

## **George C. Simkins, Jr. School Based Leadership Team By-Laws**

### **Article I – Name**

The name of the George C. Simkins, Jr. Elementary School (GCSJ) Site-Based School Improvement Team shall be George C. Simkins, Jr. Site Based Leadership Team (GCSJSBLT).

### **Article II – Purpose**

The purpose of the GCSJSBLT is to address issues directly and indirectly related to instruction, student performance, school climate, and school culture. The GCSJSBLT will make decisions and monitor implementation based on the mission and vision of George C. Simkins, Jr. Elementary School. These decisions are binding on George C. Simkins, Jr. Elementary School 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.

### **Section 1: Mission Statement of George C. Simkins, Jr. Elementary School**

George C. Simkins, Jr. Elementary School will foster a welcoming school community that embraces diversity through respect and acceptance. All students will be empowered to achieve academically, socially, emotionally, and physically with the support of staff who personalize education and strive to meet the unique needs of each student to promote life-long learning. Together with the Simkins community, students will have a strong foundation to positively contribute as citizens and leaders of the global society.

### **Article III – Function**

The function of the GCSJSBLT is as follows:

- A. Facilitate the development of the School Improvement Plan.
- B. Monitor, assess, and amend the School Improvement Plan.
- C. Advance policies and procedures that enhance achievement and meet educational, safety, parent and community involvement, school climate, staff development, and communication goals.
- D. Facilitate decision-making based on available data.
- E. Work in concert with the principal and make recommendations on budgetary issues related to staff development, instructional materials and staff positions.

### **Article IV – Membership**

#### **Section 1: Membership of GCSJSBLT**

Members of the GCSJSBLT shall consist of, but not be limited to:

- A. School Principal
- B. Curriculum Facilitator
- C. One teacher representative for each grade level: (K-5)
- D. One teacher representative for specialists
- E. One representative for Instructional Support Personnel
- F. One representative for Exceptional Children instructors
- G. Two Parent representatives
- H. Secretary/Treasurer

### **Section 2: Election Processes and Terms**

- A. All members will be elected and serve for two (2) years.
- B. If for any reason an elected representative cannot fulfill the term, the constituent group will vote to elect a representative to complete the term.
- C. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

### **Section 3: Election of Parent Representatives**

- A. Parent representatives shall be elected by parents of children enrolled at GCSJE in an election conducted by the GCSJSBLT.
- B. Nominations shall take place 30 days prior to the election and be made available to the public.
- C. Parent representative shall reflect the racial and socioeconomic composition of GCSJE and shall not be members of the building level staff.
- D. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

## **Article V – Roles**

### **Section 1: The Chairperson will be selected by the GCSJSBLT members after spring elections.**

- A. The Chairperson shall not be an administrator.
- B. The Chairperson:
  - 1. Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff.
  - 2. Facilitates public notification of meetings.
  - 3. Starts, facilitates and ends meetings.
  - 4. Encourages open discussions and decision-making through consensus.
  - 5. Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of decisions.
  - 6. Periodically assess the effectiveness of meetings using verbal or written feedback from members.

### **Section 2: The Secretary**

- A. In accordance with NC Open Meetings Law, the secretary will keep accurate minutes of all official meetings of GCSJSBLT, including:
  - 1. The date, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order.
  - 2. A statement of the approval of the minutes from the previous meeting.
  - 3. A list of all committees, subgroups and individuals that gave reports and any recommended action.
  - 4. A list of all individuals and groups who addressed GCSJSBLT.
  - 5. 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.
  - 6. Items that were placed on the agenda for the next meeting.
  - 7. The time the meeting was adjourned.

- B. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- C. The secretary shall facilitate distribution of the minutes electronically in a timely manner.

### **Section 3: Timekeeper**

- A. The timekeeper will keep meetings on track and on time.
- B. Inform the speakers as their time expires and eventually runs out.
- C. Ensures the whole meeting runs on-time and that no speaker/topic takes more time than allowed.

### **Section 4: Representatives**

- A. Serve a two-year term on GCSLSBLT.
- B. Attend meetings, arrive on time, and leave on time.
- C. Complete responsibilities of assigned roles on the committee.
- D. Participate in GCSJSBLT discussions and decisions.
- E. Represent their constituency and ensure that all members of the constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- F. Vote as the majority of the constituency requests.
- G. Meet with or email constituency of all decisions made and actions taken by GCSLSBLT within one week following the meeting.

## **Article VI – Meetings Section 1: Meeting Day and Time**

GCSJSBLT will meet at least one Tuesday of every month from 2:45-4:00 in the Media Center (regular bell schedule.)

### **Section 2: Meeting Agendas**

Meeting agendas will be created and made available through NCStar.

### **Section 3: NC Open Meeting Law**

- A. GCSLSBLT meetings fall under the NC Open Meeting Law.
- B. GCSLSBLT shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, GCSLSBLT shall file a notice of the new meeting time at least 7 days prior to the new meeting.
- D. In the case of special meetings, other than regular meetings, GCSLSBLT will post/deliver a notice to every person of GCSLSBLT and those requesting the special meeting. Notice must be given 48 hours prior to the special meeting, and the notice must contain the day, time, and location of the meeting.

#### **Section 4: Quorum**

Two-thirds shall constitute a quorum for the transaction of business. If, at any meeting of GCSLSBLT, less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

#### **Section 5: Discussion, Decision-Making, and Voting**

A. Decisions are made by consensus (general agreement and consent) where possible.

B. In the event the chair determines, after reasonable time, that a decision cannot be made by consensus, a vote will be taken. In this case, George C. Simkins, Jr. Elementary will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support GCSJSBLT decisions. The representative votes as directed by the majority of members of their constituency.

C. A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a by-law.

D. Only members of the committee may speak. Visiting observers who wish to speak must request, in advance, to sit-in with a GCSJSBLT member.

#### **Article VII – Committees and Sub-Committees**

Members of GCSJSBLT shall have the authority to establish committees and sub-committees as needed to meet the purpose of GCSJSBLT. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings law. A majority of any committee may fix its place and time of meetings. All committees shall report back to GCSJSBLT as requested.

#### **Article VIII – Amendment of By-Laws**

GCSJSBLT by-laws may be amended with two-thirds (2/3) of the collected votes if a notice has been given during the prior meeting, otherwise, it shall require a majority (50% plus one) of George C. Simkins, Jr. faculty and staff to amend any by-law.