

Shadybrook Elementary School
School Improvement Team Bylaws
2025 - 2026

PREAMBLE

The school improvement team shall be established in accordance with G.S. 115C-105.27, G.S. 115C-288(I) and Guilford County BOE policy/Administrative Procedure IN/IN-P, School Improvement Teams.

ARTICLE I- NAME

The official title of the Shadybrook Elementary School improvement team shall be “The Shadybrook Elementary Improvement Team” (hereinafter referred to as “School Improvement Team or SIT”).

ARTICLE II – PURPOSE

Under the leadership of the principal, the School Improvement Team (SIT) shall develop a school improvement plan to improve student performance that addresses the following areas:

- Improved instruction and student outcomes;
- Professional development;
- School climate, which includes safety, discipline, student learning environment and teacher working conditions;
- School community satisfaction (students, parents, teachers), and
- Duty free lunch/planning time for teachers.

ARTICLE III – POWERS AND DUTIES

The SIT will be involved in a number of tasks that affect the operation of the school. Those tasks shall include:

- Facilitating the development of the school improvement plan including a safe school plan;
- Monitoring, assessing, and amending the school improvement plan (three to four times during each school year);
- 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.

The SIT is not designed to usurp the authority of the principal and is not directly involved in the day-to-day operations of the school.

ARTICLE IV – MEMBERSHIP

Section 1 – Membership

The School Improvement Team shall consist of the following:

- School principal
- Representatives of the assistant principals
- Instructional staff
- Instructional support staff
- Teacher assistants, and
- Parents of children enrolled in the school.

Section 2 – Election and Terms

School Based Personnel: Representatives of the assistant principals, instructional personnel, instructional support, and teacher assistants shall be elected by their respective groups via secret ballot. Ballots shall be maintained at the school for one year. Secret ballot is defined as a voting method in which a voter's choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot. The election process itself shall take place in an open and transparent manner.

Parent Membership: Parent representatives shall be elected by parents of children enrolled in the school via secret ballot election conducted by the parent and teacher organization of the school, or if none exists, by the largest organization of parents formed for this purpose. Ballots shall be maintained at the school for one year. Secret ballot is defined as a voting method in which a voter's choice(s) is anonymous; thus, votes shall be collected via paper or electronic ballot. Parent representatives should reflect the racial and socio-economic composition of the students enrolled in the school and shall not be members of the building level staff. It is the goal of the SIT to include a minimum of 2 parent representatives with a maximum of 30% of the SIT comprised of parents.

Each SIT member shall serve a minimum of one year and a maximum of 2 consecutive years.

Section 3 – Positions and Responsibilities

Representative Responsibilities:

- Attend meetings regularly
- Secure a substitute from their constituent group in the event of a necessary absence
- Represent the interests of their constituent group – not just their own
- Engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with the team
- Bring issues and concerns of their constituent group to the Chairperson in a timely manner
- Communicate the decisions made by SIT to those they represent

Chairperson Responsibilities:

- Meet regularly with the principal to discuss staff and parent concerns and develop meeting agendas. Standing items on the agenda include:
 - Review of action items from the last meeting
 - Conduct new business
 - Updates from any sub-committee meetings or assigned projects

- Review of progress toward the School Improvement Plan
- Request for agenda items for the next meeting
- Review of next meeting date
- Lead meetings and share the agenda with all team members at least two school days before each meeting
- Facilitate the public notification of meetings through current messaging platforms

Recorder Responsibilities:

- Record minutes at all meetings that clearly reflect the activities of the SIT
- Ensure minutes of each School Leadership Team meeting are posted according to the Bylaws
- Maintain records of minutes, quarterly/annual reports, and other important documents

ARTICLE V – MEETINGS

Section 1 – Regular Meetings

The SIT shall meet on the first Tuesday of each month unless a holiday or teacher workday is scheduled on that day. During those months, the SIT will meet on the second Tuesday of the month. Meetings will take place in the Shadybrook Media Center unless otherwise determined and announced in accordance with North Carolina Open Meeting Law. Standing meeting times will be posted on the SIT web page and the Shadybrook Elementary School calendar.

Section 2 – North Carolina Open Meeting Law

SIT meetings are subject to the open meetings requirements of Article 33C of Chapter 143 of the North Carolina General Statutes. Deliberations on the school safety components of the plan shall be in closed session in accordance with G.S. 143-318.11(a)(8). The principal shall ensure that these requirements are met.

Section 3 – Quorum

Fifty percent of the SIT members plus an additional member shall constitute a quorum/majority for the transaction of any official business. If at any meeting of the SIT there is less than a quorum present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

Section 4 – Procedures for Addressing Concerns

All concerns should be in writing and emailed or placed in the SIT chair’s mailbox at least three school days before the meeting. Please specify the grade level that has the concern. Concerns will be discussed by the principal and chairperson before setting the agenda for each meeting. A decision will be made to either add the concern to the agenda for the team to discuss or handle personally by the principal or the chairperson. No concern should come up in the SIT meeting that has not been submitted to the SIT chair or principal prior to the meeting. The SIT can create a task force to address an issue not covered by existing committees. The person submitting the concern can be invited to discuss the issue with the SIT provided the issue is an appropriate matter for SIT review and discussion. All individuals who submit issues will receive a response and be told to whom their issue was referred.

Section 5 – Meeting Minutes

Minutes of the meeting should be posted within one week in a place that is visible to all staff and families, which must include the school's website. Representatives should review the meeting minutes with all represented staff members within a week of their dissemination.

ARTICLE VI – COMMITTEES

Committees may be established as needed to meet the purpose of SIT as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to the SIT as requested.