

Bylaws for the Middle College at Bennett School Improvement Team

Article I

Name

Middle College at Bennett School-Based Leadership Improvement Team (SBLT).

Article II

Purpose

The purpose of the School-Based Leadership Improvement Team (SBLT) is:

- a. To facilitate the development of the School Improvement Plan
- b. To monitor, assess and amend the School Improvement Plan
- c. To review and establish policies and procedures conducive to a safe and nurturing learning environment
- d. To examine school data to facilitate growth
- e. To build the capacity of the school to address parent and staff concerns
- f. To build the capacity of the school to improve in the following areas: -Teaching and Learning - Two-way communication -School Culture and Climate -Parent and Community Involvement
- g. To make recommendations on budgetary issues relating to instruction, and school safety
- h. Assist in preparation of the SAC and other State and National accreditations report

Article III

Membership

Membership will include representation from the following:

Administrative Staff - Principal

Instructional Staff – Curriculum Facilitator, 2 members

Support Staff – 1 member

Parent Representative – 1 member

Article IV

Elections Process and Term of Service

Parent Representative: The parent representative must be the parent or legal guardian of a student enrolled in the school. Nominations will be held and the person will be elected by secret ballot. The election should be completed at the last meeting of the school year. Parent members will serve one to two year terms. Parent members may be re-elected for subsequent terms.

Instructional Staff: Nominations will be held for representation for the Instructional staff members. Instructional staff representation will be elected by the faculty and staff by secret ballots. Instructional Staff members are elected for a two-year term. The election process should be completed no later than the end of May. Instructional Staff serve only a two-year period and cannot serve consecutive 2 year periods.

Support Staff Nomination: Nominations will be held for representation from Support staff members. Support staff representation will be elected by the faculty and staff by secret ballots. Support Staff members are elected for a two-year term. The election process should be completed no later than the end of May. Instructional Staff serve only a two-year period and cannot serve consecutive 2 year periods.

Article V.

Meeting Information and Notification Procedures

The SBLT will meet monthly to assess and monitor the implementation and progress of the School Improvement Plan. A summer planning meeting and/or emergency meetings may be called by the School Principal, if needed. Members will be notified in advance of all meetings.

Minutes of meetings should be released within one week to all staff and parents via Indistar and the school's webpage.

Article VI.

Leadership Positions and Responsibilities

As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective implementation of the school improvement process. Members of the SBLT will serve as Co-Chair and Recorder. The SBLT will elect these positions. Any team member other than the school principal may serve as Co-Chair and Recorder. Below is a list of responsibilities for each of these positions.

CO-CHAIR:

- a. Meet regularly with principal to discuss school issues and develop meeting agenda.
- b. Lead meetings and facilitate distribution of agenda to all team members of the School Improvement Team
- c. Remind team members about meetings at least one week in advance

TEAM MEMBERS:

- a. Attend and participate regularly in meetings
- b. Commit to working collaboratively with team
- c. Bring issues and concerns of constituent group to team meetings and communicate the activities and decisions made by to the constituent group.
- d. Demonstrate leadership among faculty and staff