

**Oak Hill Elementary School  
School Improvement Leadership Team Bylaws 2022-23**

**PREAMBLE**

The school improvement team shall be established in accordance with G.S. 115C-105.27, G.S. 115C-288(I) and Guilford County Board of Education Policy/Administrative Procedure IN/IN-P, School Improvement Teams.

**Article I- NAME**

The official title of the Oak Hill Elementary School's school improvement team shall be the 'School Improvement Leadership Team" hereinafter referred to as SILT.

**ARTICLE II- PURPOSE**

Section 1 - School Mission and Vision

Mission: Through a culture of collaboration, we will inspire and advocate for success in all students while honoring individual strengths.

Vision: At Oak Hill Elementary, we are Soaring to Excellence!

Section 2 - School Purpose –

Purpose: Our purpose is to positively impact students today to create a better tomorrow.

Section 3- SILT Purpose

Under the leadership of the principal, the SILT shall develop a school improvement plan to improve student performance that addressed the following areas:

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

### **ARTICLE III- POWERS AND DUTIES**

The SILT 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 (three to four times during each school year);
- 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 SILT 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 I- Membership

The SILT shall consist of the following:

- School principal
- Assistant principal
- Curriculum Facilitator
- Grade Level Reps (PreK and K will be a team)
- Classified Staff (Office and Instructional Assistants)
- EC/ESL (EC PreK included)
- Student support services (Guidance Counselor or Social Worker)
- Specialists
- Parents of children enrolled in the school.

#### Section II- Election and Terms

School-Based Personnel: Representatives of the grade levels, classified staff, EC/ESL, and specialists 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.

Parent Membership: Parent representatives shall be elected by parents of children enrolled in the school via secret ballot election conducted by the parent and teacher organization of 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. Parents 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 SILT to include a minimum of two parent representatives with a maximum of 30 percent of the SILT comprised of parents.

Each SILT member shall serve a minimum of, but is not limited to, two consecutive years.

## **Article V - Roles**

Section 1-The Chairperson will be selected by secret ballot from the SILT members after Spring elections.

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

Section 2-The Secretary:

- In accordance with NC Open Meetings Law, the secretary will keep accurate minutes of all official meetings of SILT, including:
  - The date, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order
  - A statement of the approval of the minutes from the previous meeting
  - A list of all committees, subgroups and individuals that gave reports and any recommended action
  - A list of all individuals and groups who addressed SILT
  - 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
  - Items that were placed on the agenda for the next meeting
  - The time the meeting was adjourned

- The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- The secretary shall facilitate distribution of the minutes electronically in a timely manner.
- The secretary shall facilitate the approval of meeting minutes electronically.

#### Section 3-Representatives:

- Serve a two-year term on SILT
- Attend meetings and arrive on time
- Complete responsibilities of assigned roles on the committee
- Participate in SILT discussions and decisions.
- 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
- Vote as the majority of the constituency requests
- Meet with or e-mail constituency of all decisions made, and actions taken by SILT within one week following the meeting.

### **ARTICLE VI- MEETINGS**

#### Section 1- Regular Meetings

The SILT shall meet on the first Tuesday of every month unless a holiday or teacher workday is scheduled on that day. During those months, the SILT will meet on the fourth Tuesday of the month. Meetings will take place in the Media Center at 2:30 pm unless otherwise determined and announced in accordance with North Carolina Open Meeting Law.

#### Section 2- North Carolina Open Meeting Law

SILT meetings are subject to the open meeting requirements of Article 33C of Chapter 143 of the North Carolina General Statues. Deliberations on the school safety components of the plan 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 SILT members plus an additional member shall constitute a quorum/majority for the transaction of any official business. If at any meeting of the SILT there is less than a quorum 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

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

- 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, Oak Hill will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support SILT decisions. The representative votes as directed by the majority of members of their constituency.
- A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.

Only members of the committee may speak. Visiting observers who wish to speak (limited to 2 minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to 2 minutes), if agreed upon by consensus of the SILT members present

### **ARTICLE VII- COMMITTEES**

Committees may be established as needed to meet the purpose of SILT 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 SILT as requested.

### **Article VIII– Amendment of By-Laws**

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