FAIRVIEW ELEMENTARY SCHOOL

School Improvement Team By-Laws

PREAMBLE

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

ARTICLE I- NAME

The official title of the school improvement team shall be "The Fairview 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 that addresses the following areas specific to our needs.

- Improved instruction and student outcomes; in cooperation with the ILT team.
- School climate, which includes safety, discipline, student learning environment andteacher working conditions;
- Parent and Scholar perception surveys;
- Reviewing indicators during meetings;

Fairview Five for Staff

The leadership team will adhere to the Fairview Five for staff, expectations that are set forth for all staff members in the Eagles' Nest:

#1 Believe In Every Scholar
#2 Pursue Excellence and Professionalism Daily
#3 Teach Like Every Minute Matters
#4 Be A Team Player
#5 Embrace Positivity and Optimism

Also, the leadership team will lead from the purpose of the vision statement: Enhancing life outcomes and raising achievement for scholars.

ARTICLE III- POWERS AND DUTIES

The SIT will be involved in several tasks that affect the operation of the school. Those tasks shall include:

- Review the school improvement plan including a safe school plan;
- Monitoring, assessing, and amending the school improvement plan (three to four times during each school year);
- Advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement;
- Collaborating on budgetary items related 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.

ARTICLE IV- MEMBERSHIP

Section 1- Membership

The School Improvement Team shall consist of the following:

- School Principal
- Assistant Principal
- Instructional Staff from Pre-K-5
- Support staff (EC & EL)
- Multi-Classroom Leader
- Teacher Assistants
- Parents of children enrolled in the school
- Communities in Schools' staff

Section 2- Election and Terms

School-Based Personnel: Representatives of the assistant principals, instructional personnel, instructional support, and teacher assistants shall be elected by their respective groups via secret ballot each year. 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. The election process itself shall take place in an open and transparent manner by the grade level teams for the upcoming school year.

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. 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. Parents 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. 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. At the beginning of each school year, an interest form will be sent out to parents and information will then be gathered on who would like to serve on the SIT team. Once names are compiled, parents will then have time to vote

Each SIT member shall serve a minimum of one year and a maximum of two consecutive years.

ARTICLE V- MEETINGS

Section 1- Regular Meetings

The SIT shall meet once a month unless a holiday or teacher workday is scheduled on that day. During those months, the SIT will meet on the first and third Monday of the month. Meetings will take place in the Media Center at 2:35 p.m. unless otherwise determined and announced in accordance with 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 the 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 – Attendance

All elected leadership team members should be in attendance for each meeting. If an absence is to occur, it is the responsibility of the grade/area representative to have a replacement ready for that meeting. If a leadership team member misses over three meetings, a discussion will take place on next steps and a potential replacement from the leadership team at the principal's discretion.

ARTICLE VI- COMMITTEES

Committees may be established as needed to meet the purpose of SIT 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 the SIT as requested.