**Bylaws of Walter Hines Page High School Leadership Team**

Article I – Name

The name of the Walter Hines Page High School Site Based Leadership Team shall be Page High School Leadership Team (SLT).

Article II – Purpose

The purpose of the SLT is to deal with issues directly and indirectly related to instructions, student performance, and school environment/improvement. These decisions are binding on Page High School provided the decisions are within the authority of the school. Page High School Leadership Team will embrace the progressive philosophy of the school, including its collaborative atmosphere, mission, policies, and goals. The SLT will review and monitor the implementation of practices to ensure alignment with the progressive philosophy.

**Mission Statement:** The Mission of Walter Hines Page High School is to prepare Page Pirates for the future by striving for academic excellence, and seeing that they grow into responsible citizens who are engaged in a global community.

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 Page High School Improvement Team. This team is comprised of teachers, parents, administrators, and other key stakeholders.

The Page High School Improvement Team in 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 Page High School Improvement Plan
* encourages, supports, and creates opportunities for involvement from parents
* coordinates the activities associated with the development and design of the Page High School Improvement Plan
* provides direction in the sue of available resources to optimize planning time for all teachers

Section 2. SCHOOL-BASED LEADERSHIP TEAM DUTIES:

Although the Page High School 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 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 GCS policy.

Article II – Membership

Section 1. Membership of SLT

Composition of Staff Membership:

1. School Principal
2. Assistant Principal
3. Curriculum Facilitator
4. One classroom teacher from each of the following departments: CTE/CDC, Cultural Arts, English, Foreign Language, Mathematics, PE/ROTC, Science, Social Studies for a total of eight (8) classroom teachers
5. One representative from Instructional Support Staff (Counseling, EC, ESL, Media Specialist)
6. One representative from Classified Support Staff

Composition of Parent Membership:

1. A maximum of 30% of the Page High School Improvement Team should be comprised of parents duly elected according to state law by the parent and teacher organization of the school (the PTSA). Parents serving on the SLT shall reflect the racial, socioeconomic, and geographic composition of the students enrolled in the school. 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 group of parents for approval.

Section 2. Election and terms of service for members

Each member shall serve a two-year term with a maximum of three consecutive terms, 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 team remain each year, while approximately one-half of the members participate in elections and potentially rotate off the team.

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.

1. Election of parent representatives

Parent representatives shall have children enrolled at Page High School and shall be elected by the parents of children enrolled at Page High School in an election conducted by the PTSA in the spring. The SLT parent membership should reflect the racial, geographical, and socioeconomic status of students at Page High School. If the elected parents do not represent the racial, geographical, and socioeconomic status of students at Page High School, the principal can appoint a parent representative which would go before the largest parent organization for approval. Elected parent members should not be members of the Page High School staff.

1. Election of Page High School staff representatives

Representatives of school staff shall be elected by their respective groups. All nominations and elections will go through the curriculum facilitator. The following procedure should be used for nominating/electing:

* All nomination emailed to the curriculum facilitator
* The curriculum facilitator will send the list of nominees out to the department
* All votes will be emailed to the curriculum facilitator
* The curriculum facilitator will announce the winner to each department
* All elections for leadership positions must be completed and announced by the date of the May Leadership team meeting
* The term length for each position is two years
* The following positions will be up for election during the even years: Cultural Arts, PE/ROTC, Math, Social Studies
* The following positions will be up for election during the odd years: CTE/CDC, Counseling/EC/ESL, English, Foreign Language, Science

Section 3. Voting Rights

Decision will be made by consensus when possible, with a majority vote of 51% as a fallback option. Each SLT member will make voting decisions on the best interests of students and the school as a whole. In the event the chair determines after reasonable 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 rode 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.

Consensus is not a vote. Consensus is a polling process to ensure that members can support the position that is taken. When consensus does not occur, the majority vote fallback option of 51% will be implemented. Decisions are made by consensus where possible. Failing a consensus, a matter under discussion will be tabled until the next regularly scheduled meeting or a specially called upon emergency meeting where 51% vote shall suffice.

