**Article 1 – Purpose**

The purpose of the Eastern Guilford High School Improvement Team (SIT) shall be to improve student performance by developing, implementing and evaluating a comprehensive School Improvement Plan, which addresses state and local goals, with detailed strategies for achieving the school’s goals.

**Article 2 – Membership**

The School Improvement Team shall consist of the following members: Principal, Assistant Principal, Curriculum Facilitator, Career Development Coordinator, Department Representatives, Guidance Department, Clerical/Certified Staff, Parent Representatives and Student Body Representative (preferably representing different grade levels, ethnicity/sex).

**Article 3 – Tenure**

There will be a two-year term of service on the School Improvement Team (single year terms may be granted by a SIT vote). Departments will rotate on odd and even year format. On odd years the Cultural Arts, English, ESL, Foreign Language and Social Studies will elect new members. On even years Math, Science, Guidance, PE, and Career and Technical will elect new members.

**Article 4 – Duties of SIT Members**

The chairperson and the principal shall plan, call, and guide the meetings. There will also be a co-chairperson.

A secretary shall be elected to record the minutes of each meeting. The minutes will be distributed to all members, emailed to the staff, and placed on the county-approved website. Members will be responsible for presenting concerns from members of their department.

**Article 5 – Meetings**

The meetings will be open to all of the SIT members and the general public.

The meetings will be held once a month, and a set meeting day and time will be determined prior to the beginning of the school year. All SIT members are expected to attend all of the meetings. If a SIT member cannot be present, it is the member’s responsibility to send a replacement to the meeting. The visiting person will not have voting rights, but will be able to share issues of concern and comments.

There may be additional meetings called when deemed necessary.

An agenda will be distributed to the SIT members prior to each meeting; there will be sufficient time allotted for the use of meeting times and to allow all members to be prepared for the discussion.

**Article 6 – Amendments**

The bylaws may be amended.