

Colfax Elementary School Leadership Team By-Laws

LEADERSHIP TEAM GUIDELINES FOR OPERATION

Article I – Name

The name of the Colfax Elementary School Site Based Leadership Team shall be CLT (Colfax Leadership Team).

Article II – Purpose

The purpose of the CLT is to deal with issues directly and indirectly related to instruction, student performance and school environment/improvement. These decisions are binding on Colfax provided the decisions are within the authority of the school.

Section 1. Functions of a School Improvement 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 Peeler Improvement Team. This team is comprised of teachers, parents, administrators and other key stakeholders.

The Colfax 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 Colfax Improvement Plan;
- Encourages, supports and creates opportunities for involvement from parents;
- Coordinates the activities associated with the development and design of the Colfax Improvement Plan;
- Provides direction in the development of the professional development plan;
- Provides direction in the use of available resources to optimize instruction;
- Provides direction in the development of strategies to enhance the school learning environment/climate/safety.

Section 2. School-Based Leadership Team Duties

Although the Colfax 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

Colfax Elementary School Leadership Team By-Laws

- 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 CLT

Composition of Staff Membership:

- A. School Principal
- B. Either the Curriculum Facilitator or the Assistant Principal if there is one
- C. One classroom teacher for each grade level
- D. One classified representative
- E. One representative from Instructional Support Staff (PE, EC, Guidance Counselor, Media Specialist, AL, ESL)

Composition of Parent Membership:

- A. A maximum of 30% of the Colfax Improvement Team should be comprised of parents duly elected according to state law by the parent and teacher organization of the school (the PTO) Parents serving on the CLT 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.
- B. In addition to the above, the current PTO president or co-presidents shall serve ex-officio on the CLT. As such, the PTO President will not have a vote, but will otherwise be a full member of the CLT. In addition, the PTO Presidents should work to facilitate good communication between the PTO and the CLT, apprising the CLT of concerns raised in the PTO and seeking ways for the PTO to support the work of the CLT.

Section 2. Election and terms of service for members

It is recommended that each member shall serve 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 team remain each year, while approximately one-half of the members 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 CLT 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

Colfax Elementary School Leadership Team By-Laws

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

B. Election of Colfax staff representatives

Representatives of school staff shall be elected by their respective groups and voted on. The nominees, voted on by their respective groups will then be presented to the entire staff for approval. In the case of a tie at the respective group level, both names will be put on a ballot for a staff vote.

Section 3. Voting Rights

Decisions will be made by consensus when possible, with a majority vote of 51% as a fallback option. Each CLT 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 CLT 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 IV. Roles

Section 1. 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, 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 Colfax Leadership Team. Below is a list of responsibilities for each of these positions: The following officers are elected by the leadership team from its membership to serve one year terms: Chair, Co-Chair, Recorder and Timekeeper.

Colfax Elementary School Leadership Team By-Laws

Chairperson:

- Meets regularly with principal to discuss school issues and develop meeting agenda
- Request agenda items for meetings.
- Leads meetings and facilitates distribution of agenda to all team members of the Colfax 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 principal may decide that it needs referral to an individual (e.g. Principal) or to another school committee or group. 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.

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 term

Recorder:

- Is responsible for taking minutes at all meetings that clearly reflect the activities of the School Leadership Team;
- Distributes minutes to all CLT 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;
- Sends copies of minutes to the IIO with assistance from Chair and/or Principal;

Colfax Elementary School Leadership Team By-Laws

- Maintains copies of minutes and quarterly/annual reports, CLT 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 CLT;
- 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.

Timekeeper:

- Monitors time throughout meeting and reminds team of timeframe;
- Facilitate the prompt beginnings of the meetings. Contact late-arriving members, re-announce the meeting if necessary;
- Keep members on task. If conversations stray 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 the next meeting or continue the meeting.