Article IV. Roles

LEADERSHIP POSITIONS:

As the instructional and organizational leader of the school, the principal is ultimately responsible for the day-to-day operation of the school and effective implementation of the school improvement process. This is required by GCS policy which states that the LT is not designed to usurp the legal authority of the principal, and as the instructional and organizational leader of the school, the principal is ultimately responsible for the 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 leadership team. To this end, the following leadership positions would be established for each School Leadership Team at the beginning of each school year: Chairperson, Recorder.

Each team should elect these positions. Any team member other than the school principal may serve as an officer on the Page High School Leadership Team. Below is a list of the responsibilities for each of these positions. The following officers are elected by the leadership team from its membership to serve one year terms: Chair, Recorder.

CHAIR PERSON:

Primary Duties:

* Meets regularly with principal to discuss school issues and develop meeting agenda using the Standing Meeting Agenda found in Article V, Section 5
* Request agenda items for meetings
* Leads meeting and facilitates distribution of agenda to all team members of the Page Leadership Team
* 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
* Start and end meetings promptly

Any staff member or parent may present an issue to the leadership team in writing. For each issue, the leadership team may decide that it needs referral to an individual (e.g. Principal) or to another school committee or groups. The leadership team can create a task force to address an issue not covered by existing committees. The person initiating the issue can be invited to discuss the issue with the leadership team providing the issue is an appropriate matter for leadership team review and discussion. All people who submit issues will receive a response and be told to whom their issue was referred.

*Additional Duties:*

* Make sure roles are assigned for the day’s meeting
* Welcome members and introduce any guests
* Remind members of group norms
* Ensure that minutes are being kept
* Open discussion on current agenda items
* Encourage decision making through consensus
* Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions
* Review the time, date, and location of the next meeting and any items that will require action prior to the next meeting

RECORDER:

* Is responsible for taking the minutes at all meetings that clearly reflect the activities of the School Leadership Team
* Distributes minutes to all SLT members no later than one week after the meeting
* Posts minutes of each School Leadership Team meeting in a designated place that is visible to parents and teachers, including the school’s website
* Maintains copies of minutes and quarterly/annual reports, SLT 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 SLT
* 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
* Items that were placed on the agenda for the next meeting
* The time the meeting was adjourned

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 SLT to their constituent group
* If assigned a role, abide by the responsibilities and time-lines assigned to that role

Article V – Meetings

Section 1. Meeting day and time

The standing regular meeting day and time will be determined by consensus of the SLT members prior to September 1st of each academic year. The SLT will meet at least once per month. Standing regular meeting days and times will be posted on the SLT web page (noting any changes due to holiday or scheduled workday). Meetings will take place in the Page High School Media Center unless noted otherwise. SLT meetings must be held at times that are convenient for parents to attend.

Section 2. Meeting Minutes

* Minutes of meetings should be posted within one week in a place that is visible to all staff and parents, which must include the school’s webpage
* Team members should review meeting minutes with all represented staff members within a week of their dissemination
* Copies of the minutes must be given to all team members and sent to the staff members via e-mail
* An annual report should be submitted by the principal to the board of Education detailing the progress of the implementation of the School Improvement Plan

Section 3. NC Open Meeting Law

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

* SLT shall file a notice of the day, time, and place of all regular meetings
* If a regular meeting time is changed, SLT shall file a notice of a new meeting at least seven days prior to the new meeting
* SLT 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 or mail/deliver a notice to every person of SLT 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. A notice may be posted on a centrally located bulletin board or on the door of the meeting place.

Section 4. Quorum

Two-thirds shall constitute a quorum for the transaction of business. If at any meeting of SLT 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. Majority

A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.

Article VI – Committees

Section 1. Committees

Members of Leadership Team shall have the authority to establish committees as needed to meet the purpose of Leadership Team as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to Leadership Team as requested.

Article VII – Parliamentary Authority

SLT will operate under the latest edition of Robert’s Rules of Order Newly Revised.

Article VIII

SLT Bylaws may be amended with two-thirds of the collected SLT votes if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority of Page High School Faculty and Staff to amend any Bylaw.