

**School Improvement Team Bylaws**

Parkview Elementary

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PARKVIEW ELEMENTARY

**Mission**

Parkview Village Elementary Expressive Arts Magnet is dedicated to challenging students to reach their maximum potential academically, artistically, and socially through future ready learning.

**Vision**

Soar towards Excellence, Preparing Global Future Ready Learners

**Values**

Be Respectful of others

Show Outstanding Behavior

Be Accepting of others

Be Responsible

PREAMBLE

The Parkview Elementary School Improvement Team is vested with all of the powers and responsibilities in accordance with Guilford County Board of Education Policy IN and Administrative Procedure IN-P for School Improvement Teams and in accordance with North Carolina G.S. **§115C-105.27.**

ARTICLE I - Name

The official title of the school improvement team shall be “Parkview Village Elementary Expressive Arts Magnet School Improvement Team”. Hereinafter, the school improvement team will be referred to as “School Improvement Team” or “SIT”.

ARTICLE II – Purpose, Powers, and Duties

**Purpose**

The School Improvement Team, under the leadership of the principal, shall develop a School Improvement Plan and NCStar Indicators to improve student performance through a continuous school improvement planning process. The School Improvement team will:

1. make decisions based on collaborative data analysis

2. make adjustments throughout the year for continuous improvement

3. work to improve instruction and student performance outcomes

4. work to provide professional development based on the needs of teachers and the

 school

5. make decisions that will create a school climate that is safe and conducive to

 teaching and learning

6. make decisions that are based on student, parent, teacher, and community

 satisfaction

7. align school goals and decisions with district and state goals

**Powers and Duties** (GCSNC Board of Education Policy IN, Administrative Procedure IN-P, North Carolina G.S. **§**115C-105.27.)

The School Improvement Team’s function is to:

1. facilitate the involvement of the school community in designing and implementing the school improvement plan;

2. encourage, support, and create opportunities for involvement from parents;

3. coordinate activities associated with the development and design of the school

 improvement plan;

4. provide direction in the development of the safe school plan;

5. provide direction in the development of the professional development plan; and,

6. 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.

The School Improvement Team, while not directly involved in the day-to-day operations of the school, is involved in a number of tasks that affect the smooth operation of the school. Those tasks include:

1. facilitating the development of the school improvement plan

including a safe school plan;

1. monitoring, assessing, and amending the school improvement plan (three to four

times during each school year);

1. advancing policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals related to school improvement; and
2. collaborating on budgetary, staff development, and instructional issues as they

relate to school improvement planning.

The School Improvement Team is not designed to usurp the legal authority of the principal.

ARTICLE III – Membership

**Membership** (North Carolina G.S. **§**115C-105.27)

The composition of the School Improvement Team consists of the following:

 school principal,

 representatives of the assistant principals,

 instructional staff,

 instructional support staff,

 teacher assistants, and

 parents of children enrolled in the school.

The School Improvement Team has a goal of including a minimum of two parent representatives. A maximum of 30 percent of the team should be comprised of parents. Teachers who have children attending the school are not eligible to serve as parent representatives. The team may also include student representatives to serve in an advisory or non-voting capacity.

**Election and Terms**

The election process is designed to secure varied points of view by securing the broadest cross section of the school. Principals and parent organizations must provide information to teachers and parents pertaining to the duties and responsibilities of the School Improvement Team. Members of the team should be willing to devote the time, energy, objectivity, and creativity required to fulfill the responsibilities of a team. In May, there will be an open meeting to inform parents of the School Improvement Team's roles and responsibilities.

 **School-Based Personnel***:* Representatives of the assistant principals, instructional personnel, instructional support, and teacher assistants shall be elected by their respective groups via secret ballot. Ballots shall be maintained at the school for one year. (Secret ballot is defined as a voting method in which a voter’s choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot. The election process itself shall take place in an open and transparent manner.)

