Bylaws of Greensboro College Middle College School Based Leadership Team

Article I – Name

The leadership team shall be identified by “GCMC School Based Leadership Team or GCMC SBLT”.

Article II – Purpose

The purpose of the GCMC SBLT is to deal with issues directly and indirectly related to instruction, student performance and school environment/improvement. These decisions are binding on GCMC provided the decisions are within the authority of the school. GCMC SBLT will embrace the progressive philosophy of the school, including its collaborative atmosphere, mission, policies and SIP goals, defined in the School Improvement Plan. The GCMC SBLT will review and monitor the implementation of practices to ensure alignment with the progressive philosophy.

Section 1. FUNCTIONS OF SCHOOL-BASED LEADERSHIP TEAM:

School improvement is a collaborative process supported through general statute (115C-105.27) with representation of all stakeholders. This process is focused through the development of a School Improvement Plan, generated by an elected body, the GCMC SBLT. This team is comprised of teachers, parents, administrators and other key stakeholders.

The GCMC SBLT is not designed to usurp the legal authority of the principal. Rather, the team’s function specifically:

- facilitates the involvement of the school community in designing and implementing the Greensboro College Middle College school improvement plan
- provide opportunity for teacher leadership in a collaborative and shared decision making process
- encourages, supports and creates opportunities for involvement from parents
- coordinates the activities associated with the development and design of the GCMC School Improvement Plan
- provides direction in the development of the professional development plans
- provides direction in the use of available resources to optimize planning time for all teachers

Section 2. SCHOOL-BASED LEADERSHIP TEAM DUTIES:

Although the GCMC 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 Leadership Team:

- 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:
  -Curriculum and Instruction
  -School Climate
  -Classroom management/discipline
  -Two-way communication
  -Parent involvement
  -Co-curricular activities
- -Consults with the principal and makes recommendations on budgetary issues relating to staff development, instructional materials and staff positions.

The leadership team serves in an advisory capacity regarding the school budget with the team providing collaboration, input and advice to the school principal who makes the final decision as defined by GCS policy.

Article III – Membership

Section 1. Membership of GCMC SBLT

Composition of Staff Membership:

A. School Principal
B. School Counselor
C. Each licensed staff member
D. One classified staff member

Composition of Parent Membership:

E. Two Parent Representatives: A maximum of two parents shall represent the parent body.
F. PTA president shall be one of the GCMC SBLT's representatives. Another parent representative shall be elected by the parents of children enrolled at GCMC in an

election by the largest parent group. The election will take place during the first Open House by secret ballot. Votes will be counted and announced by the principal. Parents serving on the GCMC SBLT, to the degree possible, shall reflect the racial, socioeconomic and geographic composition of the students enrolled in the school. If the election does not result in a representative group of parents the principal may appoint additional parents to the team as needed. Those appointed names must then be brought to the presiding GCMC SBLT for consensus.

G. Only full members shall have voting privileges.

H. PTA Presidents should work to facilitate good communication between the PTA and the GCMC SBLT apprising the Leadership Team of concerns raised in the PTA and seeking ways for the PTA to support the work of the GCMC SBLT.

Section 2. Election and terms of service for members

Each member shall serve a minimum of one year and a maximum of two consecutive years, provided that the person is still representative of the constituents that originally elected him/her. 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.

A. Election of parent representatives

Parent representatives shall have children enrolled at Greensboro College Middle College and shall be elected by the parents of children enrolled at Greensboro College Middle College in an election conducted by the parents and teachers during the first Open House. GCMC SBLT nomination ballot will be made available prior to the election. To the degree possible the GCMC SBLT parent representatives should reflect the racial, geographical and socioeconomic status of students at GCMC.

B. Election GCMC SBLT staff representatives

One licensed staff per content area shall be representatives of school staff shall and be elected by their respective groups and voted on by secret ballot.

Section 3. Discussions, Decision-Making and Voting

A. Decisions are made by consensus (general agreement and consent) when possible.

B. In the event the chair determines after reasonable time that a decision cannot be made by consensus, a vote will be taken. In this case, GCMC SBLT will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support GCMC SBLT's decisions. The representative votes as directed by the majority of members of their constituency.

C. A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.

D. Only members of the committee may speak. Visiting observers who wish to speak (limited to 2 minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to 2 minutes) if agreed upon by consensus of GCMC SBLT members present.

