Bylaws of The Early College at Guilford School Leadership Team

Article I Name

The name of The Early College at Guilford (ECG) Improvement Team shall be the School Leadership Team (SLT).

Article II Commitments

- We believe that we are here to focus on the good of the students of ECG first, then the staff, and the whole learning community.
- We will review student achievement and school climate data to monitor and update the School Improvement Plan (SIP).
- We will begin and end on time.
- We respect and trust each other.
- We hold that all ideas and opinions are valid.
- We value each person to the degree that everyone gets a chance to speak and to listen.
- We affirm that "no input" signals agreement. We will represent fairly the opinions of our constituency.

Article III Membership

Membership of SLT shall consist of:

- The Principal of the school
- A minimum of four members of the instructional staff personnel –
  - Representative may consist of member from the following departments:
    - English,
    - Math,
    - Science,
    - Social Studies,
    - Physical Education,
    - World Language,
- School Counselor
- Representative(s) of instructional support personnel
  - Data Manager/Treasurer
- Representatives of parents of children enrolled in the school
  - At least one but not more than two
- Student representative
  - 1-student; preferably from the Student Council (Optional)
- College Liaison

Article IV Elections

Section 1 Election of School-Based Members

- Representatives of instructional personnel shall be elected by their respective groups by secret ballot the spring semester prior to beginning of the term they will serve.
- The ballots will be tallied by the ECG Treasurer and validated by the SLT chair and a witness. The ballots will be stored in the SLT data files for two years.

Section 2 Election of Parent Members

- Parent representatives shall be elected by the parents of children enrolled in the school via a secret-ballot election conducted by the parent and teacher organization of the school (PTSA).
- Parent representation on school improvement teams should reflect the racial and socioeconomic composition of ECG and shall not be members of the building level staff.

Article V Terms of Service

- Members serve a two-year term.
- There is no limit to the number of consecutive terms you may serve.
- Additional members may be recommended, voted, and approved by SLT but no additional members may be appointed.
- To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team.
- Schools may seek a waiver to the terms of service requirement by submitting a written request to the assigned Learning Area School Support Officer.
- If a member leaves the school, a replacement will be elected for the remainder of the existing term.

Article VI Team Purpose and Role

Section 1

The SLT shall develop a school improvement plan (SIP) that addresses the following areas:

- Improved instruction and student outcomes;
  - Collect and analyze achievement data
  - Set priorities for improvement
  - Plan strategies and set goals for improving student achievement
    - S.M.A.R.T. (Specific, Measurable, Attainable/Aligned, Results-Oriented, and

Timebound) goals
    - Monitor progress and adjust strategies as needed
    - Increase communication with and among all stakeholders
- Set the direction for professional development;
- Plan strategies for improving the school climate, which includes safety, discipline, student learning environment and teacher working conditions;
- School community satisfaction (student, parents, and teachers), and
- Ensure the school meets accreditation standards as defined by AdvancEd

Section 2

The SLT is not designed to usurp the legal authority of the principal. Rather, the team's function is to:

- Facilitate the involvement of the school community in designing and implementing the SIP;
- Encourage, support, and create opportunities for involvement from parents;
- Coordinate the activities associated with the development and design of the SIP;
- Provide direction in the development of the professional development plan; and
- Provide direction in the use of available resources to optimize improvement of instruction and student outcomes and to ensure adequate planning time for all teachers.

Section 3

The SLT, while not directly involved in day-to-day operations of the school, is involved in tasks that effect the smooth operation of the school. These tasks include:

- Facilitate the development of the SIP;
- Monitoring, assessing, and amending the SIP;
- Advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement; and
- Collaborating on budgetary, professional development, and instructional issues as they relate to school improvement planning.

Article VII Expectations of Members

Section 1

All members of the SLT are expected to:

- Attend any scheduled professional development/training pertinent to school improvement planning;
    - If any member does not attend three (3) consecutive meetings, they must resign from the leadership team. A new representative will be elected following the guidelines set forth above in Section 2.a and b above.
    - If a member is unable to attend, it is the responsibility of that member to find appropriate coverage from their representative group. Once elected, refusal to

serve will result in a referral to school's administration by the SLT Chair.

