

By-Laws of Kiser Middle School Improvement Team

Article I – Name

The name of the Kiser Middle School Improvement Team shall be Kiser’s School Improvement Team (SIT).

Article II – Purpose

The purpose of the SIT is to deal with issues directly and indirectly related to instruction, student performance, school climate, professional development, and school culture. The SIT will make decisions and monitor implementation based on the mission and vision of Kiser Middle School.

Section 1: Mission Statement of Kiser Middle School

Kiser Middle School will provide a cohesive learning community in which all decisions are made in the best interest of its stakeholders. During their middle school years, students will demonstrate maximum academic, social and emotional growth, in order to be 21st century leaders.

Section 2: Vision Statement of Kiser Middle School

Our vision at Kiser is to create an optimal learning community. We are committed to the following:

1. All students will learn.
2. Teachers and Administrators will be lifelong learners.
3. Teachers will use a variety of teaching strategies to meet the different learning styles of students.

Article III – Function

The function of Kiser’s SIT 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 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 if available, instructional materials, and staff positions.

Article IV – Membership

Section 1: Membership of SIT

Members of the SIT shall consist of:

- A. School Principal
- B. Representative for Assistant Principals
- C. One teacher representative for *each* grade level: 6, 7, 8
- D. One teacher representative for Encore
- E. Curriculum Facilitator
- F. One representative for Instructional Support Staff representative
- G. One teacher representative for Exceptional Children
- H. One representative for Teacher Assistants
- I. Appropriate Parent representatives.

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 by secret ballot to elect a representative to complete the term.

Section 3: Election of Parent Representatives

- A. Parent representatives shall be elected by the parents of children enrolled at Kiser Middle School in an election conducted by the largest parent organization.
- B. Nominations shall take place in a timely manner prior to the election and be made available to the public.
- C. Parent representatives shall reflect the racial and socioeconomic composition of Kiser Middle School and shall not be members of the building level staff.

- D. To the degree possible, parent representatives shall represent the various grade levels.
- E. Elections should be held in the spring semester.

Section 4: Election of KMS Staff Representatives

- A. Grade Level representatives for Administrators, Teachers, Curriculum Facilitator, Instructional Support Staff representative, Exceptional Children Teacher, and Teacher Assistant.
- B. Elections should be held in the spring semester.

Article V – Roles

Section 1: The Chairperson will be selected by secret ballot from Kiser’s SIT 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 – 10 day notice.
 - 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.