

By-Laws of Kernodle Middle School Improvement Team (KSIT)

Article I – Name

The name of the Kernodle Middle School Site-Based School Improvement Team shall be Kernodle Leadership Team (KSIT).

Article II – Purpose

The purpose of the KSIT is to deal with issues directly and indirectly related to instruction, student performance, school climate, and school culture. The KSIT will make decisions and monitor implementation based on the mission and vision of KMS.

Section 1: Mission Statement of Kernodle Middle School

We are a community of learners dedicated to providing a safe, positive, and nurturing environment for all students in their quest for academic, social, and personal excellence, as they strive to become contributing members of society.

Section 2: Vision Statement of Kernodle Middle School

Kernodle Middle School's vision is to become a professional learning community, upholding a standard of excellence, fostering academic and social growth through creativity, caring, collaboration, and reflection.

Article III – Function

The function of the KSIT is as follows:

- A. Facilitate the development of the School Improvement Plan
- B. Monitor, assess, and amend the School Improvement Plan
- C. Advance policies and procedures that enhance achievement and meet educational, safety, parent involvement, school climate, staff development, and communication goals
- D. Facilitate decision-making based on available data
- E. 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 KSIT

Members of the KSIT shall consist of:

- A. School Principal
- B. Representative for Assistant Principals
- C. One teacher representative for *each* grade level: 6, 7, 8
- D. One teacher representative for P.E.
- E. One teacher representative for encore
- F. One representative for Instructional Support Personnel
- G. One teacher representative for Exceptional Children instructors
- H. One representative for Teacher Assistants
- I. Three parent representatives

Section 2: Election Processes and Terms

- A. All members will be elected and serve for two (2) years.
- 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.

Section 3: Election of Parent Representatives

- A. Parent representatives shall be elected by the parents of children enrolled at KMS in an election conducted by the largest parent organization.
- B. Nominations shall take place 30 days prior to the election and be made available to the public.
- C. Parent representatives shall reflect the racial and socioeconomic composition of KMS and shall not be members of the building level staff.
- D. To the degree possible, parent representatives shall represent the various grade levels.
- E. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

Section 4: Election of KMS Staff Representatives

- A. Grade level representatives for Administrators, Teachers, Instructional Support Personnel, and Teacher Assistants 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** will be selected by secret ballot from the KSIT members after spring elections.

- A. The chairperson shall not be an administrator.
- B. The Chairperson:
 - 1. Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff
 - 2. Facilitates public notification of meetings
 - 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 Secretary:

- C. In accordance with NC Open Meetings Law, the secretary will keep accurate minutes of all official meetings of KSIT, including:
 - 1. The date, 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 KSIT
 - 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
- D. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- E. The secretary shall facilitate distribution of the minutes electronically in a timely manner.
- F. The secretary shall bring paper copies of the minutes to the next meeting for approval.

Section 3: Representatives:

- A. Serve a two-year term on KSIT
- B. Attend meetings and arrive on time

- C. Complete responsibilities of assigned roles on the committee
- D. Participate in KSIT 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 e-mail constituency of all decisions made and actions taken by KSIT within one week following the meeting

Article VI– Meetings

Section 1. Meeting Day and Time

- A. KSIT will meet on the 1st and 3rd Tuesday of the month, from 7:30 a.m. to 8:00 a.m. in the KMS Media Center. If a holiday or workday is scheduled for that Tuesday, KSIT will meet on Wednesday.
- B. KSIT will schedule evening meetings once a quarter in order to facilitate parent attendance.

Section 2. NC Open Meeting Law

- A. KSIT meetings fall under the NC Open Meeting Law.
- B. KSIT shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, KSIT shall file a notice of the new meeting time at least 7 days prior to the new meeting.
- D. In the case of *special meetings*, other than regular meetings, KSIT will post/deliver a notice to every person of KSIT and those requesting the special meeting. The 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

Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of KSIT 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) where 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, KMS will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support KSIT 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 KSIT members present.

Article VII Committees and Sub-Committees

Members of KSIT shall have the authority to establish committees and sub-committees as needed to meet the purpose of KSIT. 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 KSIT as requested.

Article VIII– Amendment of By-Laws

KSIT bylaws may be amended with two-thirds (2/3) of the collected votes, if a notice has been given during the prior meeting.