# Bylaws of Waldo C. Falkener Elementary School, World of Discovery & Language Development

# School Leadership Team

## ARTICLE I

### Name

**Section 1.:** The name of this body is Waldo C. Falkener Elementary School, World of Discovery and Language Development Leadership Team.

## ARTICLE II

### Purpose

**Section 1.:** The purpose of this body will be to provide a site-based process for the execution of improving student outcomes. This process reflects the strong belief that student learning and school improvement should include the collaboration of teachers, support staff, administrators, parents, and the community.

- Create a focused vision and mission for the school.
- Develop goals and objectives that will lead to the accomplishment of the school's mission.
- Facilitate the involvement of the school community in designing and implementing the School Improvement Plan
- Analyze performance data and create strategies to improve student performance.
- Encourage, support, and create opportunities for involvement from parents of the community
- Coordinate the activities associated with the design and implementation of the School Improvement Plan

## Article III

### Members

**Section 1.**

- Staff: The School Improvement Team shall consist of the principal, assistant principal, one representative from each grade level, and one representative from each of the following groups: multi-classroom coach, specialists, academic support, and one paraprofessional. Representatives are elected by their respective grade level and/or group. Representatives are elected to serve a two-year term for a maximum of two consecutive terms.

- Parents: The School Improvement Team shall consist of one parent representative. Representative will serve a one-year term, for a maximum of three consecutive years.

## Article IV

### Officers

**Section 1. Leadership Chair:** The Leadership Team will elect, from within its body, a chair to facilitate the team's activities and tasks. The election of the chair will occur during the first Leadership meeting of each new school year. Duties of the Leadership Chair comprise:

- Development of an agenda prior to each Leadership Team meeting.
- Chairing each Leadership Team meeting.
- Coordinating with the principal on the direction and scope of the Leadership Team's activities.

**Section 2. Recorder:** The Leadership Team will elect, from within its body, a secretary to maintain good records of each Leadership Team meeting. The duties of the Recorder shall be:

- To record the minutes of each meeting.
- To report the minutes to the Leadership Team for approval.
- To create and maintain a Minutes Notebook.
- To publish the approved minutes to the school web site.

**Section 3. Principal:** The principal, as the Executive Officer of the school, works hand in hand with the Leadership Chair to plan each meeting. She or he is to make the executive decision to

remove an issue from discussion or deliberation when it resides in his/her purview and is, therefore, outside the scope of the Leadership Team's authority.

**Section 4. Parliamentarian:** One member of the Leadership Team will be chosen to become proficient in Robert's Rules of Order to clarify points of order and settle disputes in meeting procedures.

**Section 5. Process Manager:** One member of the Leadership Team will be chosen to manage and oversee the upkeep of INDISTAR.

**Section 6. Time Keeper:** One member of the Leadership Team will be chosen to make sure meetings are conducted in a timely fashion.

## Article V

### Meetings

**Section 1. Frequency of Meetings:** Leadership meetings will be held on the third Tuesdays of each month at 3:00 PM in the media center, and the fourth Friday at 9:30 AM, unless otherwise announced. The prepared agenda will dictate the meeting's length. Reminders for each meeting will be sent out by the chair or principal.

**Section 2. Observers:** Members who are not present may secure another representative to attend in their place. These representatives are observers only. As they do not qualify as members, they may not vote, participate in discussions and debates.

**Section 3. Rescheduling Meetings in case of Emergency:** Should circumstances dictate that a meeting be postponed, the principal will notify the team members by email and PA as soon as the postponement is determined. The Leadership Chair and Principal will then meet to determine if the meeting should be rescheduled or completely canceled. Teachers will then be notified by the Leadership Chair of the cancellation or the rescheduled date and time.

## Article VI

### Parliamentary Authority

**Section 1. Roberts Rules of Order:** The Leadership Team meetings will be facilitated by following Robert's Rules of Order.

## Article VII

### Amendments

**Section 1.** The purpose of the School Improvement Team by-laws is to outline the guidelines for operation. Upon adoption of the by-laws, said document will be uploaded to INISTAR. By-laws may be amended by consensus of the existing School Improvement Team.