

Pleasant Garden Site Based Leadership Team By-Laws

Article I – Name

The name of the Pleasant Garden Elementary School (PGE) Site-Based School Improvement Team shall be Pleasant Garden Site Based Leadership Team (PGSBLT).

Article II – Purpose

The purpose of the PGSBLT is to address issues directly and indirectly related to instruction, student performance, school climate, and school culture. The PGSBLT will make decisions and monitor implementation based on the mission and vision of Pleasant Garden Elementary School. These decisions are binding on Pleasant Garden provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the leadership team. In these cases, the principal will provide a *written explanation* to the team.

Section 1: Mission Statement of Pleasant Garden Elementary School

The staff of Pleasant Garden Elementary is committed to excellence in teaching by providing a supportive learning environment that challenges all students to reach their highest level of academic achievement. We will foster the development of students' attitudes, behaviors and health to prepare them to become independent, responsible citizens in the global community.

Article III – Function

The function of the PGSBLT is as follows:

- A. Facilitate the development of the School Improvement Plan
- B. Monitor, assess, and amend the School Improvement Plan
- C. Advance policies and procedures that enhance achievement and meet educational, safety, parent and community involvement, school climate, staff development, and communication goals
- D. Facilitate decision-making based on available data
- E. Work in concert with the principal and make recommendations on budgetary issues related to staff development, instructional materials and staff positions

Article IV – Membership

Section 1: Membership of PGSBLT

Members of the PGSBLT shall consist of, but not be limited to:

- A. School Principal
- B. Curriculum Facilitator
- C. One teacher representative for *each* grade level: (K-5)
- D. One teacher representative for specialists
- E. One representative for Instructional Support Personnel
- F. One representative for Exceptional Children instructors
- G. One-Two Parent representatives

H. Assistant Principal

Section 2: Election Processes and Terms

- A. All members will be elected and serve for two (2) years
- B. If for any reason an elected representative cannot fulfill the term, the constituent group will vote to elect a representative to complete the term.
- C. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

Section 3: Election of Parent Representatives

- A. Parent representatives shall be elected by parents of children enrolled at PGE in an election conducted by the PGSBLT.
- B. Nominations shall take place 30 days prior to the election and be made available to the public.
- C. Parent representative shall reflect the racial and socioeconomic composition of PGE and shall not be members of the building level staff.
- D. 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 the PGSBLT 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 assess the effectiveness of meetings using verbal or written feedback from members

Section 2: The Secretary

- A. In accordance with NC Open Meetings Law, the secretary will keep accurate minutes of all official meetings of PBSBLT, 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 PBSBLT.
 - 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

- B. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- C. The secretary shall bring paper copies of the minutes to the next meeting for approval.
- D. The secretary shall facilitate distribution of the minutes electronically in a timely manner.

Section 3: Timekeeper

- A. The timekeeper will keep meetings on track and on time.
- B. Inform the speakers as their time expires and eventually runs out.
- C. Ensures the whole meeting runs on-time and that no speaker/topic takes more time than allowed.

Section 4: Representatives

- D. Serve a two-year term on PGSBLT
- E. Attend meetings, arrive on time, and leave on time
- F. Complete responsibilities of assigned roles on the committee
- G. Participate in PGSBLT discussions and decisions
- H. 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
- I. Vote as the majority of the constituency requests
- J. Meet with or email constituency of all decisions made and actions taken by PGSBLT within one week following the meeting

Article VI – Meetings

Section 1: Meeting Day and Time

PGSBLT will meet on the third Tuesday of every month from 2:45-4:00 in the Media Center or virtually via Microsoft TEAMS.

The PGES ILT will meet on the every Tuesday of every month from 8:15– 9:00 in the curriculum facilitator’s office or virtually via Microsoft TEAMS.

Section 2: Meeting Agendas

Meeting agendas will be created and made available through NCStar

Section 3: NC Open Meeting Law

- A. PGSBLT meetings fall under the NC Open Meeting Law.
- B. PGSBLT shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, PGSBLT shall file a notice of the new meting time at least 7 days prior to the new meeting.

- D. In the case of *special meetings*, other than regular meetings, PGSBLT will post/deliver a notice to every person of PGSBLT 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 the meeting.

Section 4: Quorum

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

Section 5: 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, Pleasant Garden Elementary School will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support PGSBLT 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 by-law.
- D. Only members of the committee may speak. Visiting observers who wish to speak must request, in advance, to sit-in with a PGSBLT member.

Article VII – Committees and Sub-Committees

Members of PGSBLT shall have the authority to establish committees and sub-committees as needed to meet the purpose of PGSBLT. 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 PGSBLT as requested.

Article VIII – Amendment of By-Laws

PGSBLT by-laws may be amended with two-thirds (2/3) of the collected votes if a notice has been given during the prior meeting, otherwise, it shall require a majority (50% plus one) of Pleasant Garden faculty and staff to amend any by-law.