GRIMSLEY SENIOR HIGH SCHOOL (GHS)
SCHOOL BASED LEADERSHIP TEAM (SBLT)
BY-LAWS
September 2025/26

PURPOSE

The purpose of the GHS School Based Leadership Team is to deal with issues directly and indirectly related to instruction, student performance, staff development, parent involvement, school safety and environment/improvement. It is a collaborative decision-making body that is guided by the overall vision and mission statements of Grimsley Senior High School.

At Grimsley Senior High School, the School Based Leadership Team (SBLT) and The School Improvement Team (SIP) are one in the same and will be referred to the SBLT for this document's purpose.

SCHOOL-BASED LEADERSHIP TEAM DUTIES

Leadership teams work through a collaborative process with representation of all stakeholders which is supported through general statute 115C-105.72 of the North Carolina State Board of Education. The primary process of addressing all issues is focused through the development of a School Improvement Plan generated by the SBLT. The team must ensure that the work done maximizes the two-way communication with and involvement of the entire school community and parent community in developing and implementing a school improvement plan. The SBLT is responsible for the following:

- Facilitating the development of the School Improvement Plan (every 3 years)
- Monitoring, assessing and amending the School Improvement Plan (every 3 months during a school year and as needed)
- Assist with compiling data for and review the SACS accreditation
- Planning Strategies utilizing SMART goals and objectives
- Advancing policies and procedures that enhance achievement and meet educational, safety and parent involvement goals.
- Facilitating decision-making related to GHS's mission statements based upon available data.
- Upon request from the principal, the SBLT may make recommendations on budgetary issues relating to staff development, instructional materials, staff positions and faculty concerns.
- Decisions are binding on the school, provided the decision is within the authority of the school. The SBLT is not designed to and does not usurp the legal authority of the principal.

The SBLT 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 Guilford County School Policy.

LEADERSHIP TEAM MEMBERSHIP

By state law GS 115C-105.27(a) the principal and elected representatives of

- The assistant principals
- Instructional personnel
- Instructional support personnel – as defined by references in state funding and Department of Public Instruction policy –school based media coordinators, guidance and attendance counselors, social

workers, psychologists, curriculum facilitators, instructional coaches, audiologists, speech language pathologists and nurses.
- Teacher assistants and
- Parents of children enrolled in the school

constitute the school improvement team (SBLT). Those listed above are the voting members.

- State Law 115C-105.27(a) specifies that each school-based group required to be represented on the SBLT be voted in by secret ballot for their group's representatives. The term of membership for any member is two years. Rotation of members off the team should be staggered to maintain consistency of purpose and membership on the SBLT.
- Staff members from the four core areas (Math, Science, English & Social Studies) along with the classified and EC representative will rotate on even years. Staff members from the elective areas (CTE/JROTC**,** Fine Arts, World Languages, & PE) along with Counseling/Student Support will rotate on odd years. At-Large Staff members will also stagger by year.
- If a staff member/parent volunteer leaves or resigns before his/her term has expired, then a new member will be ELECTED to complete the current term. The new member must be elected by his/her constituency which he/she will represent.
- Every effort will be made to have non-staff parent representatives that reflect multiple of the many racial and socioeconomic composition of the GHS community.
- State Law 115C-105.27(a) does not require that any group other than those specified in the law be included in the SBLT. District procedure IN-P allows for a school to request a waiver from membership requirements with the approval of the school's Instructional Improvement Officer, which could allow for the election of non-voting representatives from other school based non-instructional/classified staff (school secretaries, SIMS operators, bus drivers, cafeteria workers, custodians) not required by state law or state or district policy. This is also the policy for student representatives.
- The principal or the SBLT may appoint a non-voting member to serve on the SBLT if specified in the bylaws. GHS bylaws allow for this appointment process. GHS SBLT has appointed the President of the PTSA to serve.
- At GHS the Student Body President or their designee will be a voting member.

The SBLT must remember to balance the size of the team needed to efficiently represent the stakeholders in each school, with the effectiveness of the team. The representation at GHS will be:

Principal*	Assistant Principal	Certified Teachers (1 per department**) – 10	Classified Personnel
Parent/Volunteers – 3 (only 2 are voting members)	PTSA President	At-Large Staff-2	Student Body President
Media Specialist	Curriculum Facilitator	AP-IB Coordinator	Career College Manager

*The principal will abstain from voting unless there is a 50/50 tie and will be the determining vote**.**

**Departments are: Math, Science, Social Studies, English, CTE/JROTC, PE, Fine Arts, Counseling/Student Support, EC, World Languages

GHS administration and faculty, for the school year 2022-2023, will continue with the above stakeholder representation.

