

## **Bylaws of Penn-Griffin School Site Based Leadership/Title I Team**

### **Article I – Name**

The name of the Penn-Griffin School Site Based Leadership/Title I Team shall be Leadership/Title I Team.

### **Article II – Purpose**

The purpose of the Leadership/Title I Team is to discuss school achievement and school climate issues. Leadership/Title I Team will deal only with issues related to instruction, student performance, school climate and improvement. Any decisions made are binding on Penn-Griffin provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the Leadership/Title I Team. In these cases, the principal may provide an explanation to the team which will be noted in the minutes.

**Mission Statement:** The mission of Penn-Griffin is to be a community where all students are inspired to learn and grow as scholars and artists.

### **Article III – Membership**

#### **Section 1: Membership of Leadership/Title I Team shall consist of:**

- One teacher representative from each content and grade level area
- One representative for Classified staff
- One representative for Support Staff (EC and ESOL)
- Curriculum Facilitator
- Counselor
- Social Worker
- Title I Representative
- Administrators
- Two Parents
- Student

#### **Section 2: Election and terms of service for members**

All staff members will be elected and serve for two years. Additional members may be recommended, voted and approved by Leadership/Title I Team but no additional members may be appointed.

- a. Election of parent representatives  
Parent representatives shall be elected by the parents of children enrolled at Penn-Griffin in an election conducted by the PTSA. Parent representatives shall reflect the racial and socioeconomic composition of Penn-Griffin and shall not be members of the building staff. Parents may serve for two (2) years.
- b. Election of Penn-Griffin staff representatives  
Content area representatives for teachers, representatives for support staff, classified staff, shall be nominated by their representative groups and voted on by the group by secret ballot. The following timetable will be used to hold the election:
  - 1. Parent representatives will be voted on in May.
  - 2. Staff representatives will be voted on by August to ensure all new staff members and/or position changes are reflected by the vote.

### **Section 3: Voting Rights**

Leadership/Title I Team will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support Leadership/Title I Team decisions. The representatives vote as directed by the majority of members of their constituency.

### **Article IV – Roles**

In order for Leadership/Title I Team to operate efficiently and productively, the following roles have been established. It shall be the decision of the members at the first meeting of the year to assign the roles to representatives for the entire year.

Chairperson  
Minute Taker  
Time Keeper  
Representatives

### **Description of roles:**

#### **Chairperson**

- ⊙ Prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- ⊙ Start and end meetings promptly.
- ⊙ Welcome member and introduce any guests.
- ⊙ Ensure that minutes are being kept.
- ⊙ Open discussion on current agenda items.
- ⊙ Encourage decision on current agenda items.
- ⊙ Review the time, date, and location of the next meeting and any items that will require action prior to the next meeting.

#### **Minute Taker**

State law requires that full and accurate minutes be kept of all official meetings of Leadership/Title I Team. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that discussed. The minute taker shall be responsible for an accurate set of minutes that shall include:

- ⊙ The date, time and place of the meeting per the meeting notice, and the time the meeting was called to order.
- ⊙ 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 Leadership/Title I Team.
- ⊙ The minute taker shall word the minutes in a professional manner and be concise, specific and:
  - Ask for clarification if unsure of information before recording it.
  - Distribute minutes electronically or hard copy before the next meeting.

#### **Time Keeper**

- ⊙ This person should ensure that the meeting is moving at an efficient pace.

### **Representatives**

- ⊙ Serve a two-year term on Leadership/Title I Team.
- ⊙ Attend meetings and arrive on time.
- ⊙ If assigned a role, abide by the responsibilities and time-lines assigned to that role.
- ⊙ Submit constituency concerns to be placed on meeting agenda to Chairperson on week prior to meeting date.
- ⊙ Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- ⊙ Vote as majority of constituency requests.
- ⊙ Meet with or e-mail constituency of all decisions made and actions taken by Leadership/Title I Team within one week following the meeting.

### **Article V – Meetings**

#### **Section 1. Meeting Day and time**

Leadership/Title I Team shall meet on the first Monday day of every month unless a holiday or workday is scheduled for that Monday.

Meetings will take place in the Media Center or Alumni Room at 4:15PM.

#### **Section 2. NC Open meeting Law**

Leadership/Title I Team meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and Leadership/Title I Team shall abide by the law:

- ⊙ Leadership/Title I Team shall file a notice of the day, time and place of all regular meetings.
- ⊙ If a regular meeting time is changed, Leadership/Title I Team shall file a notice of new meeting at least seven days prior to the new meeting.

### **Article VI – Committees**

#### **Section 1. Committees**

Members of Leadership/Title I Team shall have the authority to establish committees as needed to meet the purpose of Leadership/Title I Team as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to Leadership/Title I Team as requested.

### **Article VII – Amendment of Bylaws**

Leadership/Title I Team Bylaws may be amended with two thirds of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of Penn-Griffin Faculty and Staff to amend any bylaw.