

By-Laws of: *Frazier Elementary*
 4215 Galway Drive
 Greensboro, NC 27406

School Year: *2022-2023*

ARTICLE I: Name

The name of this committee is:

Frazier Elementary School Improvement Team (**Frazier SIT**)

ARTICLE II: Purposes

Mission Statement:

To develop, implement, and model a common vision for Frazier through the School Improvement Plan resulting in unity in excellence for the total school environment.

Section 1. The Purposes of the Frazier Elementary School Improvement Team (**Frazier SIT**), are:

- a. To establish school policies and procedures for the students, staff, and community
- b. To develop and implement the school improvement plan
- c. To monitor, assess and amend the school improvement plan
- d. To facilitate decision-making within the school community
- e. To consult with the principal and make recommendations regarding school budget allocations
- f. To facilitate the school's improvement in the following areas:
 - Curriculum
 - School climate
 - Classroom management/discipline
 - Communication
 - Parent involvement
 - Co-curricular activities

ARTICLE III: Basic Policies

The following are basic policies of the Frazier Elementary School Improvement Team (**Frazier SIT**) in common with those of the Guilford County Schools:

- a. The organization shall be nondiscriminatory, noncommercial, nonsectarian, and nonpartisan.
- b. The organization shall work with the community to provide quality education for all children and shall participate in the decision-making process by establishing school policies.
- c. The organization shall seek to promote collaboration between parents, teachers, and the community, helping children to reach their full learning potential.
- d. The organization shall schedule a meeting at least once a month that accommodates the participation of parent representation.

ARTICLE IV: Relationship with Guilford County and Frazier Elementary School

Section 1. The articles of organization of this School Improvement Team include

(a) the bylaws

Section 2. This local School Improvement Team shall adopt bylaws for the government of the organization. These bylaws shall be reviewed and readopted, at least every three years.

Section 3. The adoption of an amendment to any provision of the Frazier Bylaws shall automatically take effect. This School Improvement Team shall promptly incorporate such amendments in its bylaws.

Section 4. Each officer or member of this Leadership Team shall be elected by a majority vote of the staff, and parent representatives shall be elected by the school community.

ARTICLE V: Membership

Section 1. There shall be representation on the School Improvement Team from each of the following areas:

- Instructional staff (Teachers, EC, AG, ESL)
- Instructional support staff (Counselor, Social Worker)
- Instructional assistants
- School principal
- MCL's (Multi Classroom Leaders)
- Parent membership (One parent must be the PTA president or designee. This shall be a one-year term.)

Section 2. Participation in this local School Improvement Team shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of the School Improvement Team.

Section 3. The school staff shall serve a term of three years on the School Improvement Team. At the end of three years, and /or as necessary, the member will rotate off and a new member will be elected as a replacement. To ensure that there is consistency of membership from year to year, approximately 2/3 of the Leadership Team shall remain each year.

ARTICLE VI: Officers and Their Election

Section 1. Each member of the School Improvement Team must be elected by their respective groups by secret ballot. All parent members of the School Improvement Team must be elected by parents of children enrolled in this school.

- a. There shall be no more than 4 parent representatives on the Leadership Team. The general PTA shall conduct the election no later than June 1st of each year.
- b. If the election does not result in a representative group of parents, the principal may appoint additional parents to the team as needed. Those names must then be brought to the largest organization of parents for approval.

- d. The election procedure as outlined in these bylaws shall be communicated and followed at election time.

Section 2. Nominating Committee

- a. The offices of the School Improvement Team shall consist of:
 1. Chairperson
 2. Agenda writer
 3. Co-chairperson
 4. Process manager/Recorder
 5. Timekeeper

ARTICLE VII: Duties of Officers

Any team member other than the school principal may serve as an officer on the School Improvement Team.

Section 1. Chairperson

- a. Meets regularly with the principal to discuss school issues and develop meeting agendas
- b. Begins and ends meetings promptly
- c. Welcomes members and introduces guest
- d. Makes sure that all items of discussion appear on the agenda
- e. Facilitates meetings
- f. Reminds SIT members about meetings at least one week in advance and ensures that each member of SIT has an agenda
- g. Assists in completing reports for the team
- h. Maintains copies of minutes and quarterly/annual reports, School Team Best Practices, and other important documents
- i. Periodically assess the effectiveness of meetings using verbal or written feedback from SIT.

