

# **Bylaws of Joyner Elementary Site Based Leadership Team**

## **Article I – Name**

The name of the Joyner Site Based Leadership Team shall be JLT (Joyner Leadership Team).

## **Article II – Purpose**

The purpose of JLT is to make decisions related to school finances (budget) and curriculum at Joyner Elementary School. JLT will deal with issues directly and indirectly related to instruction, student performance, school climate and improvement. These decisions are binding on Joyner provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the leadership team when needed. In these cases, the principal will provide a written explanation to the team. The JLT will review and monitor the implementation of practices to align with philosophy of the school. (What is or will be our philosophy- what do we believe – what do we support- what do we want our school to be know as- Who are we)

### **Mission Statement:**

We believe that we are here to focus on the good of entire Joyner learning community, including the students, the staff, the parents and the community. We will begin and end on time. We respect and trust one another. We 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.

### **Section 1. FUNCTIONS OF THE 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 an elected body, the Joyner Improvement Team. This team is comprised of teachers, parents, administrators and other key stakeholders.

The Joyner Improvement Team is not designed to usurp the legal authority of the Principal. Rather, the team’s function specifically:

- facilitates the involvement of the school community in designing and implementing the Joyner Improvement Plan
- encourages, supports and creates opportunities for involvement from parents
- coordinates the activities associated with the development and design of the Joyner 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 Joyner Leadership 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
  - School Climate
  - 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 JLT**

##### **I. Composition of Staff Membership**

- A. One teacher representative for each grade level K-5
- B. One representative for classified staff (teaching assistants, custodians, cafeteria staff and clerical staff).
- C. One representative for all Instructional Support Personnel (Media, Art, Music, PE, Guidance, and Itinerant personnel).
- D. One representative from EC, Speech and AL staff
- E. Curriculum Facilitator
- F. Administrator
- G. Two parents

##### **II. Composition of Parent Membership**

- H. Parent representatives shall be elected by the parents of children enrolled at Joyner in an election conducted by the PTA. Parent representatives shall reflect the racial, geographical and socioeconomic composition of the students enrolled in the school and shall not be members of the building level staff. 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.

In addition to the above, the current PTA President or co-presidents shall serve ex-officio on the Leadership Team. As such, the PTA President will not vote have a vote, but will otherwise be a full member of the team. In addition, the PTA Presidents should work to facilitate good communication between the PTA and the Leadership Team, apprising the team of concerns raised in the PTA and seeking ways for the PTA to support the work of the Leadership Team.

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

Each member shall serve a minimum of one year and a maximum of two consecutive years, provided that the person is still representative of the constituents that originally elected him/her. 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 PLT 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 have children enrolled at Joyner and shall be elected by the parents of children enrolled at Joyner in an election conducted by the PTA in the spring. The JLT parent membership should reflect the racial, geographical and socioeconomic status of students at Joyner. If the elected parents do not represent the racial, geographical and socioeconomic status of students at Joyner, the principal can appoint a parent representative which would go the largest parent organization for approval. Elected parent members should not be members of the Joyner staff.

B. Election of Joyner staff representatives

Representatives of school staff shall be elected by their respective groups and voted on by secret ballot. The nominees, voted on by their respective groups will then be presented to the entire staff for approval, also by secret ballot. In the case of a tie at the respective group level, both names will be put on a secret ballot for a staff vote.

Section 3. Voting Rights

JLT will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support JLT decisions. The representatives vote as directed by the majority of members of their constituency.

**Article IV - Roles**

LEADERSHIP POSITIONS:

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. The principal is ultimately responsible for the implementation of the school improvement process. However, effective implementation by definition must include the sharing of responsibilities and decision-making with other members of the leadership team. To this end, the following leadership positions would be established for each School Leadership Team at the beginning of each school year: Chairperson, Co-Chairperson, Recorder and Timekeeper.

Each team should elect these positions. Any team member other than the school principal may serve as an officer on the Joyner Leadership Team. Below is a list of responsibilities for each of these positions: The following officers are elected by the

leadership team from its membership to serve one year terms: Chair, Co-Chair, Recorder and Timekeeper.

### **Chairperson(s)**

- Meet with administrator and prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- Start and end meetings promptly.
- Make sure roles are assigned for the day's meeting.
- Welcome members and introduce any guests.
- Remind members of Mission Statement.
- Leads meetings and facilitates distribution of agenda to all team members of the Joyner Leadership Team
- Ensure that minutes are being kept.
- Open discussion on current agenda items.
- Encourage decision making through consensus.
- Summarize each meeting, reviewing key actions and decisions; check that all members have the same clear understanding of all decisions.
- 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.

