

**Weaver Academy for the Performing and Visual Arts and Advanced Technology
School Based Leadership Team
Bylaws**

Article I

The name of the governing body for Weaver Academy for the Performing and Visual Arts and Advanced Technology shall be the School Based Leadership Team (SBLT).

Article II

The purpose of the SBLT is to deal with the issues directly and indirectly related to instruction, student performance, and school environment/improvement at Weaver Academy. These decisions are binding provided the decisions are within the authority of the school. The SBLT will embrace the progressive philosophy of the school, including its collaborative atmosphere, mission, policies, and goals. The SBLT will review and monitor the implementation of practices to ensure alignment with the progressively philosophy.

Section 1: Functions of the School Based Leadership Team

School improvement is a collaborative process supported through general statute (115C-105.27) with representation of all stakeholders. This process is focused through the development of a School Improvement Plan, generated by an elected body, the SBLT. This team is comprised of teachers, parents, administrators, students and other key stakeholders.

The SBLT is not designed to usurp the legal authority of the principal; rather, the function of the team is as follows:

- To facilitate the involvement of the school community in designing and implementing the School Improvement Plan;
- To encourage, support, and create opportunities for involvement from parents;
- To coordinate the activities associated with the development and design of the School Improvement Plan;
- To provide direction in the development of the professional development plan;
- To provide direction in the use of available resources to optimize planning time for all teachers.

Section 2: School Based Leadership Team Duties

Although the Weaver Academy SBLT is not directly involved in the day-to-day operations of the school, it is involved in a number of tasks that affect the operation of the school, as follows:

- To facilitate the development of the School Improvement Plan;
- To monitor, assess, and amend the School Improvement Plan;

- To advance policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals;
- To build the capacity of the school to address parent and staff concerns;
- To build the capacity of the school to improve in the following areas:
 - curriculum
 - school climate
 - classroom management/discipline
 - two-way communication
 - parent involvement
 - co-curricular activities
- To consult with the principal and make recommendations on budgetary issues relating to staff development, instructional materials, and staff positions.

The SBLT serves in an advisory capacity regarding the school budget with the team providing collaboration, input and advice to the school principal who makes the final decision as defined by GCS policy.

Article III – Membership

Section 1: SBLT Membership

- The SBLT shall consist of the following:
 - The School Principal
 - One Assistant Principal
 - The Curriculum Facilitator
 - Three Classroom Teachers as follows:
 - one Academic Teacher
 - one Performing and Visual Arts Teacher
 - one Career and Technical Education Teacher
 - One representative from Instruction Support Staff (EC, Scholl Counselor, Career Development Counselor, Media Specialist, ESL)
 - Two parent representatives as follows:
 - one parent representing the Performing and Visual Arts Department
 - one parent representing the Career and Technical Education Department
 - Two student representatives as follows:
 - one student representing the Performing and Visual Arts Department
 - one student representing the Career and Technical Education Department

Section 2: Election and Terms of Service for Members

Each member will be elected and serve for two years unless the position is unique to a particular department/position, such as Principal and Curriculum Facilitator. Additional members may be recommended, voted on, and approved by the SBLT, but no additional members may be appointed. All members will be expected to attend each SBLT meeting; however, if any member cannot be in attendance, he/she will select a

stand-in representative from his /her respective constituency to sit in on the meeting in question.

- **Election of parent representatives:** Parent representatives shall be elected by the parents of the children enrolled at Weaver Academy in an election conducted by the PTA. Parent representatives shall reflect the racial and socioeconomic composition of Weaver Academy and shall not be members of the building level staff.
- **Election of Weaver Academy staff representatives:** Each department shall nominate one representative. The slate of nominees will then be approved by the entire staff.
- **Election of student representatives:**
 - Performing and Visual Arts Student Representative shall be the elected Student Body President.
 - Career and Technical Student Representative shall be assigned by the school administrator. This representative should be either a full time, year-round student or a student that attends Weaver in the morning to ensure regular attendance to scheduled morning SBLT meetings.
- **Replacement of Members/Members Stepping Down:** If a vacancy occurs, the individual department will nominate a new representative to be approved at the next faculty meeting or the administration will nominate an individual.

Section 3: Voting Rights

The SBLT will operate under the majority rule process. Each representative agrees to support the SBLT decisions. Each representative will vote as directed by the majority of members of his/her respective constituency. Voting members are: Principal, Assistant Principal, elected Teacher Representatives, elected Instructional Support Representative. Non-voting members are: Curriculum Facilitator (this position is normally part of the Instructional Support Staff: however, the SBLT has decided to make this position a permanent seat on the team. Therefore, this position can be advisory only, according to state law), Parent Representatives, and Student Representatives. All advisory members will represent their constituency according to their respective group laws and bylaws.

