**NORTHERN ELEMENTARY SCHOOL**

**SCHOOL BASED LEADERSHIP TEAM**

POLICIES AND PROCEDURES

Adopted July 22, 2008

Amended August 19, 2021

Date to Be Submitted for Amendment: August 19

**NORTH CAROLINA LAWS**

Members

The school will have a School Improvement Team made up of the principal and representatives of the assistant principals, instructional personnel, instructional support personnel, teacher assistants, and parents of children enrolled in the school. The team should be large enough for all staff to be represented but small enough to be efficient. `

Parent members

Parent representation must reflect the racial and socio-economic composition of the student population. Staff members of the school may not serve as parent representatives.

Number of members

To be decided by each school. The team should include at least two parents.

Term of membership

Each member shall serve a minimum of one year and a maximum of two consecutive years. The terms should be staggered to avoid having all new members at a given time.

Election

Representatives will be elected by their respective groups by secret ballot. The PTA will conduct parent elections by parents of children enrolled in the school.

Duty

The team will develop a School Improvement Plan to strengthen student performance taking into consideration annual performance goals set by the State Board of Education and Local Board of Education.

The School Improvement Team is not designed to usurp the legal authority of the principal. Rather, the team's function is to:

* facilitate the involvement of the school community in designing and implementing the school improvement plan;
* encourage, support, and create opportunities for involvement from parents;
* coordinate activities associated with the development and design of the school improvement plan;
* provide direction in the development of the safe school plan;
* provide direction in the development of the professional development plan; and,
* provide direction in the use of available resources to optimize improvement of instruction and student outcomes, and to ensure adequate planning time for all teachers.

Meetings

Regular meetings are held at a set day, time, and place each month. If a new monthly schedule is adopted, a notice of seven days is given before beginning the new schedule.

Meetings must be held at times that are convenient to assure substantial parent participation. If necessary to achieve this, meeting times should vary. Parents must be as flexible as other team members.

Special meetings can be held on different days and at different times or places. The public must be notified of special meetings or changes in regular meetings 48 hours in advance.

The team may go into closed session to preserve sensitive materials about school safety plan.

Minutes and Agendas

Agendas should be provided prior to the meeting.

Full accurate minutes will be taken by an appointed secretary (team member or non team member).

Minutes should be sent to members for approval prior to the next meeting.

The minutes will include:

* Date, time called to order, time of adjournment, and place.
* Approval of minutes of previous meeting
* List and recommendations of all subgroups or individuals reporting
* List of groups or individuals who addressed the team
* List of decisions reached.
* Items placed on agenda for next meeting.

Closed minutes will be kept and stored in a confidential location.

School Improvement Plans

The school improvement team will develop a plan to improve student performance that addresses the

following areas:

* improved instruction and student outcomes;
* professional development;
* school climate, which includes safety, discipline, student learning environment and teacher
* working conditions,
* school community satisfaction (students, parents, teachers), and
* duty-free lunch/planning time for teachers.

The plan will be presented to all staff for a review and a vote.

The plan will be voted on by secret ballot and approved by a majority (one more than half of voters) of voting staff.

The Local Board of Education will accept or reject the plan.

The plan may be amended at any time using the same review and approval process.

The plan will be in effect for no more than two years.

The plan will be reviewed at least once annually.

The plan will be available for review of copy at the school.

**NORTHERN ELEMENTARY SCHOOL TEAM BY- LAWS**

Number of members

Members will include:

(1) Instructional Personnel per grade level

(1) Instructional Support Personnel (EC, Speech, AU, Counselor, Social Worker, OT, PT, Adaptive PE,

School Psychologist)

(1) Specialist teacher

(1) Academically Gifted teacher

(1) Classified Support Personnel (teacher assistant, office, custodial, ACES, cafeteria)

\* Members listed above will serve as their department/grade level chairperson(s)

(2) Parents

Curriculum Facilitator

Principal

Assistant Principal

Term of membership

The term of membership is 2 years with half the staff members on the team alternating each year.

Kindergarten, 2nd, 4th, AG, and Specialists will have election terms that expire in May of even numbered years. 1st, 3rd, 5th, Instructional Support Personnel, and Classified Support Personnel will have election terms that expire in May of odd numbered years. If a staff member is unable to serve as outlined an election will be held to fill their seat. Term years will never change despite the person changing.

Election of members

Elections will be held according to state law.

In May staff team members will be elected.

In September parent members will be elected in an election managed by PTA.

If there is a need to add or change members during the school year, election will be held as needed.

Meetings

The team at the first SBLT meeting of the year will decide the date, time, and location of meetings for the school year.

Other Duties

Staff members on the team will not be required to serve on another school committee.

Officers

Team officers will be elected during the summer retreat or at the August meeting.

Positions and job descriptions are as follows:

* **Chairperson**: Set the agenda by meeting with administration using input from staff and parents, lead the meeting, secure the meeting place, and call the meeting to order.
* **Chairperson-Elect**: Communicates with the chair, fills in for chairperson in his/her absence, learn the role of the chairperson in order to fill the seat the following year.
* **Secretary**: Takes the minutes and sends them to the principal and chairperson for feedback/editing, sends them to team members for approval, sends them to staff upon team approval.
* **Time- Keeper**: Keep the meeting on track and focused, follow timelines on agenda, make sure meeting starts and ends on time.