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 CLT to their constituent group;
- If assigned a role, abide by the responsibilities and timelines 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 CLT members prior to September 1st of each academic year. The CLT will meet at least once per month. Standing regular meeting days and times will be posted on the Colfax web page (noting any changes due to a holiday or scheduled workday). Meetings will take place in the Colfax Media Center unless noted otherwise. CLT meetings must be held at times that are convenient for parents to attend.

Colfax Elementary School Leadership Team By-Laws

Section 2. Meeting Minutes

- Minutes of meetings should be posted within one week in a place that is visible to all staff and parents
- 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 staff members via e-mail
- An annual report should be submitted by the principal to the IIO and the board of Education detailing the progress of the implementation of the School Improvement Plan

Section 3. NC Open Meeting Law

- CLT meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and CLT shall abide by the law
- CLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, CLT shall file a notice of a new meeting at least two days prior to new meeting
- CLT 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 CLT 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.

Section 4. Quorum

Two-thirds shall constitute a quorum for the transaction of business. If at any meeting of CLT 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 is defined as 51% for any vote/motion to pass except for any motion involving a bylaw change or an issue listed as Special Order on the agenda.

Section 6. Standing Meeting Agenda

CLT shall use the following agenda format for all meetings:

- A. Welcome (All members and special guests. Read/refer to group norms)
- B. 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.)
- C. Approval of meeting's agenda. (Agenda approved as presented or corrected with approval by majority vote.)
- D. Standing Committee Reports. (Budget, Standing Committees, any correspondence.)
- E. Reports of Special/Sub-Committees. (Each report may conclude with a motion that PLT must address).
- F. School Improvement Plan progress review (Quarterly)

Colfax Elementary School Leadership Team By-Laws

- G. 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.)
- H. New Agenda Items, Unfinished Business and General Orders. (Any issue which was not concluded, postponed, or was tabled during the prior meeting. The secretary's minutes should inform the facilitator which items to add to this section.)
- I. New Business. (Announcements, speakers, Representative concerns.)
- J. Request for agenda items for next meeting
- K. Establishment of next meeting date
- L. 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 the next meeting and any items that will be followed up or newly discussed at the next meeting. Calls for a motion for the meeting to be adjourned.)

Article VI – Committees

Section 1. CLT Committees

Members of the CLT shall have the authority to establish Special or Standing Committees as needed to meet the purpose of CLT as stated in Article II. Committee members and chairs are to be appointed and agreed upon by consensus. A majority of any committee, if more than two members, may fix its place and time of meetings. All committees shall report back to CLT as requested.

Section 2. Faculty/Staff Committees

School committees should send written reports of considerations, recommendations, etc. to the leadership team whenever, necessary or suitable. *See above.* For each issue, the leadership team may decide that it needs referral to an individual (e.g. Principal) or to another school committee or group. 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. All people who submit issues will receive a response and be told to whom their issue was referred.

Purpose of Faculty Committees

Faculty Committees will be formed for the following purposes, each pertaining to the subject matter of the Committee:

- To investigate and implement programs and other opportunities for enrichment for students;
- To seek out and apprise the principal and leadership team of staff development opportunities
- To be knowledgeable about the North Carolina curriculum K-5, and support the Faculty in teaching the curriculum
- To encourage and facilitate parent involvement and other outreach into the community.

Duties of the Faculty/Staff Committee Chair

The Chair is responsible for creating the agenda for the Committee meetings, communicating regularly with Committee members as to the business of the Committee as well as the time and place for meeting, and designating a Committee member to keep minutes of the meetings. Sharing committee minutes with leadership team members and reporting information to leadership team at the next meeting.

Colfax Elementary School Leadership Team By-Laws

General Guidelines for Committees

- The Committees will normally meet monthly, with the first meeting to be held no later than the end of September of the new school year.
- The Committees are responsible for advising the Faculty as to programs and initiatives the Committee would like to implement.
- The Committees through their liaisons will keep the CLT informed as to their work and seek input from the members of the CLT.
- The CLT or the Principal may direct a Committee to implement or refrain from implementing a program or initiative.

Article VII – Parliamentary Authority

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

Article VIII – Amendment of Bylaws

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

Submitted, August 2020

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