

# **By-Laws of Sylvia Mendez Newcomers Leadership Team 2023-2024**

## **Article I – Name**

The name is the Sylvia Mendez Newcomers Leadership Team.

## **Article II – Purpose**

The purpose of Sylvia Mendez Newcomers Leadership Team is to develop a plan to improve student performance that addresses the following areas:

- Improved instruction and student outcomes
- Professional development
- School climate including safety, discipline and working conditions
- Stakeholder satisfaction (students, parents and teachers)
- Duty-free lunch/planning time for teachers

## **Section 1: Mission Statement**

At Sylvia Mendez Newcomers School, we will create and maintain partnerships with staff, students, families, and the community. While actively pursuing equity, we will collaboratively build students' confidence and support their social and emotional health. We will use complex and compelling academic instruction that celebrates our students' cultural roots and draws on their strengths to maximize their English language proficiency and prepare them to transition to their home schools.

## **Section 2: Vision Statement**

Sylvia Mendez Newcomers School is an inclusive educational home built on respect and compassion where communities unite in celebrating our multilingual, multicultural and contextual diversity. Our students are confident, independent, and resilient learners passionately pursuing personal successes. Our empowered students emerge from a school culture of equity, empathy, and excellence with the social, emotional, and academic tools to achieve their dreams.

## **Article III – Function**

The function of Sylvia Mendez Newcomers Leadership Team is as follows:

- A. Facilitate the involvement of the Sylvia Mendez Newcomers School community in designing and implementing the School Improvement/Title 1 Plan.
- B. Monitor, assess, and amend Sylvia Mendez Newcomers School Improvement/Title I plan.
- C. Encourage, support, and create opportunities for involvement from families and the community.
- D. Coordinate activities associated with the development and design of the School Improvement Plan.
- E. Provide direction in the development of staff Professional Development Plans.

- F. 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.
- G. Work in concert with the Principal and make recommendations on budgetary issues related to staff development, instructional materials, and staff positions.

## **Article IV – Membership**

### **Section 1: Membership of School’s Leadership Community** (*Refer to Appendix A*)

Members of the leadership team shall consist of:

- A. School Principal
- B. Assistant Principal
- C. One Curriculum Facilitator
- D. One Media Specialist
- E. One representative from each grade level
- F. One representative from Student Support personnel (Counselor, Social Worker, or Psychologist)
- G. One representative from the Specialist Department (Art, PE, Music, CTE, Spanish, ESL)
- H. One representative from the Exceptional Children’s department (EC & Speech, Reading Intervention)
- I. One representative from Classified personnel (TA, Office, Community Liaison, Custodial & Cafeteria)
- J. Three parent/family representatives (one from each level-ES, MS, HS)
- K. PTA President
- L. One Community Member
- M. High Point Newcomers Leadership Team Chair and Co-Chair
- N. Indistar Processor/Recorder

O. MTSS Specialist

**Section 2: Election Processes and Terms**

- A. All members will be elected and serve for a minimum of one year and a maximum of two years. All members will be elected by their constituent group by secret ballot.
- B. If for any reason an elected representative cannot fulfill the term, the constituent group will vote by secret ballot to elect a representative to complete the term.
- C. All parent/family representative members will be elected annually by their constituent group by secret ballot through an election conducted by the largest parent organization.
- D. School Leadership Team's roles and responsibilities will be shared with parents/guardians at school wide parent involvement events.
- E. If for any reason an elected representative cannot fulfill the term, the constituent group will vote by secret ballot to elect a representative to complete the term.
- F. To ensure consistency of membership from year-to-year, it is recommended that at least one-half of the composition of the team remain each year, while approximately one-half of the members rotate off the team. Schools may seek a waiver to the terms of service requirements by submitting a written request to the assigned school support officer.
- G. The election process should be completed annually no later than June 1st for the upcoming school year.

**Section 3: Election of Parent/Family Representatives**

- A. Parent/Family representatives shall be elected by the parents/family of children enrolled at High Point Newcomers School in an election conducted by the largest parent organization (PTA/PTO).
- B. Nominations shall take place 25 calendar days prior to the election and be made available to the public.
- C. To the degree possible, parent/family representatives shall reflect the racial and socioeconomic composition of High Point Newcomers School and shall not be members of the building level staff.

- D. Parent/family representatives shall represent the various grade levels.
- E. Elections ideally should be held between June and September semester to facilitate summer budget discussions and decisions.

#### **Section 4: Election of School's Leadership Staff Representatives**

- A. Teacher representatives shall be selected by secret ballot by their respective constituent groups.
- B. Elections should be held in the spring semester to facilitate summer budget discussions and decisions.