- Attend all meetings of the SLT;
- Share information with parents, faculty, or other stakeholder groups;
- Talk/listen to parents, faculty, or other stakeholder groups and provide feedback to SLT; and
- Encourage all stakeholders to become actively involved in school improvement planning process.

Article VIII Crucial Tasks of the SLT

Section 1

- Adopt bylaws (in compliance with North Carolina General Statute)
- Establish ground rules for meetings
- Set/post meeting schedules
- Communicate agendas in advance of the meeting date using Indistar.org
- Keep minutes, post, and communicate decisions and results to stakeholders
- Align SIP to GCS Strategic Plan and State Board of Education goals
- Align school budget to school improvement planning
- Update SIP as needed
- Complete tasks as assigned in the SIP

Article IX Meeting Regulations

Section 1

All SLT meetings are defined by law as public meetings and therefore subject to open meeting regulations:

- Maintain a schedule of regular meetings in the school office. Changes to the regular meeting schedule require a seven-day notice prior to the first meeting of the new schedule.
- Meetings outside of these regular meetings require notice to be posted 48 hours prior to the meeting.
- Record detailed meeting minutes through either written minutes or audio or video recording. The minutes are considered public records and must be made available to people at their request.
- All voting must take place in the open and must be recorded within the minutes of the meeting.

Article X Open Meeting Laws

1. Make sure SLT is properly elected.
2. Give public notice of meetings (by ConnectEd voice and email messaging, posting on school website and in PTA publications). Notice all meetings by stating the time, place and date of the committee meeting in each notice, sent to everyone who requests notice and posted at least seven (7) calendar days in advance of the meeting.
3. Make sure you have a quorum present to take action (a majority of the Team present and voting). Two thirds of the members shall constitute a quorum for the transaction of any business. If at any meeting of SLT less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.
4. Take action by formal recorded vote.
5. Keep minutes of the meetings, which minutes are public records and available to the public. Minutes should record the time and date and place of the meetings, those present, general topics discussed, each motion made and a tally of the votes on each motion.
6. The Team should approve the minutes at subsequent meetings and keep a record of all minutes.
7. The Team may go into closed session to preserve sensitive materials about the school emergency operational plan. Appropriate subjects for closed session would include location of evacuation routes, panic buttons, surveillance, door security, etc. and to approve the safe school plan.
8. To go into closed session in a regularly called meeting, a Team member should say: "I move to go into closed session to formulate plans related to emergency response to school safety issues." Must be seconded and a majority must vote "yes" to go into closed session. At the conclusion, a motion should be made to return to open session and voted upon by the Team.
9. All non-Team members should be excused from the closed session except any non-Team member invited to give particular information for consideration by the Team.
10. Minutes should be kept for closed session and store in a confidential location.

Article XI Voting Rights

- SLT will operate under the consensus process.
- Each representative has one vote and agrees to vote in a manner consistent with what he or she believes to be the majority position of members of his or her constituency.
- Decisions will be made by a majority vote unless otherwise specified in these Bylaws.
- A majority will be defined as more than 50% of those present.
- Members agree to support the majority decision of the SLT.

Article XII Description of Roles

Section 1

In order for SLT to operate efficiently and productively, the following roles have been established and will be assigned at every meeting. It shall be the decision of the members at the first meeting of the year whether to assign the roles to representatives for the entire year or to rotate the roles at each meeting. If any role should become empty, the SLT will vote on a member to assume the role.

Chairperson(s)
Vice Chairperson
Secretary
Timekeeper

Section 2

Principal

- Will present the proposed school improvement plan to all of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants assigned to the school building for their review and vote. The vote shall be by secret ballot.
- Shall submit the school improvement plan to the local board of education only if the proposed school improvement plan has the approval of a majority of the staff members who voted on the plan.
- Ensure the compliance with state open meeting requirements.

Section 3

Chairperson(s)

- Prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Start and end meetings promptly.
- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of Mission Statement.
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Encourage decision making through consensus and mediate differing positions if needed.
- Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.
- Review the time, date and location of the next meeting and any items that will require action prior to the next meeting.
- Periodically assess the effectiveness of meetings using verbal or written feedback from members.
- Within three days of the meeting, e-mail the committee members with reminders of the date, time and place of the next meeting and tasks that they need to have completed before the next meeting.
- E-mail again by Friday of the week before the next meeting.
- The Chair will continue on the committee as a non-voting member one year after the

expiration of his or her tenure.