Article IV. Roles

LEADERSHIP POSITIONS:

As the instructional and organizational leader of the school, the principal is ultimately responsible for the day-to-day operation of the school and effective implementation of the school improvement process. This is required by GCS policy which states that the leadership team is not designed to usurp the legal authority of the principal and as the instructional and organizational leader of the school; the principal is ultimately responsible for the implementation of the school improvement process.
However, effective implementation by definition must include the sharing of responsibilities and decision-making with other members of the leadership team. To this end, the following leadership positions would be established for each School Leadership Team at the beginning of each school year: Chairperson, Co/Vice-Chairperson, Recorder and Timekeeper.
Each team should elect these positions. Any team member other than the school principal may serve as an officer on the GCMC SBLT. Below is a list of responsibilities for each of these positions:

CHAIRPERSON:

Primary Duties*:*

A. Will be selected by secret ballot from the GCMC SBLT members. The Chairperson will conduct the following duties:

- Meets with the principal and prepares the agenda for the meeting based on input form members, administration, faculty and staff.
- Publish meeting agenda for leadership team members two days ahead of proposed meeting date.
- Starts, facilitates and ends meetings.
- Encourages open discussion and decision –making through consensus.
- Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of meetings using verbal or written feedback from members.
- Periodically assess the effectiveness of meetings using verbal or written feedback from members.

Any staff member or parent may present an issue to the leadership team in writing. For each issue, the leadership team may decide that it needs referral to an individual (e.g. Principal) or to another school committee or group. The leadership team can create a task force to address an issue not covered by existing committees. The person initiating the issue can be invited to present the issue with the leadership team (limited to 2 minutes) providing the issue is an appropriate matter for leadership team review and discussion. All people who submit issues will receive a response and be told to whom their issue was referred.

Additional Duties:

- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of group norms.
- Ensure that minutes are being kept
- Open discussion on current agenda items.
- Encourage decision making through consensus.
- 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.

CO-CHAIRPERSON:

- Runs the meeting when the chairperson is absent
- Assumes all responsibilities of chairperson in the event that the chairperson is unable to complete term

SECRETARY/RECORDER:

Requirements of the meeting minutes:

A. The secretary will keep accurate minutes of all official meeting of GCMC SBLT, including the following information:

- Is responsible for taking minutes at all meetings that clearly reflect the activities of the School Leadership Team including dates, time and place of the meeting as per 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 individuals and groups who addressed the GCMC SBLT.
- Posts minutes of each GCMC SBLT meeting in a designated place that is visible to parents and teachers, including the school's website
- Sends copies of minutes to the Executive Director with assistance from Chair and/or Principal
- A list of all decisions reached by consensus and all motions approved or defeated by vote; this shall include the exact wording of any motions.
- The time the meeting was adjourned.

B. The secretary shall word the minutes in a professional manner and to the degree possible be concise and specific, asking for clarification if needed.

TIMEKEEPER:

- Assists team in establishing the length of each meeting and/or the timeframe for each agenda item.
- Monitors time throughout meeting and reminds team of timeframe
- Facilitate the prompt beginnings of the meetings. Contact late-arriving members, re-announce the meeting if necessary
- Keep members on task. If conversations stray 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 the next meeting or continue the meeting

TEAM MEMBERS/REPRESENTATIVES:

A. Members are elected and serve for a minimum of one year and a maximum of two years. Members are responsible for the following:

- Attend Meetings regularly
- Represent the interests of constituent group - not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Brings issues and concerns of constituent group to team meetings and communicates the activities and decisions made by GCMC SBLT to their constituent group
- If assigned a role, abide by the responsibilities and time-lines assigned to that role

Article V – Meetings

Section 1. Meeting day and time

- The standing regular meeting day and time will be determined by consensus of the GCMC SBLT members prior to September 1st of each academic year.
- GCMC SBLT will meet at least once per month. Standing regular meeting days and times will be posted on the school's web page (noting any necessary changes due to: i.e. a holiday, inclement weather, scheduled workday, etc...).
- Meetings will take place in the 3rd floor of Cowan Humanities Building. GCMC SBLT meetings will be held at to accommodate the participation of parent representatives.

Section 2. Meeting Minutes

- Minutes of meetings should be posted within one week in a place that is visible to all staff and parents, which must include the school's webpage.
- Team members should review meeting minutes with all represented staff members within a week of their dissemination
- Copies of the minutes must be given to all team members and sent to the Central Region office personal via e-mail.

