Sedgefield Elementary School
School Improvement Team (SIT) / Leadership Team Bylaws
2025-2026

Purpose of Revision: Updated to align with NCStar School Improvement Team best practices, distributed leadership, data-driven decision making, and stakeholder engagement.

Article I – Name

The name of this organization shall be the Sedgefield Elementary School Improvement Team (SIT), also referred to as the Leadership Team.

Article II – Purpose

The SIT shall oversee development, implementation, monitoring, and evaluation of the School Improvement Plan through NCStar; review academic, attendance, behavior, and perception data; advise on school budget, Title I priorities, curriculum, climate, and student achievement; and ensure continuous improvement focused on student outcomes.

Leadership Team Norms

1. Keep Students at the Center.
2. Lead with Data and Evidence.
3. Focus on Solutions and Continuous Improvement.
4. Honor All Voices and Perspectives.
5. Commit to Accountability and Follow-Through.

Article III – Membership

Membership shall include the Principal, Assistant Principal, one representative from each grade level PK-5, EC, ESL, Title I, instructional support personnel, teacher assistant/ classified staff, counselor/social worker, curriculum facilitator, Multi Classroom Coaches and two parent representatives reflecting the racial and socioeconomic demographics of the school. Members serve two-year terms, and roles will be documented in NCStar.

Article IV – Roles and Responsibilities

Officers shall include Chairperson, Secretary, Timekeeper, and Communicator. All members are responsible for representing constituents, monitoring assigned indicators, communicating decisions, and supporting implementation of the School Improvement Plan.

Chairperson

The Chairperson serves as the facilitator and coordinator of the School Improvement Team.

Responsibilities:

- Develop meeting agendas.
- Facilitate meetings and ensure adherence to team norms.
- Keep discussions focused on student outcomes and school improvement goals.
- Promote consensus-building and effective decision-making.
- Monitor progress toward meeting objectives.
- Ensure all members have opportunities to participate.
- Review action items and next steps before adjournment.
- Support annual review of the School Improvement Plan and bylaws.

Secretary

The Secretary maintains official records and documentation of the School Improvement Team.

Responsibilities:

- Record accurate meeting minutes.
- Document attendance, discussions, decisions, and action steps.
- Maintain records of motions and votes.
- Distribute meeting minutes within one week of each meeting.
- Ensure agendas and minutes are uploaded and maintained in accordance with district and NCStar expectations.
- Maintain documentation related to School Improvement Plan monitoring.

Timekeeper

The Timekeeper helps ensure meetings are efficient and productive.

Responsibilities:

- Monitor the meeting timeline.
- Alert the team when agenda items exceed designated time limits.
- Support adherence to meeting norms and schedules.
- Assist the Chairperson in prioritizing agenda items.

Communications Coordinator

The Communications Coordinator serves as the liaison between the SIT and stakeholders.

Responsibilities:

- Communicate SIT decisions and updates to staff and families.
- Maintain transparency regarding School Improvement Team work.
- Share meeting schedules, agendas, and important announcements.
- Coordinate feedback from stakeholder groups.
- Support parent and community engagement efforts.

Responsibilities of All SIT Members

All School Improvement Team members shall:

- Attend meetings regularly and on time.
- Represent the interests of their stakeholder group.
- Gather and share stakeholder feedback.
- Monitor assigned goals, indicators, or action steps.
- Use data and evidence to inform decisions.
- Uphold the Sedgefield SIT Norms.
- Support implementation of decisions made by the team.
- Maintain a focus on student achievement, school climate, and continuous improvement.

Article V – Meetings

The SIT shall meet at least twice each month. One meeting shall be a full SIT meeting. The second meeting may be a committee meeting, Professional Learning Community meeting, or an Instructional Leadership Team meeting. Agendas, minutes, decisions, indicator monitoring, data review, and action steps shall be documented and maintained. Open Meetings Law requirements will be followed.

Article VI – School Improvement Planning

At each full SIT meeting, members will review SIP goals, NCStar indicators, action steps, performance measures, implementation evidence, and progress-monitoring data. Meeting minutes shall reflect discussion and next steps.

Article VII – Distributed Leadership

The SIT may establish Goal Teams, Indicator Teams, and committees to support implementation. Indicators and action steps will be distributed among members and stakeholders.

Article VIII – Annual Review

The SIT shall annually review mission, vision, goals, indicators, membership representation, meeting effectiveness, and bylaws.

Article IX – Amendments

These bylaws may be amended by a two-thirds vote of the SIT with prior notice, or by procedures required by district policy.

Updated: August 11, 2026