

Bylaws of Jefferson Elementary School MTSS Leadership Team

Approved 09/24/2024

Article I- Name

The name of Jefferson Elementary School Site Based Leadership Team shall be MTSS Leadership Team

Article II- Purpose

The purpose of the MTSS Leadership Team is to deal with issues directly and indirectly related to instruction, student performance and school environment/improvement. The MTSS Leadership Team will embrace the progressive philosophy of the school, including its collaborative atmosphere, mission, policies and goals, The MTSS Leadership Team will review and monitor the implementation of practices to ensure alignment with the progressive philosophy.

Section 1. Functions of School-Based Leadership Team:

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

- Facilitates the improvement of the school community in designing and implementing the School Improvement Plan
- Encourages, supports and creates opportunities for involvement from parents
- Provides direction in the development of the professional development plan
- Provides direction in the use of available resources and funds.

Section 2. School Based Leadership Team Duties:

Although the MTSS LEADERSHIP TEAM is not directly involved in the day-to-day operations of the school, it is involved in several tasks that affect the operation of the school. The MTSS 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
- Updates and approves Title One plan
- Builds the capacity of the school to address parents and staff concerns
- Builds the capacity of the school to improve in the following areas
 - Curriculum
 - School Climate
 - Social Emotional Learning
 - 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 III- Membership

Section 1. Membership of MTSS Leadership Team

Composition of Staff Membership:

- A. School Principal
- B. Curriculum Facilitator
- C. Assistant Principal
- D. One classroom teacher from each grade level
- E. A minimum of one representative from the Instructional Support Personnel (Art, Music, PE, Guidance, and Itinerant).
- F. One representative from EC, Speech, AG, and ESOL staff
- G. One representative from the Teacher Assistants
- H. Media Specialist
- I. FIT Facilitators

Composition of Parent Membership:

- A. A maximum of 30% of the Jefferson Leadership Team should be compromised of parents.
- B. A current PTO Board Representative

Section 2. Election and terms of service for members

All members will be elected and shall serve a minimum of two years. 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 of ensuring that there is continuity on the team from year-to-year, while still holding election guidelines. In the case of attrition, a replacement representative from the constituency group will be nominated by the group or the MTSS LEADERSHIP TEAM 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:
Parent representatives shall be elected by the parents of children enrolled at Jefferson Elementary in an election conducted by the PTO. Parent

representatives shall reflect the racial and socioeconomic composition of Jefferson Elementary and shall not be members of the building level staff.

B. Election of Jefferson Elementary staff representatives:

Grade level representatives for teachers, representatives for Instructional support personnel, classified staff, EC, Speech, ALL shall be nominated by their representative groups and voted on by the whole staff by voice vote.

Section 3. Voting Rights

MTSS LEADERSHIP TEAM will operate under the constituency consensus process.

Article IV- Roles

In order for MTSS LEADERSHIP TEAM to operate efficiently and productively, the team will elect a Lead Facilitator (process manager) from its membership to serve a two-year term. It shall be the decision of the members at the first meeting of the year to assign the role of the recorder/minute taker for a two-year term.

FACILITATOR:

- Meets regularly with principal to discuss school issues and develops meeting agenda
- Requests agenda items for meetings
- Leads meeting and facilitates distribution of agenda to all team members of the Jefferson Leadership Team
- Meeting dates listed on the school-wide calendar.
- Starts and ends meetings promptly
- Works with the team to assign roles including – minutes; timekeeper; facilitator; clarifier
- Welcomes members and introduces any guests
- Encourages decision making through consensus
- Meeting agenda sent 24-hours prior to the meeting.

RECORDER:

- Is responsible for taking minutes at the meeting that clearly reflect the activities of the Jefferson Leadership Team
- Posts minutes in Staff OneNote
- Lists individuals and members present at the meeting

TEAM MEMBERS:

- Arrive to meetings on time and be prepared for meeting with information requested
- Attend meetings regularly
- Represent the interests of the constituent group-not just their own
- Commit to working collaboratively with a team

- Brings issues and concerns of constituent group to team meetings and communicates the activities and decisions made by MTSS LEADERSHIP TEAM to their constituent group

Article V- Meetings

Section 1. Meeting Day and Time

The standing regular meeting day and time will be determined by consensus of the MTSS LEADERSHIP TEAM members at the first meeting of each academic school year. The MTSS LEADERSHIP TEAM will meet at least twice per month (one full leadership team meeting & one FIT team for vertical alignment).

Section 2. Meeting Minutes

- Minutes of the meetings will be posted on Indistar with the link and directions for all school stakeholders to access SIP located on the Jefferson school website.
- Team members should review meeting minutes with their grade levels

Section 3. NC Open Meeting Law

- MTSS LEADERSHIP TEAM meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and MTSS LEADERSHIP TEAM shall abide by the law
- MTSS LEADERSHIP TEAM shall file a notice of the day, time and place of regular meetings
- If a regular meeting time is changed, MTSS LEADERSHIP TEAM shall file a notice of new meeting at least seven days prior to new meeting
- MTSS LEADERSHIP TEAM shall abide by the following requirements for special meetings- specially called meetings that are held on different days and 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 the MTSS LEADERSHIP TEAM and those requesting the special meeting. In both cases, notice must be containing the time and location of the 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 person, the intent is to provide at least 48-hour notice.

Section 4. Quorum

Two-thirds shall constitute a quorum for the transaction of business

Article VI- Amendment of Bylaws

MTSS LEADERSHIP TEAM Bylaws may be amended by consensus of the team.