

Bylaws of Archer Elementary School Improvement Team

Article I – Name

The name of the Archer Elementary Site Based Leadership Team shall be Archer School Improvement Team (ASIT)

Article II – Purpose

The purpose of ASIT is to make decisions related to school finances (budget) and curriculum at Archer. ASIT will develop a school improvement plan to strengthen student performance ASIT will deal with issues directly and indirectly related to instruction, student performance, school climate and improvement.

Mission Statement:

To develop, implement and model a common vision for Archer through the School Improvement Plan that will result in excellence in achievement and leadership for students, staff, and parents.

Article III – Membership

Section 1. Membership of ASIT shall consist of:

- One teacher representative for each grade level K-5

- One representative for classified staff (teaching assistants, custodians, cafeteria staff and clerical staff).

- One representative for all specialist staff (Media, Art, Music, Spanish PE, and Itinerant personnel).

- One representative from support staff, including EC, Speech and AL, ESL, Impact teachers, and Curriculum Facilitator(s)

- Administrators

- Two Parent Representatives

Section 2. Election and terms of service for members

All members will be elected and serve for two years. Additional members may be recommended, voted and approved by ASIT but no additional members may be appointed. A minimum of 50% of current SIT members must remain on the team for the following school year as determined by the present committee.

- a. Election of parent representatives

 - Parent representatives shall be elected by the parents of children enrolled at Archer in an election.

 - Parent representatives shall reflect the racial and socioeconomic composition of Archer and shall not be members of the building level staff.

- b. Election of Archer staff representatives

 - Grade level representatives for teachers, representatives for Specialist staff, classified staff, support staff

 - shall be nominated by their representative groups and voted on by the whole staff by secret ballot.

- c. If a parent representative does not attend three (3) consecutive meetings, they must resign from the leadership team. A new

 - representative will be elected from the General membership following

the guidelines set forth above in Section 2.a.

Section 3. Voting Rights

ASIT will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support ASIT decisions. The representatives will vote as directed by the majority of members of their constituency.

Article IV - Roles

In order for ASIT to operate efficiently and productively, the following roles have been established and must be assigned at every meeting. It shall be the decision of the members at the first meeting of the year to assign the roles to representatives for the entire year or to rotate the roles at each meeting.

Chairperson(s) (may not be the administrator)
Agenda Writer (administrator)
Process Manager

Description of roles:

Chairperson(s)

- Meet with administrator and prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Start and end meetings promptly.
- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of Mission Statement.
- 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.
- Periodically assess the effectiveness of meetings using verbal or written feedback from members.

Agenda Writer

- Collect agenda items from team members
- Assists the chairperson in writing the agenda for each meeting
- Agenda Items should be discussed at individual grade level/ team meetings before being presented to SIT
- Agenda Items are due at least 2 school days before the meeting

Recorder/Process Manager

State law requires that full and accurate minutes be kept of all official meetings of ASIT. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects that were discussed. The process manager shall be responsible for an accurate set of minutes that shall include:

- 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 ASIT.
- 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.

The secretary shall word the minutes in a professional manner and be concise, specific and:

- Ask for clarification if unsure of information before recording it.
- Distribute minutes electronically by the first Monday following meetings.
- Bring an electronic or paper copy of the minutes to the next meeting for approval.
- All minutes should be uploaded to NC Star/Indistar within 3 days of meeting.

Timekeeper

- Facilitate the prompt beginning of the meeting. Contact late-arriving members, re-announce the meeting if necessary.
- Keep members on task. If conversation strays from the topic or if points are being repeated continuously, remind members of the topic at hand.
- If the meeting is continuing past the adjournment time, ask for consensus of whether to table remaining items for next meeting or continue meeting.

SIT Representatives

- Serve a two-year term on SIT. Representatives must be off the team for 1 year before being reelected. Staff members that are not ASIT representatives may be called to work on special committees as the need arises.
- Attend meetings and arrive on time.
- If assigned a role, abide by the responsibilities and timelines assigned to that role. Report updates to Key Indicators at each SIT meeting.
- Submit constituency concerns to be placed on meeting agenda to Chairperson at least 2 days prior to meeting date.
- Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- Vote as majority of constituency requests.
- Meet with or e-mail constituency of all decisions made, and actions taken by grade-level team within one week following the meeting.

Article V – Meetings

Section 1. Meeting Day and time.

ASIT shall meet on the first Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. Meetings will take place in a predetermined location on Archer's campus from 2:45-4:00. The team reserves the right to come to consensus to conclude all meetings. A minimum of (1) one summer full day meeting will also take place to plan and train new members for the coming school year. Teacher compensation will be pay or trade. This meeting shall include parent representation via in person or virtual.

Section 2. NC Open meeting Law

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

- ASIT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, ASIT shall file a notice of new meeting at least two days prior to new meeting.
- ASIT shall abide by the following requirements for Special meetings – specially 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 GLT 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. If notices are mailed to interested persons, the intent is to provide at least 48 hours' notice.

Section 3. Quorum

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

Section 4. 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.

Section 5. Meeting agendas

Grade Level Teams shall have an agenda and minutes will be submitted to administration and uploaded to the Archer SharePoint. Agendas shall include:

I. Welcome.

(All members and special guests. Read group norms).

II. Reading and approval of minutes.

(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote).

III. Reports.

(Budget, Standing Committees, any correspondence).

IV. Reports of Special Committees.

(Each report may conclude with a motion that GLT must address).

V. Special Orders.

(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned).

VI. Unfinished Business and General Orders.

(Any issue which was not concluded, was postponed, or was tabled during the prior meeting. The secretary's minutes should inform the facilitator which items to add to this section).

VII. New Business.

(Announcements, speakers, Representative concerns).

IX. Adjournment.

(Facilitator summarizes meeting, reviewing key actions and decisions. Checks that all members have the same clear understanding of all decisions. Reviews the time, date and location of next meeting and any items that will be followed up or newly discussed at the next meeting. Calls for a motion for the meeting be adjourned).

Article VI Committees

Section 1. ASIT Committees

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

Section 2. Standing ASIT Committees

- Student Leadership Committee
Defines how students in Pre-Kindergarten through fifth grade can be recognized for accomplishments in school. No fewer than two classroom teachers and a specialist will make up the committee.
- Events Committee
Coordinates school events in conjunction with the PTA No fewer than two classroom teachers, a specialist and a parent will make up the committee.
- Climate/Courtesy
Utilizes staff climate survey results to meet staff needs including benevolence and celebrations.
- Instructional Management
To develop and support professional development that will drive and impact instruction; to serve and communicate available resources while building consistency and teamwork school-wide (Media and Technology, Professional Development, develops Title 1 plan, develop resources)

Article VII Parliamentary Authority

ASIT will operate under the latest edition of **Robert's Rules of Order Newly Revised.**

Article VIII Amendment of Bylaws

ASIT Bylaws may be amended with two thirds of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of Archer Faculty and Staff to amend any Bylaw.