Section 4
Vice Chairperson

- Assist the Chairperson(s): Work together with the chairperson with significant help in the preparation of agenda.
- Serve when the Chairperson(s) is unavailable
- Succeed the Chairperson(s)

Section 5
Secretary

State law requires that full and accurate minutes be kept of all official meetings of SLT. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that were discussed. The secretary shall be responsible for an accurate set of minutes that shall include:

- The date, time and place of the meeting as per the meeting notice, and the time the meeting was called to order.
- A statement of the approval of the minutes from the previous meeting.
- A list of all committees, subgroups and individuals that gave reports and any recommended action.
- A list of all individuals and groups who addressed SLT.
- A list of all decisions reached by consensus and all motions approved or-defeated by vote; this should include the exact wording of any motions.
- Items that were placed on the agenda for the next meeting.
- The time the meeting was adjourned.

The secretary shall word the minutes in a professional manner and be concise, specific and:

- Ask for clarification if unsure of information before recording it.
- Distribute minutes electronically to SLT members for corrections within one week following meetings.
- Post one copy of the minutes in the front office.
- Distribute the final minutes electronically to SLT members and Western staff and post the minutes to the Western school website and the PTSA webmaster.

Section 6
Timekeeper

- Facilitate the prompt beginning of the meeting. Contact late-arriving members, re-announce the meeting if necessary.
- Keep members on task. If conversation strays from the topic or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for next meeting or continue meeting.

Section 7

SLT Representatives

- Serve a two-year term on SLT.
- Tasked with school improvement plan implementation
- Lead active researching and developing of the plan – value of distributed leadership
- Support the process of approving the vote of the plan by building support among the rest of the staff through information sharing and by soliciting ideas and feedback from colleagues.
- Analyze and understand data to identify root causes for problems and take action to address them.
- Ensure that appropriate measures are tracked to understand whether intervention is addressing the problem.
- Attend meetings; arrive on time and find a replacement if unable to attend.
- If assigned and accept a role, abide by the responsibilities and timelines assigned to that role.
- Submit constituency concerns to be placed on meeting agenda to Chairperson two days prior to meeting date.
- Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- Vote as understand desired by a majority of his or her constituency.

Article XIII Meetings

Section 1 Day

- SLT shall meet on the second Tuesday of every month unless a holiday or workday is scheduled for that Monday. During those months, SLT will meet on the third Tuesday unless another date is agreed upon. The meeting date/time and the minutes will be posted on the school's website monthly by the Chair with help from the Media Center Specialist.

Section 2 Time

- Meetings times may vary as the school bell schedule dictates. After an hour and thirty minutes, a vote must be taken if there is a need or request to extend the meeting for an additional 15 minutes. If business of the team is not completed after the first extension, a second vote must be taken to extend the meeting for another 15 minutes. At the end of this time, any unfinished business will be carried over to the next meeting.

Article XIV SLT Committees

Section 1

Members of SLT shall have the authority to establish committees as needed to meet the

purpose of SLT as stated in Article VI. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings laws. A majority of any committee may fix its place and time of meetings of the committee. All committees shall report back to GLT as requested.

Section 2. Standing SLT Committees

- School Improvement Team (SIT)
  Develops a school improvement plan to strengthen student performance. SIT members can be from the Leadership Team and other Western Guilford staff members not on the leadership team. No fewer than the principal, two classroom teachers, a specialist and a parent will make up the committee.
- Budget Committee
  Gathers and analyzes information from all content areas for draft budget. Presents draft budget options and summary analysis to full SLT for discussion and decision. No fewer than one classroom teacher, a specialist, an administrator and a parent will make up the committee.
- Bylaws Committee
  Meet as needed and or requested by the Leadership Team to review and draft updates or amendments of the Bylaws. The committee will present the drafts and updates at a regular leadership meeting. No fewer than one classroom teacher, a specialist and a parent will make up the committee.

Article XV Amendment of Bylaws

SLT Bylaws may be amended by two thirds vote of the SLT. Two weeks prior written or email notice to SLT members is required to raise a proposed amendment to the Bylaws at a meeting.