

## Kearns Academy

### SCHOOL BASED LEADERSHIP TEAM (SBLT)

#### BY-LAWS

##### PURPOSE

The purpose of the School Based Leadership Team is to deal with issues directly and indirectly related to instruction, student performance, staff development, parent involvement, school safety, environment/improvement and Title I planning. It is a collaborative decision-making body that is guided by the overall vision and mission statements of The Kearns Academy. At The Kearns Academy, the School Based Leadership Team (LT) and The School Improvement Team (SIT) are one in the same and will be referred to the LT for this documents purpose.

##### SCHOOL-BASED LEADERSHIP TEAM DUTIES

Leadership teams work through a collaborative process with representation of all stakeholders which is supported through general statute 115C-105.72 of the North Carolina State Board of Education. The primary process of addressing all issues is focused through the development of a School Improvement Plan generated by the LT. The team must ensure that the work done maximizes the two-way communication with and involvement of the entire school community and parent community in developing and implementing a school improvement plan. The LT is responsible for the following:

- ☐ Facilitating the development of the School Improvement Plan (every 2 years)
- ☐ Monitoring, assessing and amending the School Improvement Plan (on an ongoing basis)
- ☐ Facilitating the development of the AdvancED Quality Assurance Review (SACS) (every 5 years)
- ☐ Planning Strategies utilizing goals and objectives and indicators
- ☐ Advancing policies and procedures that enhance achievement and meet educational, safety and parent involvement goals.
- ☐ Facilitating decision-making related to The Kearns Academy's mission statements based upon available data.
- ☐ Upon request from the principal, the LT may make recommendations on budgetary issues relating to staff development, instructional materials, staff positions and faculty concerns.

☐ Decisions are binding on the school, provided the decision is within the authority of the school.

The LT is not designed to and does not usurp the legal authority of the principal. The LT 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 Guilford County School Policy.

#### LEADERSHIP TEAM MEMBERSHIP

By state law GS 115C-105.27(a) the principal and elected representatives of

☐ The assistant principals

☐ Instructional personnel

☐ Instructional support personnel – as defined by references in state funding and Department of Public Instruction policy –school based media coordinators, guidance and attendance counselors, social workers, psychologists, curriculum facilitators, instructional coaches, audiologists, speech language pathologists and nurses.

☐ Teacher assistants and

☐ Parents of children enrolled in the school

constitute the school improvement team (LT). Those listed above are the voting members.

☐ State Law 115C-105.27(a) specifies that each school-based group required to be represented on the LT be voted in by secret ballot for their group's representatives. The term of membership for any member is two years. Rotation of members off the team should be staggered to maintain consistency of purpose and membership on the LT. There are no state or district term limits.

☐ If a staff member/parent volunteer leaves or resigns before his/her term has expired, then a new member will be ELECTED to complete the current school year and at least one additional school year. The new member must be elected by his/her constituency which he/she will represent.

☐ Parent representatives shall reflect the racial and socioeconomic composition of the Kearns Academy community and shall not be members of the building level staff.

☐ State Law 115C-105.27(a) does not require that any group other than those specified in the law be included in the LT. District procedure IN-P allows for a school to request a waiver from

membership requirements with the approval of the school's Instructional Improvement Officer,

which could allow for the election of non-voting representatives from other school based non-instructional/classified staff (school secretaries, SIMS operators, bus drivers, cafeteria workers,

custodians) not required by state law or state or district policy. This is also the policy for student representatives.

☐ The principal or the LT may appoint a non-voting member to serve on the LT if specified in the bylaws. The Kearns Academy bylaws allow for this appointment process.

☐ At The Kearns Academy, upon request of the Student Government Advisor, Student Council members may come to and address the LT regarding school activities and ideas but do not serve as members.

As recommended by district staff and NCAE trainers, the ideal size of a LT is between 7 and 12 members.

The LT must remember to balance the size of the team needed to efficiently represent the stakeholders in each school, with the effectiveness of the team.

#### ELECTION OF PROFESSIONALS TO LT

Kearns Academy is such a unique and small school, all members of the faculty and staff will serve as members on the LT. If an election is to occur, the following process will be followed.

1) First April Meeting– Chairperson will appoint a nominating committee in order to produce a slate of candidates for election. Only persons who signify their consent to serve if elected shall be nominated for election

2) Second April Meeting - Nominating committee will present slate to LT

3) May Faculty Meeting – Ballot is presented to full faculty present. Nominations may be taken from the floor. Faculty member must be present to accept nomination. Vote is by secret ballot of the full faculty present.

4) Second May or First June Meeting – ALL current and new LT members attend a meeting together – Set at the discretion of the chair.

## ELECTION OF PARENT/VOLUNTEERS TO LT

1) March – LT will begin recruiting parents to serve as members of The Kearns Academy Leadership Team

a) LT will ensure that those volunteers nominated represent a diverse section (which may include but not limited to socio-economic, religious, racial, gender, in/out of district, EC,) of our school community

2) LT will hold elections prior to the second scheduled May LT meeting or at the first meeting of the school year if the parent representatives were not able to be selected.

## OFFICES and DUTIES of the ELECTED ON THE LT

1) Chairperson

a) Preside at LT meetings

b) Meets regularly with principal to discuss school issues

c) Reminds team members about meetings and solicits agenda items (ideally a week prior)

d) Develops an agenda sent via email, prior to scheduled meetings

e) Reviews previous meetings minutes

f) Establish and appoint temporary committees, as needed

g) Ex officio member of all committees, except nominating

2) Vice- Chairperson

a) Perform duties of the chairperson if absent or unable

b) With help from the Secretary, insures the distribution of By-Laws and LT Decision Chart to new members

3) Secretary

a) Record minutes of each meeting

b) Provide draft of minutes to the chairperson and principal before distributing to LT. All minutes to be distributed to LT prior to meetings.

c) Sends copies of minutes to IIO

d) Maintains copies of By-Laws, Minutes of meetings, and other

important documents.

4) Timekeeper Helps chairperson monitor time during meetings Announces time during discussions – Keeps discussions focused

5) Engager Observes individual's hands raised during discussion Keeps awareness of these hands and calls on each person to speak

#### MEETING TIMES

General Statute 143-318.9, Public policy, states that public bodies that administer the legislative functions of North Carolina exist solely to conduct the people's business and that it is the public policy of North Carolina that these actions be conducted openly; therefore, LT which is defined as a public body and involves more than two members who serve in an advisory capacity or administrative role falls under the NC Open Meeting Law.

Leadership Team regular meetings will be held the 5 times throughout the school year with the dates being selected at the first LT meeting of each school year. The dates and times will be selected to allow for the most members to attend. If otherwise specified, the meeting notice will be filed at least seven days before the first meeting under the new schedule.

#### "Special Meetings"

Meetings that are held on different days and at different times or places during the year are considered "special" meetings.

a) Post a notice a notice to every person who has requested notification – 48 hours prior to the meeting.

Any meeting or subcommittee meetings of the LT are also subject to the Open Meetings Law, and are therefore open to everyone.

#### QUORUM & AMENDMENTS

A quorum shall consist of 75% of the current LT membership. A quorum is required for all decisions requiring a vote of the membership. The principal must be in attendance for all votes. In case of absence, a voting member may email a written vote to the chairperson. These by-laws may be amended at any regular meeting by a 2/3 vote of the members present provided that notice of the proposed amendment shall have been given at least 30 days prior to the meeting, at which time the amendment(s) shall be voted on. The amendment shall be effective at the next set meeting.