

By-laws of James B. Dudley High School Leadership Team

Article I – Name

The name of the James B. Dudley High School Site Based Leadership Team shall be SLT (School Leadership Team).

Article II – Purpose

The purpose of the SLT is to deal with issues directly and indirectly related to instruction, student performance and school environment/improvement. These decisions are binding on Dudley provided the decisions are within the authority of the school. James B. Dudley High School Leadership Team will embrace the progressive philosophy of the school, including its collaborative atmosphere, vision, mission, policies and goals. The SLT will review and monitor the implementation of practices to ensure alignment with the progressive philosophy.

Section 1. FUNCTIONS OF SITE-BASED LEADERSHIP TEAM:

School improvement is a collaborative process supported through general statute 115C-105.27 with representation of all stakeholders. This process is focused through the development of a School Improvement Plan, generated by an elected body, the School Leadership Team. The team is comprised of teachers, parents, administrators and other key stakeholders.

The School Improvement Team is not designed to usurp the legal authority of the principal. Rather the team's functions specifically to:

- Facilitate the involvement of the school community in designing and implementing the School Improvement Plan
- Encourage, support and create opportunities for involvement from parents and community members
- Coordinate the activities associated with the development and design of the School Improvement Plan
- Provide direction in the development of the professional development plan
- Provide direction in the use of available resources to optimize planning time for all teachers

Section 2. SCHOOL BASED LEADERSHIP TEAM DUTIES:

Although the School Leadership Team is not directly involved in day-to-day operations of the school, it is involved in a number of tasks that affect the operation of the school. The Leadership Team:

- Facilitates the development of the School Improvement Plan
- Monitors, assesses and amends the School Improvement Plan
- Advances policies and procedures that enhance achievement and meet educational, safety and parent involvement goals
- Facilitates decision making based on available data

- Consults with the principal and makes recommendations on budgetary issues related to staff development, instructional materials and staff positions
- Builds the capacity of the school to address parent and staff concerns
- Builds the capacity of the school to improve in the following areas:
 - Curriculum
 - School climate
 - Classroom management
 - Two-way communication
 - Parent involvement
 - Co-curricular activities

The leadership team serves in an advisory capacity regarding the budget with the team providing collaboration, input and advice to the school principal who makes the final decision(s) as defined by Guilford County Schools' policies.

Article II – Membership

Section 1. MEMBERSHIP OF THE SCHOOL LEADERSHIP TEAM

The SLT will be comprised of the following components; departmental teachers, grade level parents, community representatives, curriculum facilitators, academic coaches and assistant principals to meet the desired goal of having 30% of the team members who mirror the complexion of Dudley High School.

Composition of Staff Membership

- A. School principal
- B. Two representatives of the Academic Coaches and Counselors
- C. One classroom teacher from each department (English, EC, Fine Arts/Foreign Language/PE, Math, Science, CTE, Social Studies) for a total of seven classroom teachers
- D. One representative from Classified
- E. Two representatives from certified instructional support staff to include a Media Specialist, Social Worker, and ROTC
- F. One representative from Administration
- G. Two representatives appointed by the principal

Composition of Parents and Community Representatives Membership

The Parent Teacher Student Association (PTSA) will elect four persons to serve on the SLT. If the election does not result in a group of parents and community members who represent the geographic, socioeconomic and racial composition of the school, the principal may appoint and replace elected members such that the four parents and community members are representative of the aforementioned.

Section 2. ELECTION AND TERMS OF SERVICE FOR MEMBERS

The members should be determined by the end of the preceding school year. Each team should develop a process for ensuring that there is continuity on the team from year-to-year, while still upholding the election guidelines. In the case of attrition, a replacement representative from the constituency group will be nominated by the group of the SLT and voted on to complete the departing representative's term. Leadership team members are expected to regularly attend leadership team meetings.

- A. Election Dudley staff representatives
Representatives of school staff shall be elected and voted on by secret ballot. In the case of a tie, both names will be put on a secret ballot for a staff vote.
- B. Parent and community member representatives shall have children enrolled at Dudley or be an alum of the school and shall be elected in an election conducted by the PTSA in the spring or summer preceding the school year. Elected parent and community members shall not be members of the Dudley staff.

Section 3. VOTING RIGHTS

Decisions will be made by consensus when possible, with a majority vote of 51% as a fallback option. Each SLT member will make voting decisions on the best interests of students and school as a whole. In the event the chair determines after reasonable time that a decision cannot be made by consensus, a vote will be taken. Voting and discussion will be conducted using Robert's Rules of Order. An affirmative vote of 51% of the members present shall constitute the majority. Each representative has one vote and agrees 100% to support the SLT decisions. Each member has one vote, and votes as directed by the majority of members in that team member's constituency.

