

## **By-Laws of Western Guilford Middle Leadership-Lighthouse Team**

### **Article I – Name**

The name of the Western Guilford Middle School Site-Based School Improvement Team shall be Western Guilford Middle School Leadership-Lighthouse Team.

### **Article II – Purpose**

The purpose of Western Guilford Middle’s Leadership-Lighthouse is to develop a plan to improve student performance that addresses the following areas:

- Improved instruction and student outcomes
- Professional development
- School climate including safety, discipline and working conditions
- Stakeholder satisfaction (students, parents and teachers)
- Duty-free lunch/planning time for teachers

### **Section 1: Mission Statement of Western Guilford Middle School**

Western Guilford Middle School creates opportunities for all stakeholders to work collaboratively. Staff, parents, and community members model the characteristics students need to develop strong leadership skills. Our school promotes rigorous goal setting to support students in reaching their full academic, personal, social, and cultural potential in a global setting.

### **Section 2: Vision Statement of Western Guilford Middle School**

Western Guilford Middle School will create and maintain systematic structures that promote safety and growth of the school community through the development of relationships while reducing loss of instructional time which will improve student outcomes.

### **Article III – Function**

The function of Western Guilford Middle’s Leadership-Lighthouse is as follows:

- A. Facilitate the involvement of the Western Guilford Middle community in designing and implementing the School Improvement/Title 1 Plan.
- B. Monitor, assess, and amend Western Guilford Middle’s School Improvement/Title I plan.
- C. Encourage, support, and create opportunities for involvement from parents.
- D. Coordinate activities associated with the development and design of the School Improvement Plan.
- E. Provide direction in the development of the professional development plan.

- F. Provide direction in the use of available resources to optimize improvement of instruction and student outcomes, and to ensure adequate planning time for all teachers.
- G. Work in concert with the principal and make recommendations on budgetary issues related to staff development, instructional materials, and staff positions.

## **Article IV – Membership**

### **Section 1: Membership of Guilford Middle’s Leadership-Lighthouse Team** *(Refer to Appendix A)*

Members of the Guilford Middle’s Leadership-Lighthouse shall consist of:

- A. School Principal
- B. All Assistant Principals
- C. Three Multi- Classroom Leaders
- D. One media specialist
- E. One representative from each grade level
- F. One representative from Student Support personnel (counselor, social worker, or psychologist)
- G. One representative from the Encore department (PE, Reading Teacher, Music, CTE, Spanish, ESL, Art)
- H. One representative from the Exceptional Children’s department (EC & Speech)
- I. One representative from Classified personnel (TA, Office, Custodial & Cafeteria)
- J. Three parent representatives (one from each grade level)
- K. PTA President
- L. Two Community Members
- M. Student Council Representative

### **Section 2: Election Processes and Terms**

- A. All members will be elected and serve for a minimum of one year and a maximum of two years. All members will be elected by their constituent group by secret ballot.
- B. If for any reason an elected representative cannot fulfill the term, the constituent group will vote by secret ballot to elect a representative to complete the term.
- C. All parent representative members will be elected annually by their constituent group by secret ballot through an election conducted by the largest parent organization. Duly elected Parent Representatives may opt to serve a second term.
- D. School Leadership-Lighthouse Team's roles and responsibilities will be shared with parents at school wide parent involvement events.
- E. If for any reason an elected representative cannot fulfill the term, the constituent group will vote by secret ballot to elect a representative to complete the term.
- F. 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. Schools may seek a waiver to the terms of service requirements by submitting a written request to the assigned school support officer.
- G. The election process should be completed annually no later than June 1st for the upcoming school year.

### **Section 3: Election of Parent Representatives**

- A. Parent representatives shall be elected by the parents of children enrolled at Western Guilford Middle School in an election conducted by the largest parent organization.
- B. Nominations shall take place 25 calendar days prior to the election and be made available to the public.
- C. To the degree possible, parent representatives shall reflect the racial and socioeconomic composition of Western Guilford Middle School and shall not be members of the building level staff.
- D. Parent representatives shall represent the various grade levels.
- E. Elections ideally should be held between June and September semester to facilitate summer budget discussions and decisions.

#### **Section 4: Election of Western Guilford Middle School's Leadership-Lighthouse Staff Representatives**

- A. Teacher representatives shall be selected by secret ballot by their respective constituent groups.
- B. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

#### **Article V – Roles**

##### **Section 1: The Chairperson**

- A. Will be selected by secret ballot from Western Guilford Middle School Leadership-Lighthouse members after spring elections.
- B. The chairperson shall not be an administrator.
- C. The Chairperson:
  - 1. Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff.
  - 2. Publish meeting agenda for Leadership-Lighthouse team members 24 hours ahead of proposed meeting date.
  - 3. Starts, facilitates, and ends meetings.
  - 4. Encourages open discussions and decision-making through consensus.
  - 5. Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of decisions.
  - 6. Periodically assesses the effectiveness of meetings using verbal or written feedback from members.

##### **Section 2. The Vice Chairperson**

- A. Acts as the Chairperson's proxy if the Chairperson is unable to attend a meeting. Assumes all responsibilities of the Chairperson as necessary in the Chairperson's absence.