Section 2. Agenda Writer, Principal

- a. Collects agenda items from team members
- b. Assists the chairperson in writing the agenda for each meeting
- c. Agenda items should be discussed at individual grade level/team meetings before being presented to SIT
- d. Agenda items are due 5 days before the meeting

Section 3. Co-Chairperson

- a. Runs the meeting when the chairperson is absent
- b. Assumes all responsibilities of the chairperson in the event that the chairperson is unable to complete his or her term
- c. Assumes the position of chairperson the following year

Section 4. Recorder/Process Manager

State law requires that full and accurate minutes be kept of all SIT meetings. The minutes must reflect all actions taken, whether by vote or consensus, and include ALL subjects discussed. The RECORDER/Process Manager is responsible for an accurate set of minutes to include:

- a. Takes minutes at all meetings that clearly reflect the activities of SIT and includes the date, time, and place of the meeting, and time that the meeting was called to order
- b. A statement of the approval of the minutes from the previous meeting

- c. A list of individuals, committees, subgroups, and individuals that gave addressed and/or gave reports and any recommended actions
- d. Items placed on agenda for the next meeting
- e. Distributes minutes to the School Improvement Team and staff no later than one week after the meeting
- f. Posts minutes of each School Improvement Team meeting in a designated place that is visible to parents and teachers and distributes minutes to the school webmaster to be posted on the school's website
- g. The time the meeting was adjourned

Section 5. Timekeeper

- a. Assists team in establishing the length of each meeting and/or the time frame for each agenda item
- b. Keeps members on task. If conversation strays from topic or if points are being repeated continuously, remind members of the topic discussion
- c. Monitors time throughout meeting and reminds team of time frame
- d. If the meeting is continuing past the adjournment time, ask for consensus of whether or not to table the remaining agenda items or continue with the meeting

Section 6. Team Members

- a. Attend meetings regularly
- b. Represent the interests of their constituent group and the school, not just their own
- c. Make every effort to designate a replacement in the event of an absence
- d. Determine how to engage stakeholders in meaningful ways in school affairs
- e. Commit to working collaboratively with stakeholders
- f. Bring issues and concerns of constituent group to team meetings and communicate the activities and decisions made by SIT to stakeholders

ARTICLE VIII: Meetings

Section 1. Meeting day and time

- a. SIT shall meet on the second Tuesday of every month unless a holiday or workday is scheduled . On those dates, SIT will meet on the second Monday
- b. Meetings will take place in a predetermined location on Frazier's campus or on a remote platform from 2:45-4:15.
- c. A minimum of (1) full day, summer meetings will take place to plan and train members for the coming school year. A vote must be taken to extend the meeting for a specified amount of additional time. If business of the team is not completed after the first extension, a second vote will be taken to extend the meeting for a specified amount of additional time. At the end of this time, any unfinished business will be carried over to the next meeting.

Section 2. NC Open Meeting Law

SIT meetings fall under the Open Meeting Law of North Carolina. The law dictates the following and SIT shall abide by this law:

- a. SIT shall file a notice of the day, time, and place of all regular meetings.
- b. If a regular meeting date/time is changed, SIT shall file a notice of new meeting at least seven (7) days prior to the new meetings.
- c. SIT shall abide by the following requirements for Special Meetings (specially called meetings that are held on different days and at different times during the year than regular meeting) require one of the following methods of notification. In both cases, notice must

be given 48 hours prior to the special meeting and notices must contain day, time and location of the meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place location. If notices are emailed to the interested persons, the intent is to provide at least 48 hours notice

Section 3: Quorum

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

Section 4: Majority

A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the agenda.

Section 5: Meeting Agenda

SIT shall use the following agenda format for all meetings:

- I. Welcome
- II. Reading and approval of minutes
- III. Report
- IV. Title One Report
- V. Reports of Special Committees
- VI. Budget/Budget Concerns
- VII. Special Order(s)
- VIII. Unfinished Business and General Orders
- IX. New Business
- X. Adjournment