that all members of the constituency have had an opportunity to vote or give needed feedback for all issues when necessary
- F. Vote as the majority of the constituency requests
- G. Meet with or e-mail constituency of all decisions made and actions taken by NGHS SIT within one week following the meeting

Article VI– Meetings

Section 1. Meeting Day and Time

A. SIT will meet on the 1st and 3rd Tuesday of the month, from 7:30am – 8:30am in the NGHS Media Center. If a holiday or workday is scheduled for that Tuesday, SIT will meet on Wednesday.

Section 2. NC Open Meeting Law

- A. SIT meetings fall under the NC Open Meeting Law.
- B. SIT shall file a notice of the day, time, and place of all regular meetings.
- C. Anyone wishing to make public comments must contact SIT Chairperson at least 24 hours prior to the meeting.
- D. If a regular meeting time is changed, SIT shall file a notice of the new meeting time at least 7 days prior to the new meeting.
- E. In the case of *special meetings*, other than regular meetings, SIT will post/deliver a notice to every person of SIT and those requesting the special meeting. Notice must be given 48 hours prior to the special meeting, and the notice must contain the day, time, and location of meeting.

Section 3. Quorum

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

Section 4: Discussion, Decision-Making, and Voting

- A. Decisions are made by consensus (general agreement and consent) where possible.

B. 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, NGHS will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support SIT decisions. The representative votes as directed by the majority of members of their constituency.

C. A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.

D. Only members of the committee may speak. Visiting observers who wish to speak (limited to 3 minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to 3 minutes), if agreed upon by consensus of the SIT members present.

E. A department member substitute for a leadership team member not in attendance is allowed to vote on their behalf.

F. The SIT Team reserves the right to not re-address a topic previously discussed and voted on during the same school year.

Article VII Committees and Sub-Committees

Members of SIT shall have the authority to establish committees and sub-committees as needed to meet the purpose of SIT. Committee members and chairs are to be agreed upon by consensus.

Committee meetings are subject to the open meetings law. A majority of any committee may fix its place and time of meetings. All committees shall report back to SIT as requested.

Article VIII– Amendment of By-Laws

SIT bylaws may be amended with two-thirds (2/3) of the collected votes if a notice has been given during the prior meeting.