

# **Bylaws of Rankin School Improvement Team**

## **Article I – Name**

The name of the Site Based Leadership Team for Rankin Elementary will be called the School Improvement Team (SIT).

## **Article II – Purpose**

The purpose of the School Improvement Team is to make decisions related to school improvement, finances (budget) and curriculum at Rankin. SIT will deal with issues directly and indirectly related to instruction, student performance, school climate and improvement. These decisions are binding on Rankin 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 team. In these cases, the principal will provide a written explanation to the team. SIT will review and monitor the implementation of practices to align with the philosophy of the school and align with the School Improvement Plan.

### **Mission Statement:**

Our mission is to commit daily to nurturing the needs of the whole child in order to ensure that every child is academically successful.

### **Section 1: SIT Functions:**

The School Improvement Team is a collaborative process supported through general statute (115C-105.27) with representation of all stakeholders. This process is focused through the development of a School Improvement Plan, generated by an elected body, the Rankin's School Improvement Team. This team is comprised of teachers, parents, administrators and other key stakeholders.

The Rankin School Improvement Team is not designed to usurp the legal authority of the Principal. The team's functions specifically are listed below:

- Facilitate the involvement of the school community in designing and implementing the Rankin School Improvement Plan;
- Encourage, support and create opportunities for involvement from parents;
- Coordinate the activities associated with the development and design of the Rankin School Improvement Plan;
- Provide direction in the development of the professional development plan;

### **Section 2: SIT Duties:**

Although the Rankin SIT 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. SIT will:

- Facilitate the development the of the School Improvement Plan
- Develop, monitor, assesses and amend the School Improvement Plan
- Advance policies and procedures that enhance achievement and meet educational, safety and parental involvement goals
- Facilitate decision-making based on available data
- Consult with the principal and makes recommendations on budgetary issues relating to staff development, instructional materials and staff positions. The SIT 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
- Build the capacity of the school to address parent and staff concerns
- Build the capacity of the school to improve in the following areas:
  - Curriculum
  - School Climate
  - Classroom Management/Discipline
  - Parent Involvement

## **Article III – Membership**

### **Section 1: Membership of SIT shall consist of:**

- One teacher representative for each grade level PreK-5th
- One representative for classified staff (teaching assistants, custodians, Cafeteria staff and clerical staff).
- One representative from the Instructional Support Staff that includes (Media, Music Computer, PE, Computer and Guidance)
- One representative from EC Dept. (AU, IDMI, Speech and/or AL staff) and ESL Dept.
- Curriculum Facilitator, Math Facilitator, Literacy Teacher and PBIS
- Principal
- Assistant Principal
- PTA Representative (nonvoting member)
- Two Parent Representative

### **Section 2:**

#### **A. Election and terms of service for members**

All staff members will be elected and serve for two years. Any parent representatives will serve for one year. Additional members may be recommended, voted and approved by SIT but no additional members may be appointed. 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 develop a process for ensuring there is continuity on the team from year to year, while still upholding the election guidelines. In case of attrition, a replacement representative from the constituency group will be nominated by the group or SIT and voted on to complete the departing representative's team.

SIT members are expected to regularly attend meetings.

#### **B. Election of parent representatives**

Parent representatives shall be elected by the parents of children enrolled at Rankin in an election conducted by the Rankin PTA. Parent representatives shall reflect the racial, geographical and socioeconomic composition of the students enrolled in Rankin and shall not be members of the building level staff.

#### **C. Election of Rankin staff representatives**

Grade level representatives for teachers, representatives for

Instructional support personnel, classified staff, EC, Speech, AL shall be nominated by their representative groups and voted on by the whole staff by secret ballot. The following timetable will be used to hold the election:

- Nominations of staff will occur by Friday of the first full week of May.
- Whole ballot election will be held by the Tuesday of the second full week of May.
- The ballots will be counted by the School Secretary/treasurer, Grade level chairperson, or department heads and a witness by the Thursday of the second full week of May.
- The ballots will be stored in the SIT notebook for two years.

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

SIT will operate under the consensus decision-making process. Each representative has one vote and agrees to support SIT decisions. The representatives vote taking into account their sense of the views of their constituencies and their best judgment.

## **Article IV - Roles**

In order for SIT to operate efficiently and productively, the following roles have been established and must be assigned at every meeting. 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 or to rotate the roles at each meeting.