 **Parent Membership:** Parent representatives shall be elected by parents of children enrolled in the school via a secret ballot election conducted by the parent and teacher organization of the school, or if none exists, by the largest organization of parents formed for this purpose. Ballots shall be maintained at the school for one year. (Secret ballot is defined as a voting method in which a voter’s choice(s) are anonymous; thus, votes shall be collected via paper or electronic ballot.) Parents representatives should reflect the racial and socio economic composition of the students enrolled in that school and shall not be members of the building-level staff.

 The election process should be completed annually no later than June 1st for the upcoming school year.

**Terms of Service:** Each member shall serve a minimum of one year and a maximum of two consecutive years. 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. A waiver to the terms of service requirements by submitting a written request to the assigned regional superintendent. School Improvement Team membership shall be listed in the school improvement plan and include the date of election for each member.

**Membership Expectations**

• attend any scheduled professional development/training pertinent to school

 improvement planning;

• attend all meetings of the SIT;

• share information with parents, faculty, or other stakeholder groups;

• talk/listen to parents, faculty, or other stakeholder groups and provide feedback to

 SIT; and

• encourage all stakeholders to become actively involved in the school improvement

 planning process.

ARTICLE IV - Meetings

**Meeting Information and Notification Procedures** (North Carolina G.S. **§**115C-105.27)

School Improvement Teams should meet at least twice a month in accordance to (North Carolina G.S. §115C-105.27) and NCStar guidelines. At least one meeting a month will include the entire School Improvement Team addressing the needs of the School Improvement Plan and the NCStar Indicators. The other required monthly meeting will consist of committee meetings and School Improvement Team meetings that include the entire staff.

Schools must schedule meetings that will accommodate the participation of parent representatives. As the needs of each team are unique, the scheduling and frequency should be determined by the School Improvement Team. Regular meetings/planning sessions should result in more thorough monitoring of the School Improvement Plan.

It is essential that all members of a school are fully aware of the ongoing direction and work of the team. Members should be notified of meetings at least one week in advance. Minutes of meetings are public record and should be posted within one week of the meeting date in a prominent location and/or on the school website. Copies of the minutes shall be given to all team members and sent to the school's regional office within one week of the meeting date.

School Improvement Team meetings must be noticed, conducted and recorded in accordance with open meeting requirements of Article 33C of Chapter 143 of the North Carolina General Statutes. Deliberations on the school safety components of the plan shall be in closed session in accordance with North Carolina G.S. 143-318.11(a)(8). The principal shall ensure that these requirements are met.

**Quorum:** Fifty percent of the School Improvement Team shall constitute a quorum for the transaction of official business. A member is present when physically in attendance at the meeting. A majority vote of those Board members present is necessary for the adoption of any motion or resolution.

**Conducting Meetings:** The chairperson of the School Improvement Team shall conduct meetings according to the team’s accepted procedures from *Robert’s Rules of Order* to ensure that all team members are participate meeting deliberations that are fair, open, and thorough, but also pertinent, timely and orderly. All meetings should provide time to review previous minutes, discuss and vote on new items, and set agenda items for upcoming meetings. The time that meetings begin and end should be recorded using appropriate meeting documentation.

ARTICLE V - Committees

The School Improvement Team will operate as a committee as a whole. Special committees at Parkview support the goals and plans set by the School Improvement Team, School Improvement Plan, and adopted NCStar Indicators.

Each committee will have a chairperson appointed by Parkview administration.

All staff members are members of at least two committees.

**Roles and Responsibilities of Committees**

1. Committees meet once a month. However, it may be necessary for committee

members to meet more often to complete specific tasks by deadlines.

1. Committee agendas and conversations should align with the School Improvement

Plan and NCStar Indicators

1. Committees should submit meeting minutes on Sharepoint before or on the Friday after the committee meeting
2. Committee members who are also on the School Improvement Team should share pertinent information and data with the committees
3. Committees should collect and analyze data that aligns with the committee’s goals

and expectations

1. Committees should conduct staff professional development and parent outreach

activities based on the committee’s goals and expectations

1. Committee members who lead tasks should report their task completion or

progress during staff meeting