



Allen Jay Middle School

“A Preparatory Academy”

1201 E Fairfield Rd. ♦ High Point, NC 27263
(336) 819-2164 ♦ Fax: (336) 882-0069



Lamont McMillan
Principal

Dr. Kenya Smith
Assistant Principal

School Based Leadership Team

FUNCTIONS / BYLAWS SCHOOL BASED LEADERSHIP TEAM AT ALLEN JAY MIDDLE

Functions:

1. Sets the agenda for the Leadership Team meetings. All agenda items are needed 2 days prior to the meeting.
2. Helps the principal set the agenda for faculty meetings
3. Serves as a sounding board for ideas the principal thinks the faculty should consider
4. Brings ideas to the Leadership Team from the faculty for discussion (things that are working well, problems that need attention, dilemma reconciliation, suggestions...)
5. Takes ideas from the leadership team back to the faculty for information purposes and/or discussion
6. Provides opportunities for members of the team to practice leading (a training ground for future leadership positions in the school and school system)
7. Serves as SACS planning committee
8. Assesses and facilitates activities to enhance school's climate: assemblies, projects, etc.
9. Accentuates the positive in the school and the community
10. Makes early identification of potential problems (with students)
11. Determines, develops and implements appropriate staff in-service
12. Finds ways to involve everyone in the school (faculty, classified personnel, students, parents, and community members)
13. Provides leadership in the development and implementation of the School Improvement Plan
14. Participates in interview and candidate selection process
15. Develops sub-committees for further investigation / inquiry / reporting

By-Laws

Composition of Staff Membership:

- Principal
- Appointed staff: assistant principal, student advocate, curriculum staff, and others deemed appropriate by team
- Elected positions: social studies, science, math, ELA, 5th grade, 6th grade, 7th grade, 8th grade, support staff, encore, classified
- Parents: 3 elected by largest parent organization; if election results in lack of parent representative of school population, principal may appoint additional parent representatives; those parents must be presented to the largest parent group for approval
- All elected and appointed positions are for one year of service (July – June)

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Frequency of Meetings:

School Leadership Team will meet once a month at 4:00 in the media center and during special called meetings as needed. The first Tuesday of each month is reserved for leadership team meetings. The team may adjust the time to accommodate needs of parents and/or team members.

Positions:

A leadership team chairperson will be appointed to assist the principal in facilitation of leadership team meetings. They will approve meeting agendas and minutes. This person should meet with the principal on a regular basis to review progress and provide updates on the school improvement plan, Title 1 (as appropriate), curriculum, instruction, and data. Lauren Ackerman will serve as the leadership team chair for 2024-2025.

A leadership team recorder will be appointed to record and distribute minutes for each meeting. The recorder will add notes to the agenda, record any decisions made, items tabled for future meetings, and other notation of decisions of each meeting. Minutes will be emailed to staff members, discussed in grade level meetings by representatives, and posted on the school website. Christina Barham will serve as the leadership team recorder for 2024-2025.

Decision Making:

Preferably, the team will reach consensus on decisions relating to instruction, activities, climate, or safety. In the event that consensus cannot be reached after discussion. The leadership team chair may call for a vote by ballot. The chair will make a clear motion for vote of yes / no or option 1 or 2 on an individual item. The recorder for the team will count the ballots and report the results.

Some items for decision making are ultimately the responsibility of the school principal. For such decisions, the principal will notify the team that the decision is not a leadership team item but will communicate the decision as appropriate.