

By-Laws for The Middle College at UNCG School Improvement Team (SIT)/Leadership Team (SLT)

Purpose Statement: Our school improvement planning is a time for shared decision making at the school level. We will ensure that we create an academically rigorous environment that is conducive to learning and prepares every student to be college, career and life ready as students and teachers are held to high expectations. We will create a culture in which all stakeholders have a voice. The primary goal of our SIT shall be to support the school's vision and mission.

MC @ UNCG Vision:

The vision of the Middle College at UNCG is to develop and prepare globally responsible individuals for the health and life sciences as they become college, career and life ready.

MC @ UNCG Mission:

In collaboration with our parents and community partners, we will continuously create an academically rigorous, nurturing and safe learning environment where students explore health, medical and youth development careers as they increase their knowledge of STEM.

Expectations: The following are expected from each representative during a SIT meeting. The representatives have the right at any time to remind each other of the expectations during a SIT meeting.

- Respect each other: Opinions are not the person.
- Honor each other: One person speaks at a time – don't monopolize the meeting.
- Agree to disagree but be willing to come to consensus.
- Attendance is mandatory.
- Stay focused.
- Refrain from using student/faculty names during meetings.
- Celebrate successes!

Terms: SIT representatives will be on a two-year rotational schedule. Since we only have two people in each content area, every two years the other content person will serve on the SIT starting with the 2011/12 school year. The only exception would be for Exceptional Children representation because we only have one EC teacher.

At the end of the school year of an election cycle, we will conduct our SIT vote for new representatives. They will be elected during our staff meeting in May. Current and incoming representatives will attend the last SIT meeting of the school year, but only the current representative will have voting rights. The elected SIT representatives will serve a 2 year term. Parent representatives will also serve a 2 year term, if willing. Representatives may serve a maximum of 2 consecutive terms. Any representative serving 2 consecutive terms may be re-elected after a 1 term (2 year) break. Beginning teachers may not serve as SIT representatives without a signed waiver and approval from principal.

If a team representative cannot fulfill their elected term, a new representative will be elected to complete the term. The team will hold a secret ballot election prior to the next SIT meeting. Ballots will be submitted to the school principal for confirmation.

Operating Procedures:

We will operate under the constituency consensus process (each team has one vote) using multiple voting techniques.

Multiple Voting Techniques Include:

- Thumbs up, sideways, thumbs down
- Without objection – “no” vote
- Motion and ask for hands to vote
- Summarize and ask for “Ayes”
- Secret Ballot
- 80% passes when necessary
- Executive decision rests with administration, if necessary.

Officers:

New officers are elected every two years at our end of year SIT meeting by the incoming and continuing representatives. Each officer will serve a maximum of two consecutive years per office. If an officer is absent an alternate will be determined at the start of the meeting. Officer positions are listed as follows:

- **Chair:** (Certified Personnel) Reviews agenda proposals, meets with principal, prepares agenda, facilitates meetings and fulfills other duties as needed.
- **Vice Chair:** (Certified Personnel) Works with and assists chair as needed. Assumes chair's responsibilities in the event the chair is absent. Prints and posts meeting minutes on designated school bulletin board. Fulfills other duties as needed.
- **Moderator:** Monitors input ensuring everyone provides input. Minimizes monopolization of conversation. Fulfills other duties as needed.
- **Recorder:** (Certified Personnel) Records minutes for meetings. Sends out draft minutes for approval two school days after meeting via email to SIT. SIT members will have two additional school days to respond. If minutes are approved as sent, no reply is needed. If changes are needed, REPLY TO ALL. Recorder will email final approved minutes to entire staff within one school day of approval. Approval of minutes will be notated on the next meeting's agenda. Confidentiality will be maintained concerning discussions during SIT meetings. Fulfills other duties as needed.
- **Timekeeper:** Keeps meetings moving in a timely manner. Fulfills other duties as needed.
- **ALL MEMBERS WILL FULFILL OTHER DUTIES AS NEEDED.**

Visitors: All stakeholders are welcome to attend SIT meetings as observers. An observer will be given information that explains visitor expectations before meeting starts. Any stakeholder who is part of the agenda is allowed to address their agenda item only.

Agenda Items:

Items to be considered by chairman for agenda must be emailed at least three school days prior to the next SIT meeting date. Principal and chairman will meet to discuss agenda items one to two school days prior to the next SIT meeting date. The agenda will be sent via email to SIT members prior to the next SIT meeting date.

Minutes: Draft minutes will be sent out two school days after meeting via email to SIT. SIT members will have two additional school days to respond. If minutes are approved as sent, no reply is needed. If changes are needed, REPLY TO ALL. Recorder will email final approved minutes to entire staff within one school day of approval. Approval of minutes will be notated on the next meeting's agenda. Confidentiality will be maintained concerning discussions during SIT meetings.

Bylaws will be amended as needed. There must be an 80% or higher vote.