

Proposed Bylaws of Brown Summit Middle School Improvement Team

Article I--Purpose

The purpose of The Brown Summit Middle School Improvement Team, hereafter referred to as BSMS SIP Team, is to provide a site-based process for the execution of improving student outcomes. This process reflects the strong belief that student learning and school improvement should include the collaboration of all key stakeholders, including teachers, parents, support personnel, and administrators.

Mission Statement of Brown Summit Middle School is to provide an exemplary learning experience that encourages students and staff to actively discover, integrate, and apply knowledge in a dynamic, global, and technological environment.

Article II-Function, Duties, and Crucial Tasks

The Brown Summit Middle school improvement team (BSMS SIP Team) shall develop a school improvement plan (SIP) that addresses the following areas:

- improved instruction and student outcomes;
- professional development;
- school climate, which includes student safety and discipline, and working conditions;
- stakeholder satisfaction (students, parents, teachers).

Function: The BSMS SIP Team is not designed to usurp the legal authority of the principal.

Rather, the team's function is to:

- facilitate the involvement of the school community in designing and implementing the School Improvement Plan;
- encourage, support, and create opportunities for involvement from parents;
- coordinate the activities associated with the development and design of the School Improvement Plan;
- provide direction in the development of the professional development plan; and
- provide direction in the use of available resources to optimize improvement of instruction and student outcomes and to ensure adequate planning time for all teachers.

NOTE: North Carolina G.S. §115C-105.27(a) focuses school improvement teams on understanding and using relevant data:

- SIPs shall be, to the greatest extent possible, data-driven,
- school improvement teams shall analyze student data to identify root causes for problems and to determine actions to address them and
- SIPs shall contain clear, unambiguous targets.

Duties: The BSMS SIP Team, while not be directly involved in day-to-day operations of the school, is involved in a number of tasks that effect the smooth operation of the school. These tasks include:

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

Crucial Tasks:

- Develop bylaws (in compliance with North Carolina General Statute)
- Establish ground rules for meetings
- Set/post meeting schedules
- Communicate agendas in advance
- Keep minutes and communicate decisions and results to stakeholders
- Align SIP to GCS Strategic Plan and State Board of Education goals
- Update SIP as needed

Article III-Membership

Staff: The BSMS SIP Team shall consist of the principal and assistant principals, curriculum facilitator, one representative from each grade level, one representative from each of the following groups: encore teachers, guidance counselors, Exceptional Children's teachers, and classified staff. Representatives are elected by their respective groups by secret ballot.

Nominations of staff for open positions will occur by Friday of the third full week of April. The ballots will be counted by the school secretary/treasurer and witnessed by the Principal then announced by the Thursday of the second full week of May. Representatives may be elected to serve a two-year term.

The Media Specialist is a standing member of the BSMS SIP Team. BSMS SIP Team members are also members of the school's MTAC committee (Media Technology Advisory Committee).

Parents: Parents representation on the BSMS SIP Team should reflect the racial and socioeconomic composition of the students enrolled in the school and shall not be members of the building level staff. The BSMS SIP Team shall consist of two parent representatives. Two voting parent representatives shall be parents of children enrolled at Brown Summit Middle School and may serve for two consecutive years. Eighth grade parents would not be excluded from serving for a 1-year term.

Attrition: In the case of attrition of any members, a replacement representative from the constituency group will be nominated and voted on by that group to complete the departing representative's term.

Expectations of Members:

All members of the BSMS SIP Team are expected to:

- attend any scheduled professional development/training pertinent to school improvement planning;
- attend all meetings of the BSMS SIP Team;
- share information with parents, faculty, or other stakeholder groups;
- talk/listen to parents, faculty, or other stakeholder groups and provide feedback to BSMS SIP Team;
- encourage all stakeholders to become actively involved in the school improvement planning process;
- and send a substitute representative to BSMS SIP Team meeting in the event the elected member is not available to attend.

Article IV-Roles

The BSMS SIP Team shall consist of the following roles in order to operate efficiently and productively. BSMS SIP Team members shall decide at the first meeting of the year whether to assign roles for the entire year or to establish a system of rotating roles.

- Chairperson will: meet regularly with principal to discuss school issues and develop meeting agenda, lead meetings and facilitate distribution of agenda to all team members, remind team members about meetings at least one week in advance, assist in completing reports due for the team, facilitate the public notification of meetings
- Recorder will: be responsible for taking minutes at all meetings that clearly reflect the activities of the BSMS SIP Team, distribute minutes no later than one week after the meeting, post minutes of each BSMS SIP Team meeting in a designated place that is visible to parents and teachers (including the school website), send copies of all minutes to all team members within one week, maintain copies of minutes and quarterly/annual reports and other important documents
- Timekeeper will: assist team in establishing the length of each meeting and/or the timeframe for each agenda item, monitor time throughout meeting and remind team of timeframe
- Team members will: attend meetings regularly, represent the interests of the total school, determine how to engage stakeholders in meaningful ways to enhance school opportunities for all, commit to working collaboratively with the team, bring issues and concerns of constituent group to team meetings and communicates the activities and decisions made by BSMS SIP Team to respective stakeholders.

Article V-Meetings

A list of meeting dates including time and place, will be established and posted in the school office, and on the school website. Meetings will be held 3:45-4:45 in the Media Center on the third Tuesday of every month unless otherwise announced and posted. If a regular meeting is changed, notice of the new meeting shall occur at least seven days prior to the meeting or as soon as possible once it is known that a meeting must be changed.

Meeting extension: A vote must be taken to extend the meeting for an additional 15 minutes if needed. If the 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 scheduled meeting.

Note: **North Carolina Open Meetings Law** – SIP Team meetings fall under the Open Meetings Law of North Carolina (NC General Statute, Chapter 143, Article 33C).

Quorum: Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of the BSMS SIP Team less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

Specially called meetings: Specially called meetings that are held on different days and at different times during the school year than regular meetings require one of the following two methods of notification: post a notice or mail/deliver a notice to every person of the BSMS SIP Team 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- hour notice.

Summer workday meeting: A summer work session meeting may be scheduled at the last regular June BSMS SIP Team meeting of the school year.

Decision Making: Meetings will operate through a process of consensus, in which all members support the focus and work of the team. The team will use the Fist to Five Strategy located in Appendix A, electronic vote, or another decision-making strategy appropriate to gain a consensus.

Meeting Agenda

BSMS SIP Team will follow the following agenda format for all meetings:

- Welcome and approval of agenda
- Unfinished business from prior meeting
- New business
- Reports from standing or special committees
- Announcements and adjournment

Article VI-Amendment of By-laws

The purpose of the BSMS SIP Team by-laws is to outline the guidelines for operation. Upon their adoption, the by-laws should be submitted to the Principal Supervisor. By-laws may be amended by consensus of the existing BSMS SIP Team.