Bylaws of the Stokesdale Leadership Team
Adopted (8/2024, 2025)

Article I-Name

The name of the team shall be The Leadership Team.

Article II-Purpose

The purpose of The Leadership Team shall be to improve student performance by developing, implementing, and evaluating a comprehensive School Improvement Plan which addresses state and local goals, with detailed strategies for achieving the school's goals.

Article III-Mission Statement

We believe that we are here to focus on the good of the students at Stokesdale, the staff, and the whole learning community. We respect and trust one another. We hold that all ideas and opinions will be 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 fairly represent the opinions of our constituency.

Article IV-Membership

Section 1. Membership of The Leadership Team shall consist of the following:

- Administrator
- The Leadership Team Chair Position – Appointed by Principal from pool of interested certified staff members. Can be a current sitting The Leadership Team member or a current non-sitting The Leadership Team member. (7/28/2011)
- One Teacher Representative from each grade level (K-5)
- One Classified Representative (teaching assistants, custodians, cafeteria staff, clerical staff)
- One Certified Support Staff Representative (Art, Media, Music, Physical Education, EC, AG, Guidance, Speech) (6/4/2013)
- Curriculum Facilitator
- ACES Director

- Three Parent Representatives
- One PTO Executive Board Representative

Section 2. Election and terms of service for members

All members will be elected and serve no more than two consecutive years.

a. Election of parent representatives:
   Parent representatives shall be elected by the parents of children enrolled at Stokesdale Elementary School in an election conducted by the PTO. Parent representatives should reflect the racial, geographical, and socioeconomic status of the students at Stokesdale.
b. Election of staff representatives:
   Staff representatives shall be nominated and elected by their respective groups.
c. Election of PTO Executive Board representative:
   The PTO Executive Board representative shall be nominated and elected by the PTO Executive Board members.

Section 3. Voting Rights

The Leadership Team will operate under the consensus process. Each representative has one vote and agrees 100% to support The Leadership Team decisions.

Section 4. Relinquishing membership

When a Leadership Team member needs to relinquish their membership due to unforeseen circumstances, the member will provide a 2-week notice of their termination of membership in writing to The Leadership Team chair. The Leadership Team chair will notify the constituent group from which this member was elected to elect a new member for the remainder of the relinquishing member's term.

Article V-Roles

In order for The Leadership Team to operate efficiently and productively, the following roles have been established.

- Chairperson
- Secretary

Description of roles:

Chairperson

- Meet with the administrator and prepare an agenda for the meetings (developed using input from the members, administration, and faculty/staff needs.)
    - Any staff member or parent may present an issue to The Leadership Team Chairperson in writing. The Chairperson will share each issue with the principal and decide if it will be added to The Leadership Team agenda, referred to an individual, or referred to another school group.
- Conduct the Leadership Team meetings.
- Submit meeting minutes to the principal for approval once received from the Secretary. (7/28/2011)
- Once approved by the principal, electronically post to The Leadership Team website. (7/28/2011)

Secretary

State law requires that full and accurate minutes be kept of all official meetings of The Leadership Team. 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 who gave reports and any recommended action,
    - A list of all individuals and groups who addressed The Leadership Team,
    - A list of all decisions reached by consensus and all motions approved or defeated by vote,
    - Items that were placed on the agenda for the next meeting, and
    - The time the meeting was adjourned,

- The Secretary shall word the minutes in a professional manner, be concise, be specific, and:
  - Ask for clarification if unsure of information before recording it, (7/28/2011)
  - Distribute minutes electronically by the first Thursday following meetings, and (7/28/2011)

Article VI-SIT Representatives

The Leadership Team Representatives shall:

- Serve a two-year term on The Leadership Team,
- Attend meetings and arrive on time,
- If assigned a role, abide by the responsibilities and timelines assigned to that role,
- Submit constituency concerns to be placed on meeting agenda to the Chairperson one week 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 majority of constituency requests, and
- Meet with or e-mail constituency of all decisions made, and actions taken by The Leadership Team within one week following the meeting.
- Be responsible for securing a substitute from their constituency group to attend The Leadership Team meeting in their absence. The substitute will be a non-voting member. The substitute will be responsible for attending the meeting and communicating information from the meeting to those in their constituency. (This only applies to school employees)

Article VII-Meetings

Section 1. Meeting day and time

The standing regular meeting day and time will be determined by consensus of The Leadership Team members prior to September 1st of each academic year. Standing regular meeting days, locations and

times will be posted on the Stokesdale Elementary School web page (noting any changes due to a holiday or scheduled workday). The Leadership Team meetings must be held at times that are convenient for parents to attend.

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 and Indistar.
- Team members should share meeting minutes with all represented staff members within a week of their dissemination.
- Copies of the minutes must be given to all The Leadership Team members and posted on the school website.
- An annual report should be submitted by the principal to the IIO and the Board of Education detailing the progress of the implementation of the School Improvement Plan.

Section 3. NC Open Meeting Law

- The Leadership Team meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and The Leadership Team shall abide by the law.
- The Leadership Team shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, The Leadership Team shall file a notice of a new meeting at least seven days prior to new meeting.
- The Leadership Team 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 require one of the following two methods of notification:
    - post a notice or
    - e-mail/deliver a notice to every person of The Leadership Team and those requesting the special meeting.

  In both cases, notice must be given 48 hours prior to the special meeting and notice must contain day, time, and location of meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If notices are e-mailed to interested persons, the intent is to provide at least 48 hours notice.

Article VIII-Committees

Members of The Leadership Team shall have the authority to establish Special or Standing Committees as needed to meet the purpose of The 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, if more than two members, may set the place and time of the committee meetings. All committees shall report back to The Leadership Team as requested.

Article IX-Amendment of Bylaws

The Leadership Team Bylaws may be amended with two thirds of the collected The Leadership Team votes if a prior notice has been given. Otherwise, it shall require a majority of Stokesdale Faculty and Staff to amend any Bylaw.