### **Secretary**

**State law requires that full and accurate minutes be kept of all official meetings of JLT. The minutes shall reflect all actions taken, whether by vote or consensus 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 as per the meeting notice, and the time the meeting was called to order.
- A statement of the approval of the minutes from the previous 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 JLT.
- 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.
- Items that were placed on the agenda for the next meeting.
- 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 by the first Thursday following meetings.
- Bring paper copies of the minutes to the next meeting for approval.

### **Time Keeper**

- Facilitate the prompt beginning of the meeting. Contact late-arriving members, re-announce the meeting if necessary.
- 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.

## **Mediator**

- Take proactive role to help discussions remain calm and professional.
- Restate the objectives of the discussion, if necessary.
- Ask for clarification if someone has made a point that could be misconstrued.
- Restate a person's wording to make sure that what they said is what they meant.
- Ask for time for a member to make their point without interruption if necessary.
- Call "timeout" if a discussion gets out of control.
- Give feedback at the end of the meeting about effectiveness based on productivity and professionalism versus developing personal agendas.

## **Communicator**

- E-mail the committee members with reminders of the tasks that they need to have completed before the next meeting.
- E-mail once by Thursday afternoon following the meeting.
- E-mail again by Thursday of the week before the next meeting. This can be a copy of the first e-mail.

## **JLT Representatives**

- Serve a two-year term on JLT.
- Attend meetings and arrive on time.
- If assigned a role, abide by the responsibilities and time-lines assigned to that role.
- Submit constituency concerns to be placed on meeting agenda to Chairperson one week prior to meeting date.
- 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.
- Vote as majority of constituency requests.
- Meet with or e-mail constituency of all decisions made and actions taken by JLT within one week following the meeting.
- Commit to working collaboratively with the team.

## **Article V – Meetings**

### **Section 1. Meeting Day and time.**

JLT shall meet on the second Monday of every month unless a holiday or workday is scheduled for that Monday. Meetings will take place in the Joyner Media Center from 2:40-4:00. 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. NC Open meeting Law**

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

- JLT shall file a notice of the day, time and place of all regular meetings.
- If a regular meeting time is changed, JLT shall file a notice of new meeting at least seven days prior to new meeting.
- JLT shall abide by the following requirements for Special meetings – specially called meetings that are held on different days and at different times during the

year than regular meetings requires one of the following two methods of notification: post a notice or mail/deliver a notice to every person of JLT 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 or on the door of the meeting place. If notices are mailed to interested persons, the intent is to provide at least 48 hours notice.

### Section 3. Quorum

Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of JLT 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. Majority

A majority will be defined as 51% for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.

### Section 5. Meeting agendas

JLT shall use the following agenda format for all meetings:

- A. Welcome  
(All members and special guests. Read/refer to group norms)
- B. Reading and approval of minutes.  
(Motion to approve is not necessary. The minutes are either approved as read or as corrected, but without a vote.)
- C. Approval of meeting's agenda.  
(Agenda approved as presented or corrected with approval by majority vote.)
- D. Standing Committee Reports.  
(Budget, Standing Committees, any correspondence.)
- E. Reports of Special/Sub-Committees.  
(Each report may conclude with a motion that JLT must address).
- F. School Improvement Plan progress review (Quarterly)
- G. Special Orders.  
(Any motion which was adopted as a Special Order which guarantees that the motion will be dealt with before the meeting is adjourned.)
- H. New Agenda Items, Unfinished Business and General Orders.  
(Any issue which was not concluded, postponed, or was tabled during the prior meeting. The secretary's minutes should inform the facilitator which items to add to this section.)
- I. New Business.  
(Announcements, speakers, Representative concerns.)
- J. Request for agenda items for next meeting
- K. Establishment of next meeting date
- L. Adjournment  
(Facilitator summarizes meeting, reviewing key actions and decisions, checks that all members have the same clear understanding of all decisions, reviews the time, date and location of the next meeting and any items that will be followed up or newly discussed at the next meeting, and calls for a motions for the meeting to be adjourned.)

## Article VI Committees

### Section 1. JLT Committees

Members of JLT shall have the authority to establish committees as needed to meet the purpose of JLT as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to JLT 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. See *above*. 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.

### *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 Joyner 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.

### *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 leadership team at the next meeting

### *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 JLT informed as to their work and seek input from the members of the JLT.
- The JLT or the Principal may direct a committee to implement or refrain from implementing a program or initiative.

## **Article VII Parliamentary Authority**

JLT will operate under the latest edition of **Robert's Rules of Order Newly Revised.**

## **Article VIII Amendment of Bylaws**

GLT 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 (51%) of Joyner Faculty and Staff to amend any Bylaw.