Peeler-Hampton Visual and Performing Arts Elementary
School Improvement Team Bylaws
Drafted 1-14-2025
Adopted 9-2-25

PREAMBLE

The school improvement team shall be established in accordance with G.S. 115C-105.27, G.S. 115C-288(l) and Guilford County Board of Education Policy/Administrative 3430-3430-R, School Improvement Teams.

ARTICLE I- NAME

The official title of the Peeler-Hampton Visual Performing Arts Elementary school improvement team shall be "Peeler-Hampton Visual Performing Arts Elementary School 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 through arts integration 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, and teachers), and
- duty-free lunch/planning time for teachers.

ARTICLE III- POWERS AND DUTIES

The SIT will be involved in several tasks that affect the operation of the school, including:

- facilitating the development of the school improvement plan, including a safe school plan;
- monitoring, assessing, and amending the school improvement plan;
- 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.

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ARTICLE IV- MEMBERSHIP

Section I- Membership and Duties

Membership: The School Improvement Team shall consist of the following:

- school principal,
- an assistant principal (if there is one),
- instructional staff per grade level,
- instructional support staff, including specialist and certified support representatives,
- classified representative, and
- K-2 and 3-5 parents of children enrolled in the school.

Duties:

Principal's role**:**

- Present proposed SIP to the team to review and vote by secret ballot
- Submit the SIP to the BOE
- Make sure meetings are open meetings (except for safety components which can be closed sessions)

Team members' roles:

- Participate in research and developing the plan
- Building support among the rest of the staff by sharing info and soliciting ideas and feedback

Section II—Election and Terms

- *Election of School-based personnel:* Representatives of the instructional personnel, instructional support, and teacher assistants shall be elected by their respective groups via secret ballot. The election process itself shall take place in an open and transparent manner.
    - 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.

    - Representation for each grade level, classified, certified, specialists will be voted on.
    - Elections shall take place annually by June 1st for the upcoming school year.
- *Election of Parent membership:* Parent representatives shall be elected by parents of children enrolled in the school via a 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. 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.
    - 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.
    - It is the goal of the SIT to include a minimum of two parent representatives with a maximum of 30 percent of the SIT comprised of parents.
    - Elections shall take place annually by June 1st for the upcoming school year.
- *Terms:* Each SIT member shall serve a two consecutive years. To ensure consistency, the first year as a school (2025-2026), half of the team will serve 3 year terms.
    - 2025-2026: In the establishment of the first School Improvement Team, some members will be for 2 year and some for 3-year terms.
        - 2, 4, 5, certified support will serve 3-year terms
        - K, 1, 3, and classified will 2-year terms
    - Each team members' election date will be listed in the School Improvement Plan.

<u>ARTICLE V- MEETINGS</u>

<u>Section I- Regular Meetings</u>

The SIT shall meet on the 1st Tuesday of every month unless a holiday or teacher workday is scheduled that day. During those months, the SIT will meet on the next day of the week. Meetings will take place in the media center at 3:00 unless otherwise determined and announced in accordance with the North Carolina Open Meeting Law.

Section 2- North Carolina Open Meeting Law

SIT meetings are subject to the open meetings requirements of Article 33C of Chapter 143 of 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- Meeting Information and Notification Procedures

- School Improvement Teams should meet at least once a month.
- The parent representatives should be accommodated with the schedule.
- All should be notified of meeting dates at least one week in advance.
- Minutes shall be taken at each meeting and shared with all team members within one week of the meeting.

ARTICLE VI- COMMITTEES

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