ELECTION OF PROFESSIONALS TO SBLT

At-Large Position

1. April Faculty Meeting– Nominations will be gathered for consideration of the the open at-large position
    a. Anyone serving under a department may not be considered a Beginning Teacher (BT0, BT1, BT2, BT3)
    b. Only persons who signify their consent to serve if elected shall be nominated for election
2. May Faculty Meeting – Ballot is presented to full faculty present. Vote is by secret ballot of the full faculty present.

Department Representative

1. At the May Department Meeting, departments will vote for their new representative

First June Meeting – ALL current and new SBLT members attend a meeting together – Set at the discretion of the chair.

ELECTION OF PARENT/VOLUNTEERS TO SBLT

1. March - PTSA will begin recruiting parents to serve as members of the GHS Leadership Team
    a. PTSA will do their best to ensure that those volunteers nominated represent a diverse section (which may include but not limited to socio-economic, religious, racial, gender, in/out of district, EC) of our school community
    b. PTSA will hold elections prior to the first scheduled May SBLT meeting

OFFICES and DUTIES of the ELECTED ON THE SBLT

1. Chairperson
    a. Preside at SBLT meetings
    b. Meets regularly with principal or his designee to discuss school issues
    c. Reminds team members about meetings and solicits agenda items
    d. Develops an agenda sent via email, prior to scheduled meetings
    e. Reviews previous meetings minutes
    f. Establish and appoint temporary committees, as needed
    g. Ex officio member of all committees, except nominating
    h. Determine a timekeeper and engager for each section of the meeting
    i. Chairperson must be in their 2nd year of the two-year term
2. Co- Chairperson (can be a department chair)
    a. Perform duties of the chairperson if absent or unable
    b. With help from the Secretary, insures the distribution of By-Laws and SBLT Decision Chart to new members
3. Secretary (can be a department chair)
    a. Record minutes of each meeting
    b. Provide a draft of minutes to the chairperson and principal before distributing to SBLT. All minutes to be shared to SBLT prior to meetings.
    c. Maintains copies of By-Laws, Minutes of meetings, SBLT Decision Chart and other important documents.
4. Timekeeper
    a. Helps chairperson monitor time during meetings (chairperson will nominate this role at the meeting)
    b. Announces time during discussions – Keeps discussions focused
5. Engager/Keeper of Peace

a. Observes individual's hands raised during discussion (chairperson will nominate this role at the meeting)
b. Keeps awareness of these hands and calls on each person to speak

MEETING TIMES

General Statute 143-318.9, Public policy, states that public bodies that administer the legislative functions of North Carolina exist solely to conduct the people's business and that it is the public policy of North Carolina that these actions be conducted openly; therefore, SBLT which is defined as a public body and involves more than two members who serve in an advisory capacity or administrative role falls under the NC Open Meeting Law.

Leadership Team regular meetings will be held the first Tuesdays of each month from 7:15AM-8:15AM unless otherwise specified by the team. The last 15 minutes of the meeting will be a closed session excluding Student Council members, Parent/Volunteers and the PTSA President. If otherwise specified, the meeting notice will be filed at least seven days before the first meeting under the new schedule

"Special Meetings"

Meetings that are held on different days and at different times or places during the year are considered "special" meetings. A post/email notice will be sent to all members 48 hours prior to the meeting.

Any meeting or subcommittee meetings of the SBLT are also subject to the Open Meetings Law, and are therefore open to everyone.

DISCUSSIONS, DECISION-MAKING, VOTING, QUORUM & AMENDMENTS

All decisions are made by vote. A quorum is required for all decisions requiring a vote of the membership. A quorum shall consist of the 51% of the current SBLT membership. The principal* must be in attendance for all votes. In case of absence, the elected representative must email the chairperson before the meeting the name of their proxy in order for said person to vote.

During a discussion, the chairperson may decide to table the conversation until the next meeting or request for a motion to present a proposal to be then voted on.

Each representative has one vote and agrees 100% to support GHS SBLT's decisions.

*The principal will abstain from voting unless there is a 50/50 tie and will be the determining vote. The principal is also allowed executive order privilege for any amendment(s) in which are deemed necessary.

These by-laws may be amended at any regular meeting by a 2/3 vote of the members present provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting, at which time the amendment(s) shall be voted on. Any suggestions or amendments must be submitted to the team that presented the amendments within 14 working days. The amendment shall be effective at the next set meeting.

All of the above information culled from the following:
- Anna Hartgrove, Erica Hunt, Olivia Miller, Hannah Younts and SFC D.L Robinson - GHS Leadership Team By-laws, 2023
-Article 8B of the North Carolina Department of Public Instruction

Submitted – September 6, 2022
Anna Hartgrove – Administrative Representative