**School Improvement / Leadership Team: Gibsonville Elementary School Team Bylaws**

Membership

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| **Representatives** | **Group Represented** |
| Principal | Office, Custodial, Cafeteria Staff |
| Classroom Teachers | Pre-Kindergarten through 5th Grade Teachers |
| Specialists | Art, Music, Physical Education (PE), Media |
| Student Services | Exceptional Children (EC), English to Speakers of Other Languages (ESOL), Academically Gifted (AG), Curriculum Facilitator |
| Student Support | School Counselor, Social Worker, School Nurse, After School Care (ACES) |
| Teacher Assistants | Classroom and Instructional Assistants |
| Parents | Three to Four Parent representatives |

**Term of Membership**

The term of membership is a minimum of two years, with the exception of the parent representatives which will be one year.

**Election of Members**

Members will be elected by the members of their representative group by secret ballot. Team members will be elected by June 1st of the upcoming year. If there is a need to add or change members during the school year, elections will be held as needed. It is not necessary to have a unanimous school wide election for the entire team.

**Meetings**

The date, time, and location of meetings for the upcoming school year will be decided by July 1st.

Policy and Procedures: State Law

**Members**

The school will have a school improvement team made up of the principal and representatives which include assistant principals, instructional personnel, support personal, teacher assistants, and parents of children enrolled in the school. The team should be large enough for all staff to be represented, but small enough to be efficient. A chairman is chosen by the team.

**Parent Members**

Parent representation must reflect the racial and socio-economic composition of the student population. Staff members of the school may not serve as parent representatives.

**Number of Members**

To be decided by each school. The team should include at least two parents.

**Term of Membership**

To be decided by each school. The terms should be staggered to avoid having all new members at a given time. The suggested term is one to two years.

**Election**

The representatives will be elected by their respective groups by secret ballot.

**Duty**

The team will develop a School Improvement Plan to strengthen student performance taking into consideration annual performance goals set by the State Board of Education and Local Board of Education.

**Meetings**

Regular meetings are held at a set day, time, and place each month. If a new monthly schedule is adopted, a notice of seven days is given before beginning the new schedule. Meetings must be held at times that are convenient to assure substantial parent participation. Special meetings can be held on different days and at different times or places. The public must be notified of special meetings or changes in regular meetings 48 hours in advance.

**Minutes and Agendas**

Agendas should be provided prior to the meeting. Full accurate minutes will be taken by an appointed process manager. Minutes should be sent to members for approval prior to the next meeting. The Minutes will include:

* Date, time called to order, time of adjournment, and place
* Approval of minutes of previous meetings
* List and recommendations of all subgroups or individuals reporting
* List of groups or individuals who attended or addressed the team.
* List of decisions reached
* Items placed on the agenda for the next meeting

**School Improvement Plan**

Should include:

* Plan to strengthen student performance taking into consideration annual performance goals set by the State Board of Education and Local Board of Education.
* Plan for the use of staff development funds
* Safe School Plan
* Plan for preparing students to read at grade level by the time they enter second grade.
* Healthy Active Children Plan

The plan will be presented to all staff for review and vote. The plan will be voted on by secret ballot and must be approved by majority (one more than half of voters) of voting staff. The Local Board of Education will accept or reject the plan. The plan may be amended at any time using the same review and approval process. The plan will be in effect for no more than one year. The plan will be reviewed at least once annually. The plan will be available for the review at the school as well as online.