**Oak Ridge Elementary School Leadership Team By-Laws**

August 2017-2022

**LEADERSHIP TEAM GUIDELINES FOR OPERATION**

**Article I: Name**

The name of the Oak Ridge Elementary School Site Based Leadership Team shall be ORE SBLT (Oak Ridge Elementary School Based Leadership Team).

**Article II: Purpose**

The purpose of the ORE SBLT is to deal with issues directly and indirectly related to instruction, student performance, and school environment/improvement. These decisions are binding on Oak Ridge provided the decisions are within the authority of the school.

*Section 1: Functions of ORE SBLT*

School improvement is a collaborative process supported by teachers, parents, administrators and other key stakeholders. This process is focused through the development of a School Improvement Plan.

ORE SBLT function specifically:

* Facilitates the involvement of the school community in designing and implementing the ORE’s School Improvement Plan;
* Encourages, supports and creates opportunities for involvement from parents;
* Coordinates the activities associated with the development and design of ORE’s School Improvement Plan;
* Provides direction in the development of the professional development plan
* Provides direction in the use of available resources to optimize instruction
* Provides direction in the development of strategies to enhance the school learning environment/climate/safety.

*Section 2: School-Based Leadership Team Duties*

Although ORE’s SBLT is not directly involved in the day-to-day operations of the school, it is involved in a number of tasks that affect the operation of the school. ORE’s SBLT 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 relating to staff development and instructional materials.
* 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/discipline
  + Two-way communication
  + Parent involvement
  + Co-curricular activities

ORE’s SBLT serves in an advisory capacity regarding the school budget with the team providing collaboration, input, and advice to the school principal who makes the final decision as defined by GCS policy.

**Article III: Membership**

*Section 1. Membership of ORE’s SBLT*

Composition of Staff Membership

* School Principal
* Assistant Principal
* Curriculum Facilitator
* Guidance Counselor
* One classroom teacher per grade level
* One classified representative
* Two representatives from Instruction Support Staff
* One representative from Specialist Teacher Staff
* MTAC Chairperson

Composition of Parent Membership

* PTO President
* A maximum of 30% of ORE’s SBLT should be comprised of parents duly elected according to state law by the parent and teacher organization of the school (the PTO). PTO executive board will be responsible for taking recommendations and voting on parent representation. Parentserving on the SBLT shall reflect the racial, socioeconomic and geographic composition of the students enrolled in the school. 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 group of parents for approval. *Section 2. Election and terms of service for members.*

It is recommended that each member (not including the administrative team of the principal, assistant principal, counselor, and curriculum facilitator) shall serve a maximum of two consecutive years, provided that the person is still a representative of the constituents that original elected him/her. To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team.

The members should be determined by the end of the preceding school year. Each team should vote, via ballot, upholding the election guidelines. In the case of attrition, a replacement representative from the constituency group will be nominated by the group or the SBLT and voted on to complete the departing representative’s term. Leadership team members are expected to regularly attend leadership team meetings. The school principal, assistant principal, counselor, and curriculum facilitator are standing members and do not rotate off the team. The CF acts as chair of the SBLT.

**Article IV: Meetings**

*Section 1. Meeting day and time.*

The standing regular meeting day and time will be determined by administration prior to the start of the school year. The SBLT will meet at least once per month. Standing regular meeting days and times will be posted on the ORE Sharepoint Calendar, the school’s website calendar, and the PTO calendar. Meetings will take place in the Media Center, unless noted otherwise. Meetings will begin at 2:45pm.

*Section 2. Meeting Minutes.*

* Agendas will be created in NCStar and available to all members of the school community. Minutes will be taken by an appointed secretary and posted in NCStar for all members of the school community.

**Article V: Parliamentary Authority**

ORE’s SBLT will operate under the latest edition of Robert’s Rule of Order Newly Revised.

**Submitted, August 2017**

**To be reviewed, December 2017**