##### **The Secretary**

- A. The secretary will keep accurate minutes of all official meetings of Western Guilford Middle School's Leadership-Lighthouse team, including the following information:
  - 1. The dates, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order.
  - 2. A statement of the approval of the minutes from the previous meeting.

3. A list of all committees, subgroups and individuals that gave reports and any recommended action.
  4. A list of all individuals and groups who addressed Western Guilford Middle's Leadership-Lighthouse Meeting.
  5. 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.
  6. Items that were placed on the agenda for the next meeting.
  7. The time the meeting was adjourned.
- B. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- C. The chair shall facilitate distribution of the minutes electronically in a timely manner.
- D. The chair shall bring paper copies of the minutes to the next meeting for approval.

**Section 2b. The Vice- Secretary**

- A. Acts as the Secretary's proxy if the Secretary is unable to attend a meeting.

**Section 2c. Timekeeper**

- A. Acts as the official timekeeper at all Leadership-Lighthouse Team Meeting to ensure that all speakers are given equal time to speak while adhering to the pre-arranged schedule and time limit for the meetings.

**Section 3: Representatives:**

- A. All members will be elected and serve for a minimum of one year and a maximum of two years.
- B. Attend meetings and arrive on time.
- C. Complete responsibilities of assigned roles on the committee.
- D. Participate in Western Guilford Middle School's Leadership-Lighthouse discussions and decisions.
- E. Represent their constituency and ensure that all members of the constituency have had an opportunity to vote or give needed feedback for all issues, when necessary.
- F. Vote as the majority of the constituency requests.

G. Meet with or email constituency of all decisions made, and actions taken by Western Guilford Middle School's Leadership-Lighthouse Team within one week following the meeting.

H. Representative will find proxy to attend meeting if they cannot attend.

## **Article VI – Meetings**

### **Section 1. Meeting Day and Time:**

- A. The standing regular meeting day and time will be determined by consensus of Western Guilford Middle School's Leadership-Lighthouse Team members prior to September 1st of each academic year.
- B. Western Guilford Middle School's Leadership-Lighthouse Team will meet at least once per month. Standing regular meeting days and times will be posted on the Western Guilford Middle School's web page (noting any changes due to a holiday or scheduled workday).
- C. Meetings will take place in the Western Guilford Middle School's Media Center unless noted otherwise.
- D. Western Guilford Middle School's Leadership-Lighthouse team will schedule meetings that will accommodate the participation of parent representatives.

### **Section 2. North Carolina Open Meeting Law**

- A. Western Guilford Middle School's Leadership-Lighthouse Team meetings fall under the N.C. Open Meeting Law.
- B. Western Guilford Middle School's Leadership-Lighthouse Team shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, Western Guilford Middle School's Leadership-Lighthouse shall file a notice of the new meeting time at least 48 hours prior to the new meeting.
- D. In the case of special meetings, other than regular meetings, Western Guilford Middle School's Leadership-Lighthouse will post/deliver a notice to every person of Western Guilford Middle School's Leadership-Lighthouse and those requesting the special meeting. Notice must be given 48 hours prior to the special meeting, and the notice must contain the day, time, and location of the meeting.

### **Section 3. Quorum**

- A. Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of Western Guilford Middle School's Leadership-Lighthouse 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. Discussion, Decision-Making, and Voting**

- A. Decisions are made by consensus (general agreement and consent) when possible.
- B. In the event the chair determines after reasonable time that a decision cannot be made by consensus, a vote will be taken. In this case, Western Guilford Middle School's Leadership-Lighthouse will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support Western Guilford Middle School's Leadership-Lighthouse decisions. The representative votes as directed by the majority of members of their constituency.
- C. A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.
- D. Only members of the committee may speak. Visiting observers who wish to speak (limited to 2 minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to 2 minutes) if agreed upon by consensus of the Western Guilford Middle School's Leadership-Lighthouse members present.

#### **Article VII - Committees and Sub-Committees**

Members of Western Guilford Middle School's Leadership-Lighthouse shall have the authority to establish committees and sub-committees as needed to meet the purpose of Western Guilford Middle School's Leadership-Lighthouse. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings law. A majority of any committee may fix its place and time of meetings. All committees shall report back to Western Guilford Middle School's Leadership-Lighthouse as requested.

#### **Article VIII – Amendment of By-Laws**

Western Guilford Middle School's Leadership-Lighthouse by-laws may be amended with two-thirds of the collected votes if a notice has been given during the prior meeting.

## **Appendix A**

- School Principal
- Two Assistant Principals
- Three Multi-Classroom Leaders
- One Media Specialist
- One Student Support Personnel representative
  - Guidance Counselor, Social Worker, or Psychologist
- One Classified Staff representative
  - Custodial Team, Data Manager, Educational Interpreter, Language Facilitator, Office Support, School Secretary, Teacher Assistant or Treasurer, Cafeteria Staff
- One Teacher representative for each grade level (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>)
- One Exceptional Children's Teachers representative
  - Inclusion Teacher, Hearing Impaired Teacher, Psychologist, Resource Teacher or Speech Language Pathologist
- One Encore representative
  - Art, Band, Orchestra, Career and Technology Education, Chorus, English for Speakers of Other Languages, Life Skills, Physical Education, Reading Lab or World Language
- One Parent representative from each grade level (6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup>)
- PTA President (Not a grade level parent representative)



- Two Community Members
- Student Council Representative