**Madison Elementary**

**School Leadership Team**

***By-Laws***

**2023-2024**

**PREAMBLE**

The school improvement team shall be established in accordance with [***G.S. 115C-105.27***](https://gcsnccom-my.sharepoint.com/personal/leslien_gcsnc_com/Documents/G.S.%20115C-105.27)***,*** [***G.S. 115C-288(l)***](https://www.ncleg.net/enactedlegislation/statutes/html/bysection/chapter_115c/gs_115c-288.html) ***and Guilford County Board of Education Policy/Administrative Procedure IN/IN-P, School Impro***vement Teams.

**ARTICLE I – NAME**

The official title of the Madison Elementary school improvement team shall be “The Madison Elementary School Leadership Team” (hereinafter referred to as “School Leadership Team or SLT”.

**ARTICLE II – PURPOSE**

Under the leadership of the principal, the School Leadership Team (SLT) shall develop a school improvement plan to improve student performance that addresses the following areas:

* effective & engaging instruction and student outcomes.
* professional development.
* school climate, which includes safety, discipline, student learning environment, and teacher working conditions.
* school community satisfaction (students, parents/guardians, teachers) and outside community partnerships.

**ARTICLE III – POWERS AND DUTIES**

The SLT will be involved in several tasks that affect the operation of the school. Those tasks shall include:

* facilitating the ongoing development of the school improvement plan monitoring, assessing, and amending the school improvement plan monthly
* advancing policies and procedures that enhance student achievement and meet educational, safety, and parent involvement goals related to school improvement; and
* collaborating on budgetary, professional development, and instructional issues as they relate to school improvement planning.

The SLT is not designed to usurp the authority of the principal and is not directly involved in the day-to-day operations of the school.

**ARTICLE IV – MEMBERSHIP**

***Section I – Membership***

The School Improvement Team shall consist of the following:

* school principal,
* instructional staff, (K-1, 2-3, 4-5, specialists)
* instructional support staff, (EC, AG, ESOL,)
* student support staff (Counselor, Psychologist, Social Worker)
* classified staff,
* Parents, guardians, and/or grandparents of children enrolled in the school. (K-2 & 3-5 rep)

***Section 2 - Election and Terms***

**School-Based Personnel**: Representatives instructional personnel, instructional support, student support staff, and classified staff shall be discussed and chosen by their respected groups. Representatives will be elected by their respective groups via consensus. The election process itself shall take place in an open and transparent manner.

**Parent/Grandparent Membership:** Parent/Guardian/Grandparent 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. 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. Or if a parent organization exists, parents from that organization shall be nominated by members of the leadership team. Parent representatives should reflect the racial and socio-economic composition of the students enrolled in the school and shall not be members of the building-level staff. It is the goal of the SLT to include a minimum of two parent representatives with a maximum of 30 percent of the SLT comprised of parents.

**Each SLT member shall serve a minimum of one year and a maximum of five consecutive years.** This rotation structure is designed to ensure consistency of membership from year to year and ensure that the knowledge and expertise of the team is not compromised due to members rotating off the team. Members rotating off the team will have a minimum of a one-year hiatus before being eligible to rejoin the team unless circumstances warrant and the SLT votes to override one-year hiatus stipulation. The chairperson’s length of service will not exceed a two-year term.

Leadership team members are expected to regularly attend leadership team meetings. If a member is unable to attend the meeting, the team member will find an individual from the same constituent group to be present.

**Leadership Positions**:

**CHAIRPERSON (Chair and Principal)**

*Primary Duties:*

* Meets regularly with the principal and process manager to discuss school issues and develop a meeting agenda.
* Discusses agenda items for meetings.
* Leads meetings
* Start and end meetings promptly.

Additional Duties:

* Make sure roles are assigned for the day’s meeting.
* Welcome members and introduce any guests.
* Remind members of group norms.
* 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.

**PROCESS MANAGER**

*Primary Duties:*

* Reminds team members about meetings at least one week in advance.
* Facilitates the public notification of meetings
* Ensure that minutes are being kept.
* Facilitates distribution of agenda to all team members of the SIT.
* Assists in completing reports due for the team.
* 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.
* Distribute minutes to all SLT members no later than one week after the meeting.
* Maintains copies of minutes and quarterly/annual reports, SLT Handbook, and other important documents.

**TEAM MEMBERS:**

* Attend meetings regularly. If one is unable to attend the meeting, the team member will find an individual from the same constituent group to attend.
* One team member: Is responsible for taking minutes at all meetings that clearly reflect the activities of the School Leadership Team.
* Represent the interests of constituent group-not just their own.
* Determine how to engage stakeholders in meaningful ways in school affairs.
* Commit to being engaged and working collaboratively with the team.
* Brings issues and concerns of constituent group to team meetings and communicates the activities and decisions made by SIT to their constituent group.
* If assigned a role, abide by the responsibilities and timelines assigned to that role.

\*\*\*members will refer to S.I.T. checklist for a comprehensive list of best practices\*\*\*

**ARTICLE V – MEETINGS**

***Section 1 – Regular Meetings***

The SLT shall meet on the first Tuesday of every month unless a holiday or teacher workday is scheduled on one of those days. Meetings will take place in the PLC room at 2:45pm unless otherwise determined and announced in accordance with North Carolina Open Meeting Law.

***Section 2 – North Carolina Open Meeting Law***

SLT meetings are subject to the open meetings 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 G.S. 143-318.11(a)(8). The principal shall ensure that these requirements are met.

***Section 3 – Quorum***

Fifty percent of the SLT members plus an additional member shall constitute a quorum/majority for the transaction of any official business. If at any meeting of the SLT there is less than a quorum present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

**ARTICLE VI – COMMITTEES**

Committees/Teams may be established as needed to meet the purpose of SLT as stated in Article II. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meeting laws. A majority of any committee may fix its place and time of meetings. All committees shall report back to the SLT as requested. Agendas and Minutes from all committee meetings shall be electronically sent to staff within one week of the committee meeting being held. School committees should send written reports of considerations, recommendations, etc. to the leadership team whenever necessary or suitable. For each issue, the leadership team may decide that it needs a referral from 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 Madison Community at large.
* To seek out and inform the principal and leadership team of staff development opportunities.
* To be knowledgeable about the Common Core Standards 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 Committee Chair**

* Creating the agenda for the committee meetings.
* Communicate regularly with committee members as to the business of the committee as well as the time and place for meetings.
* Designate a committee member to keep minutes of the meetings.
* Share committee minutes with leadership team members and report 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 August 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 SLT informed as to their work and seek input from the members of the SLT.
* The SLT or the Principal may direct a committee to implement or refrain from implementing a program or initiative.

**ARTICLE VII-Parliamentary Authority**

SLT will operate under the latest edition of Robert’s Rules of Order Newly Revised

**ARTICLE VIII- Amendment of By-laws**

SLT By-laws may be amended with two-thirds of the collected member votes if prior notice has been given during the prior meeting. Otherwise, it shall require a majority of Madison faculty and staff to amend any By-laws.