By-Laws for The Middle College at GTCC High Point School Improvement Team (SIT)/Leadership Team (SLT)

Purpose Statement: Our school improvement planning is a time for shared decision making at the school level. We will ensure that we continue to create an academically rigorous environment while taking into consideration our students' social and emotional well-being. We will create a culture in which all stakeholders have a voice. The primary goal of our SIT shall be to support the school's vision and mission and address concerns around student achievement and learning loss.

MCHP Vision: All Middle College at GTCC High Point students will graduate as globally competitive career and college ready adults who will positively impact their communities.

MCHP Mission: The Middle College at GTCC High Point is a relationship-based learning community that supports all students through rigorous standards for academics, integrity, leadership and global citizenship.

Expectations: The following are expected during SIT meetings.

- Respect one another and individual opinions.
- Contribute to the discussion
- Honor each other: One person speaks at a time – don't monopolize the meeting.
- Agree to disagree but be willing to come to consensus.
- Attend all meetings, unless there is an emergency
- Stay focused. Do not bring other work to work on.
- Refrain from using student/faculty names during meetings.
- Celebrate successes!

Terms: Our School Improvement Team will consist of a representative from each content area/department.

- Members will serve for a term of two years before rotating off. We will seek at least one parent representative that will serve a two-year term as well.
- At the end of an election cycle, 2years, we will conduct our SIT vote for new representatives prior to the next school year. They will be elected no later than June 30th of that year. Current and incoming representatives will attend the last SIT meeting of the school year, but only the current representative will have voting rights.
- The elected SIT representatives will serve a 2-year term.
- Parent representatives will also serve a 2-year term, if willing. In order to get a variety of parent input, parent representatives should only serve one term unless no other parent is interested.
- In the case of being a singleton or lack of interest in serving on the SIT, representatives may serve a maximum of two consecutive terms: four years. Any representative serving 2 consecutive terms may be reelected after a 1 term (2 year) break. Beginning teachers may not serve as SIT representatives without a signed waiver and approval from principal.
- If a team representative cannot fulfill their elected term, a new representative will be elected to complete the term. The team will hold a secret ballot election prior to the next SIT meeting. Ballots will be submitted to the school principal for confirmation.

Operating Procedures:
We will operate under the constituency consensus process (each team member has one vote) using multiple voting techniques.

Multiple Voting Techniques Include:

- Thumbs up, sideways, thumbs down
- Without objection – "no" vote
- Motion and ask for hands to vote
- Summarize and ask for "Ayes"
- Secret Ballot
- 80% passes when necessary
- Executive discretion rests with administration, if necessary.

Officers:
New officers will be elected every two years at our end of year SIT meeting by the incoming and continuing representatives. Each officer will serve a maximum of two consecutive years per office. If an officer is absent an alternate will be determined at the start of the meeting. Officer positions are listed as follows:

- **Chair:** (Certified Personnel) Reviews agenda proposals, meets with principal, prepares agenda, facilitates meetings and fulfills other duties as needed.
- **Vice Chair:** (Certified Personnel) Works with and assists chair as needed. Assumes chair's responsibilities in the event the chair is absent. Prints and posts meeting minutes on designated school bulletin board. Fulfills other duties as needed.
- **Moderator:** Monitors input ensuring everyone provides input. Minimizes monopolization of conversation. Fulfills other duties as needed.
- **Recorder:** (Certified Personnel) Records minutes for meetings. Sends out draft minutes for approval two school days after meeting via email to SIT. SIT members will have two additional school days to respond. If minutes are approved as sent, no reply is needed. If changes are needed, REPLY TO ALL. Recorder will email final approved minutes to entire staff within one school day of approval. Approval of minutes will be notated on the next meeting's agenda. Confidentiality will be maintained concerning discussions during SIT meetings. Fulfills other duties as needed.
- **Timekeeper:** Keeps meetings moving in a timely manner. Fulfills other duties as needed.
- **ALL MEMBERS WILL FULFILL OTHER DUTIES AS NEEDED**.

Visitors: All stakeholders are welcome to attend SIT meetings as observers. An observer will be given information that explains visitors' expectations before the meeting starts. Any stakeholder who is part of the agenda can address their agenda item only.

Agenda Items:
Items to be considered by the chairperson for the agenda must be emailed at least three school days prior to the next SIT meeting date. The principal and chairperson will meet to discuss agenda items one to two school days prior to the next SIT meeting date. The agenda will be sent via email to SIT members prior to the next SIT meeting date.

Minutes: Draft minutes will be sent out two-three school days after meeting via email to the principal and chairperson. The principal or chairperson will send them out to the SIT for review. SIT members will have two additional school days to respond. If the minutes are agreed upon by the members, no reply is needed. If changes are needed, REPLY TO ALL with suggested edits. The chairperson or principal will

email final approved minutes to entire staff within one-two school days of approval. Approval of minutes will be notated on the next meeting's agenda. Confidentiality will be maintained concerning discussions during SIT meetings.

Bylaws will be amended as needed. Items are passed with an 80% vote. Administrative discretion will be used when necessary.

Updated: 8/6/24