Article IV – Roles

In order for the Weaver Academy SBLT to operate efficiently and productively, the following roles have been established and must be assigned at every meeting. It shall be the decision of the members at the first meeting of the year to assign the roles to representatives for the entire year or to rotate the roles at each meeting. These roles shall include:

- Chairperson(s) (may not be the administrator)
- Secretary
- Timekeeper

Description of Roles:

Chairperson

- Meet with administrator and prepare agenda for the meetings (developed using input from members, administration, and faculty/staff needs).
- Start and end meetings in a timely fashion.
- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of Mission Statement.
- Ensure that minutes are being kept
- Open discussion on current agenda items.
- Encourage decision making through consensus.
- Summarize each meeting, review key actions and decisions; check that all members have the same clear understanding of all decisions.
- Review the time, date and location of the next meeting and any items that will require action prior to the next meeting.
- Write/send Connect-Ed message to constituency about the upcoming SBLT meeting.
- Post next SBLT meeting time and location on website.
- Periodically assess the effectiveness of meetings using verbal or written feedback from members.
- Email the committee members with reminders of the tasks that they need to have completed before the next meeting.

Secretary

State law requires that full and accurate minutes be kept of all official meetings of the Weaver Academy SBLT. The minutes shall reflect all actions taken, whether by vote or consensus, and all subjects discussed. The secretary shall be responsible for an accurate set of minutes that shall include the following:

- The date, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order;
- A list of all committees, subgroups, and individuals what gave reports and any recommended action;
- A list of all individuals and groups who addressed the SBLT;
- A list of all decisions reached by consensus and all motions approved or defeated by vote;
- Items that were placed on the agenda for the next meeting;
- The time the meeting was adjourned.

Furthermore, the secretary shall distribute the meeting minutes to the SBLT members for approval. The secretary will make any suggested changes to the meeting minutes then distribute to the faculty once approved by the SBLT.

Timekeeper

- Facilitate the prompt beginning of the meeting. Contact later-arriving members, re-announce the meeting if necessary.

- Keep members on task. If conversation strays from the topic or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for next meeting or continue meeting.

SBLT Representative

- Serve a two-year term on the SBLT.
- Attend meetings and arrive on time.
- If assigned a role, abide by the responsibilities and timelines assigned to that role.
- Submit constituency concerns to be placed on the meeting agenda to Chairperson one week prior to meeting date.
- Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- Vote as majority of constituency requests.
- Meet with or email constituency of all decisions made and actions taken by the SBLT within one week following the meeting.

Article V – Meetings

Section I: Meeting Day and Time

The Weaver Academy SBLT shall meet on the second Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. During those months, the meeting will be rescheduled by the Chairperson and Administrator to attain maximum attendance by SBLT members.

Section 2: NC Open Meeting Law

Weaver Academy SBLT meetings fall under the Open Meetings law of North Carolina. The law dictates the following:

- The SBLT shall file a notice of the day, time, and place of all regular meetings.
- IF a regular meeting time is changed, the SBLT shall file a notice of a new meeting at least seven days prior to new meeting.
- The SBLT shall abide by the following requirements for Special Meetings – specially called meetings that are held on different days and at different times during the year than regular meetings require one of the following two methods of notification; post a notice or mail/deliver a notice to every person of the SBLT and those requesting the special meeting. In both cases, notice must be given 48 hours prior to the special meeting and notice must contain day, time, and location of the meeting.

Section 3: Quorum

Two thirds shall constitute a quorum for the transaction of any business. If ant any meeting of the SBLT 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: Majority

A majority will be defined at 50% plus one of the attending quorum for any vote/motion to pass.

Section 5: Meeting Agendas

The Weaver Academy SBLT shall use a predetermined format set by the Chairperson and the Administrator.

Article VI: Committees

Section 1: SBLT Committees

Members of the SBLT shall have the authority to establish Special or Standing Committees as needed to meet the purpose of the SBLT as stated in Article II. Committee members and chairs are to be appointed and agreed upon by consensus. A majority of any committed, if more than two members, may fix the place and time of meetings. All committees shall report back to the SBLT as requested.

Section 2: Faculty/Staff Committees

School committees should send written reports of considerations, recommendations, etc. to the SBLT whenever necessary or suitable. For each issue, the SBLT may decide that it needs referral to an individual or to another school committee or group. The SBLT can create a task force to address an issue not covered by existing committees. The person initiating the issue can be invited to discuss the issue with the SBLT. All people who submit issues will receive a response and be told to whom their issue was referred.