

# **Bylaws of Jamestown Elementary Site-Based Leadership Team**

## **Article I--Purpose**

The purpose of the Jamestown Elementary Site-Based Leadership Team, hereafter referred to as SBLT, is to provide a site-based process for the execution of improving student outcomes. This process reflects the strong belief that student learning and school improvement should include the collaboration of all key stakeholders, including teachers, parents, support personnel, and administrators. The functions of the SBLT are to

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

Although the 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. The SBLT:

- Facilitates the development of the School Improvement Plan
- Monitors, assesses, and amends the School Improvement Plan
- Advances policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals
- Facilitates decision-making based on available data
- Builds the capacity of the school to address parent and staff concerns
- Builds the capacity of the school to improve in the following areas:
  1. Curriculum
  2. School climate
  3. Classroom management/discipline
  4. Two-way communication
  5. Parent involvement
  6. Co-curricular activities
- Consults with the principal and makes recommendations on budgetary issues relating to staff development, instructional materials, and staff positions

## **Article II—Membership**

**Staff:** The SBLT shall consist of the principal, curriculum facilitator, one representative from each grade level, and one representative from each of the following groups: the cultural arts specialists, the academic support specialists, and one classified. The only prerequisite is that staff representatives should have completed one year at Jamestown. Representatives are elected by their respective groups and then the staff votes by secret ballot. Representatives are elected to serve a two year term for a maximum of two consecutive terms.

**Parents:** The SBLT shall consist of one parent representative. The parent representative shall be elected by the parents of children enrolled at Jamestown Elementary in an election conducted by the PTA and shall serve a term of one school year. One alternate may also be elected to attend meetings in the absence of one elected member. Representatives will be elected to serve a one-year term, for a maximum of three consecutive years.

### **Article III—Roles**

The SBLT shall consist of the following roles in order to operate efficiently and productively. SBLT members shall decide at the first meeting of the year whether to assign roles for the entire year or to establish a system of rotating roles.

- Chairperson: will meet regularly with principal to discuss school issues and develop meeting agenda, lead meetings and facilitate distribution of agenda to all team members, 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
- Recorder: will be responsible for taking minutes at all meetings that clearly reflect the activities of the SBLT, distribute minutes no later than one week after the meeting, post minutes of each SBLT meeting in a designated place that is visible to parents and teachers (including the school website), send copies of all minutes to all team members within one week, send copies to Central Office, maintain copies of minutes and quarterly/annual reports and other important documents
- Timekeeper: will assist team in establishing the length of each meeting and/or the timeframe for each agenda item, monitor time throughout meeting and remind team of timeframe
- Team members: will attend meetings regularly, represent the interests of constituent group, determine how to engage stakeholders in meaningful ways in school affairs, commit to working collaboratively with the team, bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by SBLT to stakeholders.

### **Article IV—Meetings**

A list of meeting dates will be established and posted in the teacher handbook, in the student handbook, in the school office, and on the school website. Meetings will be held in the Media Center and will begin at 2:50 and will last no longer than two hours. At that time, members will decide by consensus whether to complete unfinished business or set another meeting time prior to the next regularly scheduled monthly meeting. Meetings will operate through a process of consensus, in which all members support the focus and work of the team.

### **Article V—Meeting Agenda**

SBLT will follow the use of the following agenda format for all meetings:

- Welcome and recognition of guests
- Approval of minutes of previous meeting
- Reports from standing or special committees
- Unfinished business from prior meeting
- New business
- Adjournment

#### **Article VI—Amendment of By-laws**

The purpose of the SBLT by-laws is to outline the guidelines for operation. Upon their adoption, the by-laws should be submitted to the School Support Officer (SSO). By-laws may be amended by consensus of the existing SBLT.