

## **Bylaws of Wiley Elementary School Improvement Team**

### Article I--Purpose

The purpose of the Wiley Elementary School Improvement Team, hereafter referred to as SIT, 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.

The functions of the SIT are to:

- Facilitate the involvement of the school community in designing and implementing the School Improvement Plan (SIP)
- Encourage, support, and create opportunities for involvement from parents in the community
- Coordinate the activities associated with the design and implementation of the SIP

Although the SIT is not directly involved in the day-to-day operations of the school, it is involved in a number of tasks that affect the operation of the school. The SIT:

- Facilitates the development of the SIP
- Monitors, assesses, and amends the SIP
- Advances policies and procedures that enhance achievement and meet educational, safety, and parent involvement goals
- Facilitates decision-making based on available data
- Builds the capacity of the school to address parent and staff concerns
- Builds the capacity of the school to improve in the following areas:
  - Curriculum
  - Analyze data
  - Staff development
  - School climate
  - Classroom management/discipline
  - Communication
  - Parent and community involvement
  - Use of technology
  - Healthy active children
- Consults with the principal and makes recommendations on budgetary issues relating to staff development, instructional materials, and staff positions

### Article II-Membership

*Staff:* The SIT shall consist of the principal and assistant principal, curriculum facilitator, at least one representative from PK - 2, at least one representative from 3-5, at least one specialist representative, and at least one instructional support representative. Representatives are elected by their respective groups by secret ballot. Representatives will be elected to serve a one-year term or a maximum of two consecutive years.

*Parents:* The SIT shall consist of at least two parent representatives. Parent representatives should be the PTA officer or designee. Representatives will be elected to serve a one-year term or a maximum of two consecutive years.

### Article III-Roles

The SIT shall consist of the following roles in order to operate efficiently and productively.

- 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, assist in completing reports due for the team, facilitate the public notification of meetings
- Co-chair will: work collaboratively with the chair to establish meeting agenda, assist in completing reports, and facilitate meetings
- Recorder will: be responsible for taking minutes at all meetings that clearly reflect the activities of the SIT (voting included), distribute minutes no later than one week after the meeting, post minutes of each SIT meeting in a designated place that is visible to parents and teachers, 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 communicate the activities and decisions made by SIT to respective stakeholders.

#### Article IV-Meetings

A list of meeting dates will be established and posted on the shared drive and on the school website. Meetings will be held in the Situation Room and will begin at 3:30 and will last no longer than two hours. At that time, members will decide by consensus whether to complete unfinished business or set another meeting time prior to the next regularly scheduled monthly meeting. Meetings will operate through a process of consensus, in which all members support the focus and work of the team.

#### Article V-Meeting Agenda

SIT will follow the use of the following agenda format for all meetings:

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

#### Article VI-Amendment of Bylaws

The purpose of the SIT bylaws is to outline the guidelines for operation. Bylaws may be amended by consensus of the existing SIT.