



## **Guilford eLearning University Prep**

### **Bylaws of the School Leadership Team of Guilford eLearning University Prep**

#### **Article I Name of the Site-Based School Leadership Team**

**The name of the site-based school leadership team shall be the Guilford eLearning University Prep School-Based Leadership Team. (GEUPSBLT)**

#### **Article II- Purpose**

The purpose of the GEUPSBLT is to deal with concerns directly and indirectly related to instruction, student performance and school environment/improvement. These decisions are binding on Guilford eLearning University Prep provided the decisions are within the authority of the school. GEUPSBLT will embrace the progressive philosophy of the school, including its collaborative atmosphere, mission, policies and goals. The GEUPSBLT will review and monitor the implementation of practices to ensure alignment with the progressive philosophy.

#### **Section 1. Functions of School-Based Leadership Team**

School improvement 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 GEUP Improvement Team. This team is comprised of teachers, parents, administrators, paraprofessionals and other key stakeholders.

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

- Facilitates the involvement of the school community in designing and implementing the GEUP Improvement Plan.
- Encourages, supports, and creates opportunities for involvement from parents.
- Coordinates the activities associated with the development and design for the GEUP Improvement Plan.
- Provides direction in the development of the professional development plan.
- Provides direction in the use of available resources to optimize planning time for all teachers.

#### **Section 2. School-Based Leadership Team Duties:**

Although the GEUP Leader 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 capacity of the school to address parent and staff concerns
- Builds the capacity of the school to improve the following areas:
  - Curriculum
  - School Climate and Culture
  - Classroom Management/Discipline
  - Two-Way Communication
  - Parent Involvement
  - Co-Curricular Activities
  - Consults with the 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 Guilford County Schools policy.**

## **Article III Membership**

### **Section 1. Membership of GEUPSBLT**

#### Team Composition

The team shall minimally maintain:

- School Principal
- Assistant Principals
- Instructional Support
- K-8 Grade Teachers (One per grade level)
- Special/Encore Teacher
- EC Teacher
- Parent (President of the Parent Teacher Organization)
- Support Staff
- Media Specialist
- Counselors
- 2-3 At Large

### **Section 2. Election and terms of service for members**

Each member shall serve a minimum of one year and a maximum of two consecutive years provided that the person is still representative of the constituents that originally elected him/her. To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the members rotate off the team in the following format:

Even Number grade levels (K, 2<sup>nd</sup>, 4<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup>), and Support Staff are new every even year

Odd Number grade levels (1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>), EC, and Special/Encore are new every odd year

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 of the GEUPSBLT and voted on to complete departing representatives' term. Leadership team members are expected to regularly attend leadership team meetings.

#### *Election of parent representatives*

Parent representatives shall have children enrolled at Guilford eLearning University Prep and shall be elected by the school PTA. The parents elected should not be a member of the Guilford eLearning University Prep staff.

#### *Election of Guilford eLearning University Prep staff representatives*

Representatives of Guilford eLearning University Prep shall be elected by their respective grade levels and voted on by secret ballot. The nominees voted on by their grade levels will then be presented to the entire staff for approval, also by secret ballot. In the case of a tie at the respective grade level meeting both names will be on a secret ballot for the entire staff to vote.

### **Section 2. Meeting Minutes**

- Minutes of meetings should be posted within one week in a place that is visible to all staff parents, which must include the school's webpage
- Team members should review meeting minutes with all represented staff members within one week of their dissemination
- Copies of the meeting minutes will be in the Principal's office

### **Section 3. North Carolina Open Meeting Law**

- GEUPSBLT meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and GEUPSBLT shall abide by the law
- GEUPSBLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, GEUPSBLT shall file a notice of a new meeting at least seven days prior to the new meeting
- GEUPSBLT shall abide 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 require one of the following two methods of notification: post a notice or mail/deliver a notice to every member of the GEUPSBLT and those requesting a 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 the meeting. A notice must be centrally located near the meeting place.

### **Section 4. Quorum**

Two-thirds shall constitute a quorum for the transaction of business. If at any meeting of GEUPSBLT 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. Team Meetings**

## **Section 6. Schedule of Meetings**

- The School Leadership Team shall meet at least twice a month during the school year.
- School Leadership Team shall be held on the first Tuesday of the month at 11:30 AM
- If a member of the team expects to be absent from a meeting, the administrator over the School Leadership Team must be notified at least 48 hours before the meeting. The member must also find someone from the grade level or department to attend in their absence.
- Discussion of Unfinished Business Agenda Items
- Discussion of New Business Agenda Items
- Creation of Agenda for the Next Meeting
- Adjournment

**These bylaws were approved on August 8, 2022 and are on file in the principal's office.**

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**Principal Name /Principal Signature**

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**PTA President Name/PTA President Signature**

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**Process Manager Name Signature/Process Manager Signature**

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