- An annual report should be submitted by the principal to the Regional Superintendent and the board of Education detailing the progress of the implementation of the School Improvement Plan

Section 3. NC Open Meeting Law: GCMC SBLT meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and GCMC SBLT shall abide by the law as follows:

- GCMC SBLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, GCMC SBLT Team shall file a notice of a new meeting at 24 hours' notice prior to new meeting
- GCMC SBLT shall abide by the following requirements for Special Meetings – specifically called meetings that are held on different days and at different times during the year than regular meetings requires one of the following two methods of notification: post a notice or mail/deliver a notice to every person of GCMC SBLT and those requesting the special meeting. In both cases, notice must be given 24 hours prior to the special meeting and notice must contain day, time and location of meeting.

Section 4. Quorum

Two-thirds shall constitute a quorum for the transaction of business. If at any meeting of GCMC SBLT less than a quorum is present, a majority of those present may adjourn the meeting without further notice, until a quorum is obtained.

Section 5. Standing Meeting Agenda

The GCMC SBLT Team shall use the following agenda format for all meetings:

A. Welcome (All members and special guests. Read/refer to group norms)
B. Reading of the school mission statement
C. Reading and consensus of minutes.
(The minutes are either approved as read or as corrected, but without a vote.)
D. Standing Committee Reports if any.
(Budget, Standing Committees, any correspondence.)
E. Reports of Special/Sub-Committees if any.
(Each report may conclude with a motion that the leadership team must address).
F. School Improvement Plan progress review (Quarterly)
G. Special Orders.

(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)

H. New Agenda Items, Unfinished Business and General Orders.
(Any issue which was not concluded, postponed, or was tabled during the prior meeting. The secretary's minutes should inform the facilitator which items to add to this section.)

I. New Business.
(Announcements, speakers, Representative concerns.)

J. Request for agenda items for next meeting

K. Confirmation of next meeting date, as noted on the agenda and team minutes.

L. Adjournment
(Facilitator summarizes meeting, reviewing key actions and decisions. Also, checks that all members have the same clear understanding of all decisions, reviews the time, date and location of the next meeting and any items that will be followed up or newly discussed at the next meeting and calls for a motions for the meeting to be adjourned.)

Article VI – Committees

Section 1. GCMC SBLT Team Committees

Members of the GCMC SBLT shall have the authority to establish Special or Standing Committees as needed to meet the purpose of leadership team as stated in Article II. Committee members and chairs are to be appointed and agreed upon by consensus. A majority of any committee, of more than two members, may fix its place and time of meetings. All committees shall report back to GCMC SBLT Team as requested.

Section 2. Faculty/Staff Committees

School committees should send written reports of considerations, recommendations, etc. to the leadership team whenever, necessary or suitable. *See above.* For each issue, the leadership team may decide that it needs referral to an individual (e.g. Principal) or to another school committee or group. The leadership team can create a task force to address an issue not covered by existing committees. The person initiating the issue can be invited to discuss the issue with the leadership team. All people who submit issues will receive a response and be told to whom their issue was referred.

Purpose of Faculty Committees

Faculty Committees will be formed for the following purposes, each pertaining to the subject matter of the Committee:

- To investigate and implement programs and other opportunities for enrichment for students and the Greensboro College Middle College community at large;
- To seek out and apprise the principal and leadership team of staff development opportunities
- To be knowledgeable about the North Carolina curriculum High School Curriculum, and support the Faculty in teaching the curriculum
- To encourage and facilitate parent involvement and other outreach into the community.

Duties of the Faculty/Staff Committee Chair

The Chair is responsible for creating the agenda for the Committee meetings, communicating regularly with Committee members as to the business of the Committee as well as the time and place for meeting, and designating a Committee member to keep minutes of the meetings. Sharing committee minutes with leadership team members and reporting information to leadership team at the next meeting

General Guidelines for Committees

- The Committees will normally meet monthly, with the first meeting to be held no later than the end of September of the new school year.
- The Committees are responsible for advising the Faculty as to programs and initiatives the Committee would like to implement.
- The Committees through their liaisons will keep the Leadership Team informed as to their work and seek input from the members of the Leadership Team.
- The GCMC SBLT or the Principal may direct a Committee to implement or refrain from implementing a program or initiative.

Article VII – Amendment of Bylaws

GCMC SBLT Bylaws may be amended with two-thirds of the collected Leadership Team votes if a prior notice has been given during the prior meeting.

Appendix A

- School Principal
- English Teacher 11th Grade
- English Teacher 12th Grade
- Foreign Language Teacher- Various Levels
- Math Teacher-Various Levels
- Online Facilitator /Classified Staff- Various Levels
- Science Teacher- Various Levels
- Social Science Teacher- Various Levels
- Social Studies Teacher-11th grade
- Special Education Teacher- Various Levels
- PTA President/Parent Representative
- Parent Representative