Bylaws of Triangle Lake Montessori Site Based Leadership Team

Article I – Triangle Lake Montessori Elementary

The name of Triangle Lake Montessori Site Based Leadership team shall be the Leadership Team.

Article II – Purpose

The purpose of the Leadership Team is to discuss school achievement and school climate issues. Leadership Team will deal with issues related to instruction, student performance, school climate and improvement. Any decisions made are binding on Triangle Lake Montessori provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the Leadership Team. In these cases, the principal may provide an explanation to the team which will be noted in the minutes.

Mission Statement: Peace. Learn. Lead.
PEACE – Respect, get along and work together.
LEARN – Absorb and apply knowledge to solve problems and make sound choices.
LEAD – Act to motivate self and inspire others to dream more, learn more, do more.

Article III – Membership

Section 1: Membership of Leadership Team shall consist of:

- One teacher representative for each grade level K-5.
- One representative for classified staff (teaching assistants, custodians, cafeteria staff, and clerical staff).
- One representative for Support Staff (EC, ESOL, AG,).
- One representative for Specialists (Art, Music PE, Media Specialist)
- Curriculum Facilitator
- Administrator
- Two Parents

Section 2: Election and terms of service for members

All staff members will be elected and serve for two years. Additional members may be recommended, voted and approved by Leadership Team but no additional members may be appointed.

a. Election of parent representatives
Parent representatives shall be elected by the parents of children enrolled at Triangle Lake Montessori in an election conducted by the PTA. Parent representatives shall reflect the racial and socioeconomic composition of Triangle Lake Montessori and shall not be members of the building staff. Parents may serve for 2 years.

b. Election of Triangle Lake Montessori staff representatives

Grade level representatives for teachers, representatives for support staff, specialist staff, classified staff, shall be nominated by their representative groups and voted on by the group by secret ballot. The following timetable will be used to hold the election:

1. Parent representatives will be voted on in May.
2. Staff representatives will be voted on in June (to ensure all new staff members and/or position changes are reflected by the vote).

Section 3: Voting Rights

Leadership Team will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support Leadership Team decisions. The representatives vote as directed by the majority of members of their constituency.

Article IV – Roles

In order for Leadership Team to operate efficiently and productively, the following roles have been established. It shall be the decision of the members at the first meeting of the year to assign the roles to representatives for the entire year.

Chairperson
Secretary
Representative(s)

Description of roles:

Chairperson

- Prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Start and end meetings promptly.
- Welcome member and introduce any guests.
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Encourage decision on current agenda items.
- Review the time, date, and location of the next meeting and any items that will require action prior to the next meeting.

Secretary

State law requires that full and accurate minutes be kept of all official meetings of Leadership Team. The minutes shall reflect all actions taken, whether by vote or

consensus and all subjects that discussed. The secretary shall be responsible for an accurate set of minutes that shall include:

- The date, time and place of the meeting per the meeting notice, and the time the meeting was called to order.
- A list of all committees, subgroups and individuals that gave reports and any recommended action.
- A list of all individuals and groups who addressed the Leadership Team.
- 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 or hard copy before the next meeting.

Representative(s)

- Serve a two-year term on Leadership Team.
- Attend meetings and arrive on time.
- If assigned a role, abide by the responsibilities and time-lines assigned to that role.
- Submit constituency concerns to be placed on meeting agenda to 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.
- Meet with or e-mail constituency of all decisions made and actions taken by Leadership Team within one week following the meeting.

Article V – Meetings

Section 1. Meeting Day and time
Leadership Team shall meet on the first Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. During those months, Leadership Team will meet on the next available school day.. Meetings will take place in the Triangle Lake Montessori Media Center at 3:00 PM or unless we need to accommodate a parent representative.

Section 2. NC Open Meeting Law
Leadership Team meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and Leadership Team shall abide by the law:

- Leadership Team shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, Leadership Team shall file a notice of new meeting at least seven days prior to the new meeting.
- Leadership Team shall abide by the following requirements for Special meetings – specially 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 mail/deliver a notice to every person of Leadership Team and those requesting the special meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If notices are mailed to interested persons, the intent is to provide at least 48 hours notice.

Section 3. Quorum
Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of Leadership Team less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

Section 4. Majority
A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.

Article VI – Committees

Section 1. Committees
Members of Leadership Team shall have the authority to establish committees as needed to meet the purpose of Leadership Team 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 Leadership Team as requested.

Article VIII – Amendment of Bylaws

Leadership Team Bylaws may be amended with two thirds of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of Triangle Lake Montessori Faculty and Staff to amend any bylaw.