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Section 1. Formation

1.01. Entities

Monticello-Brown Summit Elementary School (the school) is a constituent school of Guilford County Schools. Pursuant to NC General Statute §115C-105.27, theses bylaws establish the Monticello-Brown Summit School Based Leadership Team (the SBLT).

1.02. Purposes

The purposes of the SBLT are to:

a. Develop a School Improvement Plan (SIP) to improve student performance in consideration of any annual performance goals set by the NC State Board of Education and/or Guilford County Schools.
b. Develop a budget to guide the spending of any federal Title I funds allocated to the school (Title I budget).
c. Provide a mechanism for collecting and a forum for discussing feedback, concerns, and ideas from School staff members.
d. Provide guidance to the Principal and any Distributed Leadership Teams.

Section 2. Membership

2.01. Three Permanent Members

Staff members serving in the following roles are permanent members of the SBLT:

a. Media Specialist
b. Curriculum Facilitator
c. Principal

2.02. Seven Elected Representative Members

Each of the following constituent groups will periodically elect, by anonymous vote, one person from their constituency to serve as their representative member on the SBLT:

a. Kindergarten and first grade teachers
b. Second and third grade teachers
c. Fourth and fifth grade teachers
d. Specials teachers
e. Tiered support staff (special education, counselor, social worker, school psychologist, etc.)
f. Classified staff (co-teachers, front office staff, custodians, translators, etc.)
g. Parent Teacher Organization or other parent representative group

2.03. Terms of Elected Members

a. The term of each elected member is two years.
b. The SBLT will seek to maintain term expirations such that no more than 60% of members' terms expire in the same year.
c. An elected member may serve as many consecutive terms as their constituent group elects them.
d. A member may resign from the SBLT.
e. A constituent group may remove its representative for repeated failure – after notice and an opportunity to cure – to meet the responsibilities of SBLT members.
f. The SBLT may vote to remove a member from a role and/or from the SBLT for repeated failure – after notice and an opportunity to cure – to meet the responsibilities of that role and/or the responsibilities of all members. The member proposed for removal may participate in the vote.
g. In the event a member's SBLT membership ceases, the member's constituent group will re-elect a new representative member, by anonymous vote, to serve the remainder of the departing member's term.

2.04. Proxy

a. A member – or, in a member's absence, the principal – may designate a proxy to serve in a member's stead during the member's absence. A proxy should be a member of the constituent group or, if that is impractical, in a role similar to those in the constituent group.
b. A proxy has the authority to act as the appointing member for the duration of the appointment.
c. By a majority vote of all its members, a constituent group may anonymously vote to remove a proxy appointed by an absent member and re-appoint a new proxy.

Section 3. Responsibilities

3.01. Leadership Roles

a. **Chairperson.** The chairperson is a leadership role that is appointed by the Principal. The chairperson:
   - Invites input from school staff and SBLT members on agenda items for each meeting.
   - Coordinates with the principal to develop an agenda for each meeting.
   - Shares each meeting's agenda in advance of each meeting with school staff and SBLT members.
   - Causes all meeting dates, times, and locations to be publicly posted on the school website in compliance with NC Open Meeting laws.
   - Conducts each SBLT meeting.
b. **Secretary.** The secretary is a leadership role that:
   - Prepares minutes from each meeting.
   - Submits the meeting minutes to the principal for review after each meeting.
   - Submits the meeting minutes approved by the principal to the process manager.
   - Maintains a record of all meeting minutes.

3.02. Administrative Roles

a. **Process Manager.** The process manager is an administrative role that:
   - Manages all aspects of the school's account in the NC Board of Education's platform for school improvement plans.
   - Ensures all required elements of the platform are timely completed.
b. **Timekeeper.** The timekeeper is an administrative role that, during each meeting:
   - Measures the time members spend on each agenda item.
   - Notifies members when they have spent nearly all the time allotted to the active agenda item.
   - Notifies members when they have met and/or exceeded all the time allotted to the active agenda item.

