

Reedy Fork Elementary  
4571 Reedy Fork Parkway  
Greensboro, NC 27405

## **2022-2023 School Improvement Team By-Laws**

### **\*\* ARTICLE I: Name**

The name of this committee is:  
Reedy Fork Elementary Leadership Team  
Greensboro

Guilford County, North Carolina

### **\*\*ARTICLE II: Purposes**

Section 1. The Purposes of the  
Reedy Fork Leadership Team, are:

- a. Establish school policies and procedures for the students, staff, and community
- b. Develop and implement the school improvement plan
- c. Monitor, assess and amend the school improvement plan
- d. Facilitate decision-making within the school community
- e. Consult with the principal and make recommendations regarding school budget allocations
- f. Facilitate the school's improvement in the following areas:
  - Curriculum
  - School climate
  - Classroom management/discipline
  - Communication
  - Parent involvement
  - Co-curricular activities

### **\*\*ARTICLE III: Basic Policies**

The following are basic policies of the  
Reedy Fork Leadership Team in common  
with those of the  
Guilford County Schools:

- a. The organization shall be  
nondiscriminatory, noncommercial,  
nonsectarian, and nonpartisan.

b. The organization shall work with the  
community to provide quality education for  
all children and shall participate in the  
decision-making process by establishing  
school policies.

c. The organization shall seek to promote  
collaboration between parents, teachers, and  
the community, helping children to reach  
their full learning potential.

d. The organization shall schedule a meeting  
at least once a month that accommodates the  
participation of parent representation.

### **\*\*ARTICLE IV: Relationship with Guilford County and Reedy Fork Elementary School**

**\*\*Section 1.** The articles of organization of  
this Leadership team include

(a) the bylaws

**\*\*Section 2.** This local Leadership Team  
shall adopt bylaws for the government of the  
organization. These bylaws shall be  
reviewed and readopted, at least every three  
years.

**\*\*Section 3.** The adoption of an amendment  
to any provision of the Reedy Fork Bylaws  
shall automatically take effect. This  
Leadership Team shall promptly incorporate  
such amendments in its bylaws.

**\*\*Section 4.** Each officer or member of this  
Leadership Team shall be  
elected by a majority vote of the staff, and  
parent representatives shall be elected by the  
school community.

### **\*\*ARTICLE V: Membership**

**\*\*Section 1.** There shall be representation on the Leadership Team from each of the following areas:

- Instructional staff
- Instructional support staff
- Instructional assistants
- School principal
- School Assistant Principal
- Curriculum facilitator
- Parent membership (One parent must be the PTA president or designee. This shall be a one year term.)

**\*\*Section 2.** Participation in this local Leadership Team shall be open, without discrimination, to anyone who believes in and supports the mission and purposes of the Leadership Team.

**\*\*Section 3.** The school staff shall serve a term of three years on the Leadership Team. At the end of three years, and /or as necessary, the member will rotate off and a new member will be elected as a replacement. To ensure that there is consistency of membership from year to year, approximately 2/3 of the Leadership Team shall remain each year.

#### ARTICLE VI: Officers and Their Election

**\*\*Section 1.** Each member of the school Leadership Team must be elected by their respective groups by secret ballot. All parent members of the school Leadership Team must be elected by parents of children enrolled in this school.

- a. There shall be no more than 4 parent representatives on the Leadership Team. The general PTA shall conduct the election no later than June 1<sup>st</sup> of each year.
- b. 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 organization of parents for approval.
- d. The election procedure as outlined in these bylaws shall be communicated and followed at election time.

#### Section 2. Nominating Committee

a. The offices of the Leadership Team shall consist of:

1. chairperson
2. co-chairperson
3. rotating recorder
4. timekeeper

#### **\*\*ARTICLE VII: Duties of Officers**

Any team member other than the school principal may serve as an officer on the school Leadership Team.

##### Section 1. Chairperson

- a. Meets regularly with the principal to discuss school issues and develop meeting agendas
- b. Makes sure that all items of discussion appear on the agenda
- c. Sends agenda to all staff and Leadership Team members prior to meeting date
- d. Leads meeting and facilitates distribution of agenda to all team members of the school Leadership Team
- e. Reminds team members about meetings at least one week in advance
- f. Assists in completing reports for the team
- g. Facilitates the public notification of meetings
- h. Maintains copies of minutes and quarterly/annual reports, and other important documents

##### Section 2. Co-Chairperson

- a. Runs the meeting when the chairperson is absent
- b. Assumes all responsibilities of the chairperson in the event that the chairperson is unable to complete his or her term
- c. Assumes the position of chairperson the following year

##### Section 3. Rotating Recorder

- a. Takes minutes at all meetings that clearly reflect the activities of the school Leadership Team
- b. Distributes minutes to the school Leadership Team and staff no later than one week after the meeting
- c. Posts minutes of each school Leadership Team meeting in a designated place that is visible to parents and teachers and distributes minutes to the school webmaster to be posted on the school's website.
- d. Post copies of minutes to the SIP document no later than one week after the meeting

#### Section 4. Timekeeper

- a. Assists team in establishing the length of each meeting and/or the time frame for each agenda item
- b. Monitors time throughout meeting and reminds team of time frame

#### Section 5. Team Members

- a. Attend meetings regularly
- b. Represent the interests of their constituent group and the school, not just their own
- c. Make every effort to designate a replacement in the event of an absence
- d. Determine how to engage stakeholders in meaningful ways in school affairs
- e. Commit to working collaboratively with stakeholders
- f. Bring issues and concerns of constituent group to team meetings and communicate the activities and decisions made by School Leadership Team to stakeholders