Consensus is not a vote. Consensus is a polling process to ensure that members can support the position that is taken. When consensus does not occur, the majority vote fallback option of 51% will be implemented. Decisions are made by consensus when possible. Failing a consensus, a matter under discussion will be tabled until the next regularly scheduled meeting or a specially called emergency meeting where 51% vote shall suffice.

Article IV – Roles

Leadership Team Positions:

As the instructional and organizational leader of the school, the principal is ultimately responsible for the day-to-day operation of the school and effective implementation of the school improvement process. This is required by Guilford County School policy which states that the leadership team is not designed to usurp the authority of the principal and as the instructional and organizational leader of the school; the principal is ultimately responsible for the implementation of the school improvement process.

However, effective implementation by definition must include the sharing of responsibilities and decision making with other members of the leadership team. To this end, the following leadership positions would be established for each SLT at the beginning of each school year:

Chairperson, Co-Chairperson, Recorder and Time Keeper. Each team should elect these positions. Those elected will serve a one year term. Any team member other than the school principal may serve as an officer on the School Leadership Team. Below is a list of responsibilities for each of these positions:

Chairperson

Primary Duties:

- Meets regularly with principal or designee to discuss school issues and develop meeting agenda
- Request agenda items for meetings
- Leads meetings and facilitates distribution of agenda and any others handouts to all team members
- Reminds team members about meetings at least one week in advance
- Assists in completing reports due for the team
- Facilitates the public notification of meetings
- Keep members on task. If conversations stray from the topic at hand or if points are being repeated continuously, remind members of the topic at hand.
- Start and end meetings promptly

Any staff member or parent may present an issue to the SLT in writing. For each issue, the leadership team may decide that it needs referral to an individual (e.g. principal) or to another school committee or group. The leadership team can create a task force to address an issue not covered by existing committees. The person initiating the issue should be invited to discuss the issue with the leadership team providing the issue is an appropriate matter for leadership team review and discussion. All people who submit issues will receive a response and be told to whom their issue was referred.

Additional Duties:

- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of group norms.
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Encourage decision making through consensus.
- Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.
- Review the time, date and location of the next meeting and any items that will require action prior to the next meeting.

Co-Chairperson

- Runs the meeting in absentia of the chairperson
- Assumes all responsibilities of the chairperson in the event that the chairperson is unable to complete term.

Recorder

- Responsible for taking minutes at all meetings that clearly reflect the activities of the School Leadership Team

- Distributes minutes to all SLT members no later than two weeks after the meeting
- Posts minutes of each SLT meeting in a designated place that is visible to parents and teachers, including the school's website
- Sends copies of the minutes to the Regional Superintendent with assistance from the chair and/or principal
- Maintains copies of minutes and quarterly/annual reports, SLT bylaws and other important documents

Requirements of Meeting Minutes

- The date, time and place of meetings as per the meeting notice, and the time the meeting was called to order
- A statement of the approval of the minutes from the previous meeting
- A list of all committees, subgroups and individuals that gave reports and any recommended action
- A list of all individuals and groups who addressed the SLT
- A list of all decisions reached by consensus and all motions approved
- Items that were placed on the agenda for the next meeting
- The time the meeting was adjourned

Timekeeper

- Monitors time throughout the meeting and reminds team of timeframe
- Facilitates the prompt beginning of the meetings
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for the next meeting or continue the meeting

Team Members

- Attend meeting regularly
- Represent the interest of constituent group – not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Brings issues and concerns of constituent group to team meetings and communicates the activities and decisions made by SLT to their constituent group
- If assigned a role, abide by the responsibilities and time-lines assigned to that role
- Review meeting minutes within one week of their dissemination

Article V – Meeting

Section 1. MEETING DAY AND TIME

The standing regular meeting day and time will be determined by consensus of the SLT members during the first meeting of the SLT for each school year. The SLT will meet at least once each month. The meeting schedule for the school year should be posted on the web. Meetings will take place in the Dudley Media Center unless noted otherwise.