- Chairperson(s) (may not be the administrator)
- Secretary
- Time Keeper

### ***Description of roles:***

#### **Chairperson(s)**

- Meet with administrator and prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Start and end meetings promptly.
- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of Mission Statement.
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Encourage decision making through consensus.
- Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.
- Review the time, date and location of the next meeting and any items that will require action prior to the next meeting.
- Periodically assess the effectiveness of meetings using verbal or written feedback from members.

## Secretary

**State law requires that full and accurate minutes be kept of all official meetings of SIT. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that were discussed. The secretary shall be responsible for an accurate set of minutes that shall include:**

- The date, time and place of the meeting as per the meeting notice, and the time the meeting was called to order.
- A statement of the approval of the minutes from the previous meeting.
- A list of all committees, subgroups and individuals that gave reports and any recommended action.
- A list of all individuals and groups who addressed SIT.
- A list of all decisions reached by consensus and all motions approved or defeated by vote; this shall include the exact wording of any motions.
- Items that were placed on the agenda for the next meeting.
- The time the meeting was adjourned.

The secretary 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 by the first Thursday following meetings.
- Bring paper copies of the minutes to the next meeting for approval.
- Give minutes to the webmaster for posting on the website

## Time Keeper

- Facilitate the prompt beginning of the meeting. Contact late-arriving members, re-announce the meeting if necessary.
- Keep members on task. If conversation strays from the topic or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for next meeting or continue meeting.

## SIT Representatives

- Serve a two-year term if a staff representative (except guidance counselors, who alternate every other year) or serve a one year term if a parent representative on SIT.
- 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 one week prior to meeting date.
- Strive to represent entire constituency to ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.

- Vote taking into account their sense of the views of their constituencies and their best judgment.
- Meet with or e-mail constituency of all decisions made and actions taken by SIT within one week following the meeting; parent representatives report at monthly PTA meetings.

## **Article V – Meetings**

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

SIT shall meet on the first Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. During those months, SIT will meet as determined by the principal.

Meetings will take place in the Rankin Media Center from 3:00-4:00 pm. A vote must be taken to extend the meeting for an additional 15 minutes. If business of the team is not completed after the first extension, a second vote must be taken to extend the meeting for another 15 minutes. At the end of this time, any unfinished business will be carried over to the next meeting. A summer workday meeting will be scheduled at the last regular June SIT meeting of the school year.

### **Section 2: *NC Open Meeting Law***

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

- SIT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, SIT shall file a notice of new meeting at least seven days prior to new meeting.
- 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 meetings requires one of the following two methods of notification: post a notice or mail/deliver a notice to every person of SIT and those requesting the special meeting. In both cases, notice must be given 48 hours prior to the special meeting and notice must contain day, time and location of meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If notices are mailed to 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 at any meeting of SIT less than a quorum is present, 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 of those in attendance 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 agendas***

*SIT shall use the following agenda format for all meetings:*

#### **I. Welcome.**

(All members and special guests).

## **II. Reading and approval of minutes.**

(Motion to approve is not necessary. This is done electronically. The minutes are either approved as read or as corrected, but without a vote).

## **III. Reports.**

(Budget, Standing Committees, any correspondence).

## **IV. Reports of Special Committees.**

(Each report may conclude with a motion that SIT must address).

## **V. Special Orders.**

(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned).

## **VI. Unfinished Business and General Orders.**

(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the facilitator which items to add to this section).

## **VII. New Business.**

(Announcements, speakers, Representative concerns).

## **IX. Adjournment.**

(Facilitator summarizes meeting, reviewing key actions and decisions. Checks that all members have the same clear understanding of all decisions. Reviews the time, date and location of next meeting and any items that will be followed up or newly discussed at the next meeting. Calls for a motion for the meeting be adjourned).

## **Article VI - Parliamentary Authority**

SIT will operate under the latest edition of **Robert's Rules of Order Newly Revised.**

## **Article VII - Amendment of Bylaws**

SIT Bylaws may be amended with two thirds of the votes cast, if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of Rankin Faculty and Staff to amend any Bylaw.

## **Article VIII – Communication Process**

### **Section 1:**

- Email
- Post agenda and minutes of meetings
- Place minutes and handouts in a notebook for all parents to review in the Curriculum Lab
- Post reports to Share Points and on Web page
- Post meeting dates on Rankin Web page

**Section 2:** The School Improvement Team will maintain a system of communication to keep all staff members and parents informed of the site-based shared decision making

line of authority and the duties of responsibilities of the Board of Education, Superintendent, Principal, and the School Improvement Team. Printed copies of the powers and duties of the School Improvement Team will be shared with the entire staff and approved by the majority of the staff.

**Section 3:** The system/process for communicating will be in writing and placed in the School Improvement Team minutes.