**School Based Leadership Team**

Functions / ByLAWS School-Based Leadership Team

Johnson street global studies

Functions:

1. Sets the agenda for the Leadership Team meetings. All agenda items are needed 2 days prior to the meeting.
2. Helps the principal set the agenda for faculty meetings and vertical team meetings
3. Serves as a sounding board for ideas the principal thinks the faculty should consider
4. Brings ideas to the Leadership Team from the faculty for discussion (things that are working well, problems that need attention, dilemma reconciliation, suggestions…)
5. Takes ideas from the leadership team back to the faculty for information purposes and/or discussion within one week of the meeting.
6. Provides opportunities for members of the team to practice leading (a training ground for future leadership positions in the school and school system)
7. Assesses and facilitates activities to enhance school’s climate: assemblies, projects, etc.
8. Accentuates the positive in the school and the community
9. Determines, develops, and implements appropriate staff in-service
10. Finds ways to involve everyone in the school (faculty, classified personnel, students, parents, and community members)
11. Provides leadership in the development and implementation of the School Improvement Plan
12. Serves as the MTAC committee.

By-Laws

**Composition of Staff Membership:**

* Principal
* Assistant Principal
* Media Specialist
* Appointed staff: Curriculum Facilitators, School Counselor, and others deemed appropriate by team
* Elected positions: K-2 Representative, 3-5 Representative, Middle School Representative, EC Representative, Specialist Representative, Classified
* Parents: 1 elected by parent population; if election results in lack of parent representative of school population, principal may appoint additional parent representatives; the parent representative must be presented to parent group for approval
* All elected and appointed positions are for two years of service unless otherwise appointed(July – June)

**Frequency of Meetings:**

School Leadership Team will meet once a month at 3:00 in the media center or virtually via Microsoft Teams and during special called meetings as needed. The first Tuesday of each month is reserved for leadership team meetings. The team may adjust the time to accommodate needs of parents and/or team members.

**Positions:**

A leadership team chairperson will be appointed to assist the principal in facilitation of leadership team meetings. They will approve meeting agendas and minutes. This person should meet with the principal on a regular basis to review progress and provide updates on the school improvement plan, Title 1 (as appropriate), curriculum, instruction, and data. Mr. Tonozzi will serve as the leadership team chair for 2024-2025.

A leadership team recorder will be appointed to record and distribute minutes for each meeting. The recorder will add notes to the agenda, record any decisions made, items tabled for future meetings, and other notation of decisions of each meeting. Minutes will be emailed to principal for verification and then sent to all staff members. Minutes will also be discussed in grade level PLC meetings and posted on the school website. Mr. Welder will serve as the leadership team recorder for 2024-2025.

A leadership team timekeeper will be appointed to ensure team discussions adhere to the prescribed time period as outlined in the agenda. Ms. Meredith will serve as the leadership timekeeper for 2023-2024.

**Decision Making:**

Preferably, the team will reach consensus on decisions relating to instruction, activities, climate, or safety. In the event that consensus cannot be reached after discussion, the leadership team chair or principal may call for a vote by ballot. The chair will make a clear motion for vote of yes / no or option 1 or 2 on an individual item. The recorder for the team will count the ballots and report the results. As needed, the principal may allow the vote to occur virtually via email voting tools. All team members, elected and appointed, will vote on all necessary items. Silence is considered consent.

Some items for decision making are ultimately the responsibility of the school principal. For such decisions, the principal will notify the team that the decision is not a leadership team item but will communicate the decision as appropriate.