Section 2. MEETING MINUTES

- Minutes of meetings should be posted within one week in a place that is visible to all staff and parents, which must include the school's webpage
- Copies of the minutes must be given to all team members and sent to the school Regional Superintendent and staff members via e-mail
- An annual report should be submitted by the principal to the Regional Superintendent and the Board of Education detailing the progress of the implementation of the School Improvement Plan

Section 3. NC OPEN MEETINGS LAW

SLT meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and SLT shall abide by the law:

- SLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, SLT shall file a notice of a new meeting at least seven days prior to the new meeting.
- SLT shall abide by the following requirements for Special Meetings – specifically called meetings that are held on different days and at different times during the year than regular meetings require one of the following two methods of notification: post a notice requesting the special meeting or provide notice by e-mail to all members of the SLT and those requesting the special meeting. In either case, notice must be given at least forty eight (48) hours prior to the special meeting and notice must contain day, time and location of meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If notices are mailed to interested persons, the intent is to provide at least 48 hours notice.

Section 4. QUORUM

Two thirds shall constitute a quorum for any meetings. If at any meeting of the SLT less than a quorum is present, a majority of those present may adjourn the meeting without further notice, until a quorum is obtained.

Section 5. MAJORITY

A majority is defined at 51% for any vote or motion to pass except for any motion involving a bylaw change or an issue listed as Special Order on the agenda.

Section 6. STANDING MEETING AGENDA

SLT shall use the following agenda format for all meetings:

- A. Welcome
(All members and special guests. Read/refer to group norms)
- B. Reading and approval of minutes.

- (Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)
- C. Approval of meeting's agenda.
(Agenda approved as presented or corrected with approval by majority vote.)
 - D. Standing Committee Reports.
(Budget, Standing Committees, any correspondence.)
 - E. Reports of Special/Sub-Committees
(Each report may conclude with a motion that SLT must address).
 - F. School Improvement Plan progress review (Quarterly)
 - G. Special Orders
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
 - H. New Agenda Items, Unfinished Business and General Orders.
(Any issue which was not concluded, postponed, or was tabled during the prior meeting. The secretary's minutes should inform the facilitator which items to add to this section.)
 - I. New Business.
(Announcements, speakers, Representatives concerns.)
 - J. Request for agenda items for next meeting
 - K. Establishment of next meeting date
 - L. Adjournment
(Facilitator summarizes meeting, reviewing key actions and decisions. Checks that all members have the same clear understanding of all decisions. Reviews the time, date and location of the next meeting and any items that will be followed up or newly discussed at the next meeting. Calls for a motion for the meeting to be adjourned.)

Article VI – Committees

Section 1. SLT Committees
Members of the SLT shall have the authority to establish Special or Standing Committees as needed to meet the purpose of SLT as stated in Article II. Committee members and chairs are to be appointed and agreed upon by consensus. A majority of any committee (if more than two members) may fix its place and time of meetings. All committees shall report back to SLT as requested.

Section 2. Faculty/Staff Committees

School committees should send written reports of considerations, recommendations, etc. to the leadership team whenever, necessary or suitable. *See Above*. For each issue, the leadership team may decide that it needs referral to an individual (e.g. Principal) or to another school committee or group. The leadership team can create a task force to address an issue not covered by existing committees. The person initiating the issue can be invited to discuss the issue with the leadership team. All people who submit issues will receive a response and be told to whom their issue was referred.

Purpose of Faculty Committees

Faculty Committees will be formed for the following purposes, each pertaining to the subject matter of the Committee:

- To investigate and implement programs and other opportunities for enrichment for students and the DHS community at large,
- To seek out and apprise the principal and leadership team of staff development opportunities
- To be knowledgeable about the North Carolina Common Core/Essential Standard/Blueprints, and support the Faculty in teaching the curriculum
- To encourage and facilitate parent involvement and other outreach into the community.

Duties of the Faculty/Staff Committee Chair

The Chair is responsible for creating the agenda for the Committee meetings, communicating regularly with Committee members as to the business of the Committee as well as the time and place for the meeting, and designating a Committee member to keep minutes of the meetings. Sharing committee minutes with leadership team members and reporting information to leadership team at the next meeting.

General Guidelines for Committees

- The Committees will normally meet monthly, with the first meeting to be held no later than the end of September of the new school year.
- The Committees are responsible for advising the Faculty as to programs and initiatives the Committee would like to implement.
- The Committees through their liaisons will keep the SLT informed as to their work and seek input from the members of the SLT.
- The SLT or the Principal may direct a Committee to implement or refrain from implementing a program or initiative.

Article VII – Parliamentary Authority

SLT will operate under the latest edition of Robert's Rules of Order Newly Revised.

Article VIII – Amendment of Bylaws

SLT Bylaws may be amended with two-thirds of the collected SLT votes if prior notice has been given during the prior meeting. Otherwise, it shall require a majority of DHS Faculty and Staff to amend any Bylaw.