3.03. Members

a. **Before Each Meeting.** Before each meeting, each member will:
   - Collect feedback, concerns, and ideas from their constituent members.
   - Complete any action items assigned to them that are due at the meeting.
   - Complete any pre-work necessary to be prepared for the meeting.
b. **At Each Meeting.** At each meeting, each member will:
   - Present – even if personally opposed to – their constituents' feedback, concerns, and ideas.
   - Present their own thinking, if it is different from their constituents'.
   - Observe meeting norms formally and/or informally established by the SBLT.
c. **After Each Meeting.** After each meeting, each member will report the discussions and decisions of the meeting to their constituent members.

Section 4. Distributed Leadership Teams

4.01. Formation
The SBLT may establish one or more Distributed Leadership Teams (DLTs) to advise it on specific areas of the school's operations. The SBLT may also dissolve DLTs at its discretion.

4.02. Authority
The SBLT may:
- direct a DLT to act and/or
- delegate decision making authority to a DLT within a defined scope. This scope may not, however, extend to making superintendent or executive decisions.

4.03. Membership
DLT membership may consist of any person. DLT members do not have to be an SBLT member or a school staff member.

Section 5. Meetings

5.01. Cadence
a. The SBLT will meet at least twice monthly. The dates and times for these meetings will be posted on the school's website.
b. One of these monthly meetings may be constituted by the meeting of all DLTs.
c. The SBLT may call an emergency meeting if needed to address unexpected circumstances that require immediate consideration.

5.02. Minutes
All meetings are documented by minutes that include:
a. the names of people in attendance;
b. a description of each major item discussed in the meeting; and
c. a description of each decision made during the meeting (recording the vote total is optional).

5.03. Methods
Meetings may be had with any combination of the following methods of participation:
a. in-person attendance,
b. video call, and/or
c. phone call.

5.04. Open Meetings
Pursuant to NC General Statue §115C-105.27:
a. All meetings of the SBLT and DLTs are subject to the open meetings requirements of Chapter 143, Article 33C of the NC General Statutes.
b. Deliberations on school safety matters, however, are held in closed session pursuant to NC General Statute §143-318.11(a)(8).

5.05. Quorum
A quorum consists of the presence of 50% of SBLT members.

Section 6. Voting

6.01. Decisions

a. The SBLT expresses its decisions through the affirmative vote of its members.
b. Each SBLT member has one vote.
c. Staff, parents, students, or members of the public who are participating in a meeting but who are not SBLT members do not have a vote.

6.02. Superintendent Decisions

The following decisions by the SBLT are superintendent:

a. Electing a member to an SBLT leadership role.
b. Adjusting the expiration date of a member's term.
c. Removing a member from the SBLT.
d. Waiving the lack of appropriate notice for emergency meetings.
e. Amending these bylaws.
f. Approving an initial SIP.
g. Approving an initial Title I budget.

The SBLT may only make superintendent decisions:

h. in a meeting
   - of which all SBLT members, school staff, and the public were given at least seven days' notice, or
   - in the event of an emergency meeting, all SBLT members waive the lack of appropriate notice;
i. with a quorum at the time of the vote, and
j. with the affirmative vote of more than 60% of the members present.

6.03. Executive Decisions

The following decisions by the SBLT are executive:

a. Revising an SIP.
b. Adding, removing, or updating an SIP action item.
c. Revising a Title I budget.
d. Authorizing a Title I budget transfer.

The SBLT may make executive decisions:

a. in a meeting
   - with a quorum at the time of the vote, and
   - with the affirmative vote of the majority of the members present

or

b. in a series of emails
   - that includes all SBLT members, and
   - that contains the affirmative expression of more than 75% of all SBLT members.

6.04. Ordinary Decisions

All other SBLT decisions are ordinary. Ordinary decisions may be made:

a. in a meeting
   - with or without a quorum at the time of the vote, and
   - by
     - the affirmative vote of a majority of the members participating in the vote, or
     - a consensus revealed in a preponderance of affirmative expressions.

or

b. in a series of emails
   - that includes all SBLT members, and
   - that contains the affirmative expression of more than 50% of all SBLT members.