

## **Bylaws of Jesse Wharton Elementary School Leadership Team**

### **Article I – Name**

The name of the Jesse Wharton Site Based Leadership Team shall be called **The SLT**.

### **Article II – Purpose**

The purpose of the SLT Team is to deal with issues directly and indirectly related to instruction, student performance, school environment and improvement. These decisions are binding on the team provided the decisions are within the authority of the school with the understanding that the principal may make a different decision than the team. The team will embrace the progressive philosophy of the school, including its collaborative atmosphere, mission, policies and goals. The team will review and monitor the implementation of practices to ensure alignment with the progressive philosophy.

### **Leadership Team’s Mission Statement**

We believe that our first priority is to focus on the good of the students of Jesse Wharton, then the staff and the whole learning community. We will respect and trust one another and hold all ideas and opinions to be valid. We value each person to the degree that everyone gets a chance to speak and to listen. We affirm that “no input” signals agreement. We will represent fairly the opinions of our constituency.

### **EXPECTATIONS OF MEMBERS**

All members of the School Leadership Team (SLT) are expected to:

- attend all meetings of the SLT;
- encourage all stakeholders to become actively involved in the school improvement planning process.
- attend any scheduled professional development/training pertinent to school improvement planning;
- share information with parents, faculty, or other stakeholder groups;
- talk/listen to parents, faculty, or other stakeholder groups and provide feedback to SLT; and

### **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 the elected body, Leadership Team. This team is comprised of teachers, parents, administrators and other key stakeholders.

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

- facilitates the involvement of the school community in designing and implementing the Jesse Wharton School Improvement Plan
- encourages, supports and creates opportunities for involvement from parents
- coordinates the activities associated with the development and design of the Jesse Wharton School 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 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 and Co-curricular activities
  - School Climate
  - Classroom management/discipline
  - Two-way communication and Parent Involvement
  - Consults with the principal and makes recommendations on budgetary issues relating to staff development, instructional materials and staff positions.

The team serves in an advisory capacity regarding the school budget providing collaboration, input and advice to the school principal who makes the final decision as defined by GCS policy.

## **Article III – Membership**

### **Section 1. Membership of the Leadership Team**

#### **Composition of Staff Membership:**

- School Principal
- Curriculum Facilitator
- One classroom teacher for each grade level
- One Exceptional Children representative
- One Specialists
- One Academically Gifted representative
- One representative from teacher assistants

- Two parent representatives

### **Composition of Parent Membership:**

The leadership team should be comprised of 1 parent per every 250 students duly elected according to state law by the parent and teacher organization of the school (the PTA). Parents serving on the team 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. The parents should work to facilitate good communication between the PTA and the team, apprising the team of concerns raised by the school community and seeking ways for the PTA to support the work of the team.

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

- Serve a two-year term.
- Attend meetings and arrive on time.
- If assigned a role, abide by the responsibilities and time-lines assigned to that role.
- Submit concerns in advance to chairperson or bring to be placed on meeting agenda.
- 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.
- Meet with the constituency and discuss all decisions made and actions taken by the leadership team within one week following the meeting.

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 team and voted on to complete the departing representative's term. Leadership team members are expected to attend leadership team meetings. **If a member is unable to attend, s/he is expected to send a representative in his/her place.**

#### **a. Election of parent representatives**

Parent representatives shall have children enrolled at Jesse Wharton and shall be elected by the parents of children enrolled at Jesse Wharton in an election conducted by the PTA in the spring. Parent representatives shall reflect the racial and socioeconomic status of students at Jesse Wharton.

#### **b. Election of Jesse Wharton staff representatives**

Representatives of school staff shall be selected by their respective groups and voted on by the staff at the end of the preceding school year. The 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 leadership team and voted on to complete the departing representative's term.

### **Section 3. Voting Rights**

Decisions will be made by consensus when possible, with a majority vote of 51% as a fallback option. Consensus is not a vote. Consensus is a polling process to ensure that members can support the position that is taken. 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. Each team member will make voting decisions on the best interests of students and the school as a whole. An affirmative vote of 51% of the members' present shall constitute a majority. Each representative has one vote and agrees 100% to support the team's decision. The representatives vote as directed by the majority of members of their constituency.

### **Article IV - Roles**

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 Leadership Team is not designed to usurp the legal authority of the principal and as the instructional and organizational leader of the school.

However, effective implementation by definition must include the sharing of responsibilities and decision-making with other members of the leadership team. In order for the Leadership Team to operate efficiently and productively, the following roles have been established for the Leadership Team at the beginning of each school year: Chairperson, Co-Chairperson, Secretary, Co-Secretary, Time keeper, and Co-Time keeper. Each team should elect these positions at the first meeting of the year and members will maintain their positions for the entire year. Any team member other than the school principal may serve as an officer on the Leadership Team. Below is a list of responsibilities for each of these positions: The following officers are elected by the leadership team and serve one year terms: Chair, Co-Chair, Secretary, Co-Secretary and Timekeeper.

