

# **BYLAWS OF SOUTHERN GUILFORD ELEMENTARY LEADERSHIP TEAM (SBLT)**

**Approved by SBLT 8-8-2019**

**Approved by Southern Elementary Staff 8-10-2019**

## **Article I-Purpose**

The purpose of the SBLT is to deal with issues directly and indirectly related to instruction, student performance and school environment/improvement. These decisions are binding provided the decisions are within the authority of the school. The SBLT will review and monitor the implementation of practices to ensure alignment with the school improvement plan.

### **Section 1 FUNCTIONS OF SCHOOL-BASED LEADERSHIP TEAM:**

School improvement is a process focused through the development of a School Improvement Plan, generated by an elected body, the Southern Leadership Team. This team is comprised of teachers, parents, administrators, and other key stakeholders.

The Southern Leadership Team is not designed to usurp the legal authority of the principal. Rather, the team's function should be 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 the activities associated with the development and design of the School Improvement Plan

### **Section 2 SCHOOL-BASED LEADERSHIP TEAM DUTIES:**

Although the Southern Leadership Team 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. The Leadership Team:

- facilitates the development of the School Improvement Plan
- monitors, assesses and amends the School Improvement Plan
- advances policies and procedures that enhance achievement and meet educational, safety and parent involvement goals
- facilitates decision-making based on available data
- builds the capacity of the school to address parent and staff concerns
- builds the capacity of the school to improve in the following areas:
  - Curriculum
  - School Climate
  - Classroom management/discipline
  - Two-way communication

- Parent involvement
- Co-curricular activities
- Consults with principal and makes recommendations on budgetary issues relating to staff development, instructional materials and staff positions.

The leadership team 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.

## Article II-Membership

### Section 1 MEMBERSHIP OF SBLT

Composition of Membership:

- A. School Principal
- B. Curriculum Facilitator
- C. Two teacher representatives from K-2, and two representatives from 3-5
- D. Two representatives from Instructional Support Staff (PE, EC, Art, Music, Guidance Counselor, Media Specialist, ESOL, Speech, AL) School-based personnel only
- E. One representative from classified staff members
- F. Two to three parents
- G. Members of the Instructional Leadership Team

### Section 2 ELECTION AND TERMS OF SERVICE FOR MEMBERS

Each member shall serve a term ranging from a minimum of one year to a maximum of three consecutive years. It is allowable for a member to serve more than 1 consecutive term if duly elected. The members should be determined by the end of the preceding school year. Each team should develop a process for ensuring that there is continuity on the team from year-to-year, while still upholding the election guidelines. In the case of attrition, a replacement representative from the constituency group will be nominated by the group or the SLT and voted on to complete the departing representative's term. Leadership team members are expected to regularly attend leadership team meetings.

- A. Election of parent representatives  
Parent representatives shall have children enrolled at Southern and shall be elected by the parents of children enrolled at Southern in an election conducted by the PTA in the spring. The SBLT parent membership should reflect the racial, geographical and socioeconomic status of students at Southern. If the elected parents do not represent the racial, geographical and socioeconomic status of students at Southern, the principal can appoint a parent representative which would go to the largest parent organization for approval. Elected parent members should not be members of the Southern staff.

B. Election of Southern staff representatives

According to state law 115C-105.27(a), all certified staff must vote by secret ballot for all the nominated representatives regardless of level. All teachers will vote on the nominees from K-2 and from 3-5, respectively. The ballots will be counted by the principal and the school leadership chairperson. The ballots will be stored in the principal's office for two years.

### Section 3 VOTING RIGHTS

Decisions will be made by consensus when possible, with a majority of 51% as a fallback option. Each SBLT member will make voting decisions on the best interests of students and the school as a whole. In the event the chair determines in a reasonable amount of time that a decision cannot be made by consensus, a vote will be taken. Voting and discussion will be conducted using Roberts Rules of Order. An affirmative vote of 51% of the members present shall constitute a majority. Each representative has one vote and agrees 100% to support the SLT decisions. The decision-making role of the leadership team will respect each member's contributions and will evolve with the support and participation of the school's principal, staff and parents. Each member has one vote, and votes as directed by the majority of members in that team member's constituency.

### Article III-Meetings

#### Section 1 NC OPEN MEETING LAW

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

- SBLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, SBLT shall file a notice of a new meeting at least seven days prior to the new meeting
- SBLT shall abide by the following requirements for Special Meetings- specifically 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 through email or mail/deliver a notice to every person on SBLT 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. If notices are mailed to interested persons, the intent is to provide at least 48 hours notice.

## Section 2 Quorum

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

## Article IV-Leadership Positions

As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective implementation of the school improvement process. However, effective implementation by definition must include the sharing of responsibilities and decision-making with other members of the team. To this end, the following leadership positions would be established for SBLT at the beginning of the year: Chairperson, Co-Chairperson, Recorder, and Timekeeper. Each team should elect these positions. Any team member other than the school principal may serve as an officer on the SBLT. Below is a list of responsibilities for each of these positions:

### **CHAIRPERSON:**

- Meets regularly with the principal to discuss school issues and develop meeting agenda. Standing items on the agenda should include:
  - Review of minutes from last meeting and conduct new business
  - Updates from any sub-committee meetings or assigned projects
  - Review of progress on indicators set in the School Improvement Plan (monthly)
  - Review of any feedback given on the SIP
  - Request for agenda items for next meeting
  - Establishment of next meeting date
- Leads meetings and facilitates distribution of agenda to all team members of the SBLT
- Reminds team members about meetings at least one week in advance
- Assists in completing reports due for the team
- Facilitates the public notification of meetings

### **CO-CHAIRPERSON:**

- Runs the meeting when the chairperson is absent
- Assumes all responsibilities of chairperson in the event that the chairperson is unable to complete the term

**RECORDER:**

- Is responsible for taking minutes in Indistar at all meetings that clearly reflect the activities of the School Leadership Team
- Distributes minutes no later than one week after the meeting
- Posts minutes of each SBLT meeting in a designated place that is visible to parents and teachers, including the school's website
- Sends copies of minutes to all SBLT members within one week
- Maintains copies of minutes and quarterly/annual reports, School Leadership Handbook, and other important documents

*Requirements of meeting minutes:*

- 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 SBLT
- 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
- A review of progress towards meeting goals and on indicators
- Items that were placed on the agenda for the next meeting
- The time the meeting was adjourned

**TIMEKEEPER:**

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

**TEAM MEMBERS:**

- Attend meetings regularly
- Represent the interests of constituent group-not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to working collaboratively with team
- Brings issues and concerns of constituent group to team meetings and communicates the activities and decisions made by SBLT stakeholder

Article V-Amendment of Bylaws

SBLT Bylaws may be amended with two-thirds of the collected SBLT votes if a prior notice has been given during the previous meeting.