

# **2023-2024 SWMS By-laws**

Adopted April 2023

## **Preamble**

The school improvement team shall be established in accordance with G.S. 115C-105.27, G.S. 115C-288(I) and Guilford County Board of Education Policy/Administration Procedure IN/IN-P, School Improvement Teams.

## **Article I - Name**

The official title of the SWGMS School Improvement Team shall be "The Southwest Guilford Middle School-Based Leadership Team (hereinafter referred to as "School-Based Leadership Team or SBLT."

## **Article II - Purpose**

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

- improve instruction and student outcomes.
- professional development.
- school climate, which includes safety, discipline, student learning environment and teacher working conditions.
- school community satisfaction (students, parents, teachers)

## **Article III - Powers and Duties**

The SBLT will be involved in a number of tasks that affect the operation of the school. These tasks shall include:

- facilitating the development of the school improvement plan including a safe school plan;
- monitoring, assessing, and amending the school improvement plan at its' monthly meetings.
- advancing policies and procedures that enhance 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 SBLT 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 1 - Membership**

The School-Based Leadership Team shall consist of the following:

- Principal,
- All Assistant Principals,
- Grade level representatives that consist of two core teachers from each grade level 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> for a total of six teachers,

- Exceptional teacher representatives that consist of two of the certified EC staff,
- Classified support staff representative that consist of one representative,
- Media specialist,
- Counselor,
- Encore representatives that consist of two teachers, and
- Parent representatives that consist of 2-4 parents.

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

School-Based Personnel: Representatives shall be elected by their respective groups via secret ballot. 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. The election process itself shall take place in an open and transparent manner.

Parent Membership: Parent representatives shall be elected by parents of children enrolled in the school via a secret ballot conducted by the parent and teacher organization of the school, or if none exists, by the largest organization of parents formed for this purpose. 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. Parent representatives should reflect the racial and social economic composition of the students enrolled in the school and shall not be member of the building-level staff.

Each SBLT member shall-two years on the SBLT. This will make for a better sense of stability for the team. Members will alternate election years so that the entire team is not replaced within the same year. The cycle will go as follows:

6<sup>th</sup>, 8<sup>th</sup>, EC, and encore representatives will elect new members at the conclusion of odd school years

7<sup>th</sup>, classified support staff, counselor, and parent representatives will elect new members at the conclusion of even school years.

This process would start at the conclusion of the 23-24 school years by having the even school year elections after one year.

The principal, assistant principals, curriculum facilitator, and media specialist will remain constant members of the team.

If a member of the team leaves the school OR changes departments, the department shall vote for a new representative within the next 30 days and that member shall attend the subsequent meetings.

## **Article V – Meetings**

### **Section 1 – Regular Meetings**

The SBLT shall start the school year with a retreat scheduled in August prior to the start of the school year. The retreat will meet without the parent representatives so that they may be elected once school begins. The SBLT shall meet on the second Tuesday of every month unless a

holiday or teacher workday is scheduled on that day. During those months, the SBLT will meet on the third Tuesday of the month, unless otherwise determined and announced by the principal and the chair of leadership team. Meetings will take place in the media center at 3:45pm unless otherwise determined and announced in accordance with North Carolina Open Meeting Law.

During the first regular meeting of the school year, the SBLT will use nomination and vote to elect, within itself, the following persons: chair, vice-chair, timekeeper, and secretary. The chair, in conjunction with the principal will preside over meetings. The vice-chair will preside in the chair's absence, and the secretary will be responsible for recording minutes. Minutes will be approved at each monthly meeting.

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

SBLT 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. 143-313.11(a)(8). The Principal shall ensure that these requirements are met.

### **Article VI – Committees**

Committees may be established as needed to meet the purpose of SBLT 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 SBLT as requested.