- Chairperson (may not be the administrator)
- Co-Chairperson
- Secretary
- Co-Secretary
- Time Keeper
- Co-Time Keeper

## **Chairperson**

### **Primary Duties:**

- Meet with administrator and prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Place amount of time spent on each agenda item.
- Start and end meetings promptly.
- Make sure roles are assigned.
- Welcome members and introduce any guests.
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Encourage decision making through consensus.
- **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.

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 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.

## **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

## **Secretary**

State law requires that full and accurate minutes be kept of all official meetings of the Leadership Team. The minutes shall reflect all actions taken and all subjects that were discussed. The secretary shall be responsible for an accurate set of minutes that shall include:

- The date, time and place of the 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 the Leadership Team
- A list of all decisions reached by consensus and all motions approved or defeated by vote.
- Unfinished items are placed on the agenda for the next meeting.

- Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.
- 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 within 1 week following the meeting.

### **Co-Secretary**

- Record minutes from the meeting when the secretary is absent
- Assumes all responsibilities of the secretary in the event that the secretary is unable to complete term

### **Time Keeper**

- Facilitate the prompt beginning and ending of the meeting
- 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

### **Co-Time Keeper**

- Facilitate the prompt beginning and ending of the meeting
- Assumes all responsibilities of the time keeper in the event that the time keeper is unable to complete term

### **TEAM MEMBERS**

- Attend meetings
- 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 team to their constituent group
- If assigned a role, abide by the responsibilities and time-lines assigned to that role
- Refrain from dominating the discussions so that everyone will have an opportunity to speak

## Article V – Meetings

### Section 1. Meeting Day and Time

The Leadership Team shall meet on the **second Monday** of every month unless a holiday or workday is scheduled for that Monday. During those months, the team will meet on the **second Tuesday** or the **third Monday**. Meetings will take place in the TLC room from 2:45 – 4:00. A vote must be taken to extend the meeting for an additional 15 minutes. If business of the team is not completed after the first extension, a second vote must be taken to extend the meeting for another 15 minutes. At the end of this time, any unfinished business will be carried over to the next meeting.

### Section 2. Meeting Agendas

Leadership Team shall use the following agenda format for all meetings:

- I. Principal and Chairperson will “Welcome” members
- II. **Meeting Called to Order** by chairperson
- III. **New Business** (Chairperson will begin discussion of items listed on agenda).  
(Meeting should begin with issues which was not concluded, postponed, or tabled during the prior meeting)
- IV. **Reports of Special Committees**  
(Each report may conclude with a motion that Leadership Team must address)
- V. **Representatives report** (questions, comments, concerns)
- VI. **Chairperson summarizes** meeting by:
  - Checks to make sure all members have the same clear understanding of all decisions.
  - Gives the time, date and location of next meeting
  - Reminds members of any items that were tabled or postponed.
  - Adjourns meeting

### Section 3. NC Open Meeting Law

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

The Leadership Team shall file a notice of the day, time and place of all regular meetings.

Leadership Team shall abide by the following requirements for Special meetings – special 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 person of Leadership Team 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.

## **Article VI – Committees**

### **Section 1. The Leadership Team**

Members of the Leadership Team shall have the authority to establish Special or Standing Committees as needed to meet the purpose of Leadership Team as stated in Article VI. Committee members and chairs are to be appointed and agreed upon by consensus. All committees shall report back to Leadership Team 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. 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.

### **Section 3. 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 and the Jesse Wharton community at large;
- 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

### **Section 4. 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 team at the next meeting.

### **Section 5. 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 Leadership Team informed as to their work and seek input from the members of the Leadership Team.



- The Leadership Team or the Principal may direct a Committee to implement or refrain from implementing a program or initiative.

***Jesse Wharton staff committee/teams are as follows, but not limited to:***

Battle of the Books Team	School Climate/SPOTS/EOY Celebrations
Crisis Team (CPI)	Science/Vertical Team (science fair ...)
ELA/Vertical Team	Service Learning
First Responders	Social Studies/Vertical Team (kids voting, black history month)
IST/RTI	TAG (AG)
Leadership Team	United Way Committee
Math Committee /Vertical Team	
Media/Technology	
Representatives for: NCAE, United Arts Council	

**Article VII – Parliamentary Authority**

The Leadership Team will operate under the latest edition of Robert's Rules of Order.

**Article VIII – Amendment of Bylaws**

Jesse Wharton Leadership Team 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 of 51% of Jesse Wharton Faculty and Staff.