

## **Article I. Name**

Pilot Elementary School (SBLT)  
4701 Chimney Springs Drive  
Greensboro, NC 27407  
Guilford County

## **Article II. Purpose**

**The purpose of the SBLT, in common with other SBLT's in Guilford County, are:**

- a. To facilitate the development of the School Improvement Plan
- b. To monitor, assess and amend the School Improvement Plan
- c. To advance policies and procedures that enhance achievement and meet educational, safety and parent involvement goals
- d. To facilitate decision-making based on available data
- e. To build the capacity of the school to address parent and staff concerns
- f. 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
- g. To consult with the principal and make recommendations on budgetary issues relating to staff development, instructional materials and staff positions

## **Article III. Membership**

**The following are basic functions of the Pilot Elementary SBLT; in common with other SBLT's in Guilford County:**

- a. Facilitate the involvement of the school community in designing and implementing the school improvement plan
- b. Encourage, support and create opportunities for involvement from parents of the community
- c. Coordinate the activities associated with the design and implementation of the School Improvement Plan

## **Article IV. Membership**

Members will include a broad cross section of the school with members providing school/community points of view. Individuals must be willing to devote time, energy, objectivity, and creativity as team members.

### **a. Composition of Staff Membership:**

- School Principal
- Members of the professional staff to include the following: Assistant Principal, Curriculum Facilitator, Instructional Staff, Instructional Support Staff, Instructional Assistants, and Office Support Staff.

### **b. Composition of Parent Membership:**

The parent membership must reflect the racial, geographical and socioeconomic status of students in our school.

## **Article V. Elections Process and Term of Service**

- a. Parent members: All parent members of the School Based Leadership Team must be elected by parents of children enrolled in the school by secret ballot. The election shall be conducted by the parent and teacher organization in the school or by the largest organization of parents formed for this purpose. The election should be completed by no later than June 1<sup>st</sup> of each year. If the election does not result in a representative group of parents, the principal may appoint additional parents to the team as needed. Those names shall be brought to the largest organization of parents for approval. Parent members will serve one-year terms. Parent members may be re-elected for subsequent terms.
- b. Staff Members: Representatives of assistant principals, instructional personnel, instructional support personnel, office support, and teacher assistants must be elected by their respective groups by secret ballots. Staff members may be elected for subsequent terms.

Each staff member shall serve a one-year term.

Each elected member will also serve as the grade level chair.

Empty or positions made vacant will require a new election for that position.

## **Article VI. Meeting Information and Notification Procedures**

The Pilot Elementary SBLT will meet at least once a month to ensure the ongoing direction and work of the team, including the thorough monitoring of the School Improvement Plan. A summer planning meeting and/or emergency meetings may be called by the SBLT Chair or school principal if needed.

Members will be notified of meetings with an annual calendar and a reminder prior to each meeting.

Minutes of meetings should be posted within one week in a place that is visible to all staff and parents, including the school's web page. Copies of the minutes will be given to all team members and sent to the Central Region office via e-mail.

## **Article VII. Leadership Positions and Responsibilities**

As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective implementation of the school improvement process. However, effective implementation by definition must include the sharing of responsibilities and decision-making with other members of the team. To this end, the following leadership positions will be established for Pilot Elementary School Based Leadership Team at the beginning of each school year: Chair, Recorder, and facilitator. The SBLT will elect these positions. Any team member other than the school principal may serve as an officer on the School Based Leadership Team. Below is a list of responsibilities for each of these positions:

### **CHAIR:**

- Meet regularly with principal to discuss school issues and develop meeting agenda. Standing items on the agenda should include:
  - Review of minutes from last meeting and conduct new business
  - Updates from any sub-committee meeting or assigned projects
  - Review of progress towards objectives set in the School Improvement Plan
  - Request for agenda items for next meeting
  - Establishment of next meeting date
- Lead meetings and facilitate distribution of agenda to all team members of the School Leadership Team
- Remind team members about meetings at least one week in advance
- Assist in completing reports due for the team
- Facilitate the public notification of meetings
- Coordinates the activities of the sub committees

**RECORDER:**

- Is responsible for taking minutes at all meetings that clearly reflect the activities of the School Based Leadership Team
- Distributes minutes one week after the meeting
- Posts minutes of each School Based Leadership Team meeting in a designated place that is visible to parents and teachers, including the school's website
- Sends copies of minutes to all School Based Leadership Team members
- Sends copies of minutes to the Central Region office
- Maintains copies of minutes and quarterly / annual reports, and other important documents.

**FACILITATOR:**

- Focuses group energy, and keeps group on task
- Directs process and tries to involve everyone in the discussion
- Contributes to agenda planning
- Assists team in establishing the length of each meeting and/or the timeframe for each agenda item
- Monitors time throughout meeting and reminds team of timeframe

**TEAM MEMBER:**

- Attend meetings regularly
- Represent the interests of constituent group – not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Bring issues and concerns of constituent group to team meetings and communicate the activities and decisions made by School Based Leadership Team , to the constituent group