### **Article V – Roles**

#### **Section 1: The Chairperson**

- A. Will be selected by secret ballot from High Point Newcomers School Leadership members after spring elections.
- B. The chairperson shall not be an administrator.
- C. The Chairperson:
  - 1. Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff.
  - 2. Publish meeting agenda for Leadership Team members 24 hours ahead of proposed meeting date.
  - 3. Starts, facilitates, and ends meetings.
  - 4. Encourages open discussions and decision-making through consensus.
  - 5. Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of decisions.
  - 6. Periodically assesses the effectiveness of meetings using verbal or written feedback from members.
  - 7. Brings paper copies of the last meeting's minutes to the team for approval at next meeting? (see Secretary, D, below)

#### **Section 2. The Vice Chairperson**

- A. Acts as the Chairperson's proxy if the Chairperson is unable to attend a meeting. Assumes all responsibilities of the Chairperson as necessary in the Chairperson's absence.

#### **The Secretary**

- A. The secretary will keep accurate minutes of all official meetings of High Point Newcomers School's Leadership Team, including the following information:

1. The dates, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order.
  2. A statement of the approval of the minutes from the previous meeting.
  3. A list of all committees, subgroups and individuals that gave reports and any recommended action.
  4. A list of all individuals and groups who addressed High Point Newcomers School Leadership Meeting.
  5. A list of all decisions reached by consensus and all motions approved or defeated by vote; this shall include the exact wording of any motions.
  6. Items that were placed on the agenda for the next meeting.
  7. The time the meeting was adjourned.
- B. The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
- C. The chair shall facilitate distribution of the minutes electronically in a timely manner.
- D. The chair shall bring paper copies of the minutes to the next meeting for approval.

**Section 2b. The Vice- Secretary**

- A. Acts as the Secretary's proxy if the Secretary is unable to attend a meeting.

**Section 3: Representatives:**

- A. All members will be elected and serve for a minimum of one year and a maximum of two years.
- B. Attend meetings and arrive on time.
- C. Complete responsibilities of assigned roles on the committee.
- D. Participate in High Point Newcomers School's Leadership discussions and decisions.
- E. Represent their constituency and ensure that all members of the constituency have had an opportunity to vote or give needed feedback for all issues, when necessary.
- F. Vote as the majority of the constituency requests.

G. Meet with or email constituency of all decisions made and actions taken by High Point Newcomers School's Leadership Team within one week following the meeting.

H. Representative will find proxy to attend meeting if they cannot attend.

## **Article VI – Meetings**

### **Section 1. Meeting Day and Time:**

- A. The standing regular meeting day and time will be determined by consensus of High Point Newcomers School's Leadership Team members prior to September 1st of each academic year.
- B. High Point Newcomers School's Leadership Team will meet at least once per month. Standing regular meeting days and times will be posted on the High Point Newcomers School's web page (noting any changes due to a holiday or scheduled workday).
- C. Meetings will take place in the High Point Newcomers School's Media Center unless noted otherwise.
- D. High Point Newcomers School's Leadership Team will schedule meetings that will accommodate the participation of parent representatives.

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

- A. High Point Newcomers School's Leadership Team meetings fall under the N.C. Open Meeting Law.
- B. High Point Newcomers School's Leadership Team shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, High Point Newcomers School's Leadership shall file a notice of the new meeting time at least 48 hours prior to the new meeting.
- D. In the case of special meetings, other than regular meetings, High Point Newcomers School's Leadership will post/deliver a notice to every person of High Point Newcomers School's Leadership and those requesting the special meeting. Notice must be given 48 hours prior to the special meeting, and the notice must contain the day, time, and location of the meeting.

### **Section 3. Quorum**

- A. Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of High Point Newcomers School's Leadership Team less than a quorum is present, a majority of those present may adjourn the meeting, without further notice, until a quorum is obtained.

#### **Section 4. Discussion, Decision-Making, and Voting**

- A. Decisions are made by consensus (general agreement and consent) when possible.
- B. In the event the chair determines after reasonable time that a decision cannot be made by consensus, a vote will be taken. In this case, High Point Newcomers School's Leadership Team will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support High Point Newcomers School's Leadership Team decisions. The representative votes as directed by the majority of members of their constituency.
- C. A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.
- D. Only members of the committee may speak. Visiting observers who wish to speak (limited to 2 minutes) should sign up in advance with the chairperson. Other observers may be asked to speak (limited to 2 minutes) if agreed upon by consensus of the High Point Newcomers School's Leadership Team members present.

#### **Article VII - Committees and Sub-Committees**

Members of High Point Newcomers School's Leadership Team shall have the authority to establish committees and sub-committees as needed to meet the purpose of High Point Newcomers School's Leadership Team. Committee members and chairs are to be agreed upon by consensus. Committee meetings are subject to the open meetings law. A majority of any committee may fix its place and time of meetings. All committees shall report back to High Point Newcomers School's Leadership Team as requested.

#### **Article VIII – Amendment of By-Laws**

High Point Newcomers School's Leadership by-laws may be amended with two-thirds of the collected votes if a notice has been given during the prior meeting.

## **Appendix A**

- School Principal
- Assistant Principal (s)
- One Curriculum Facilitator
- One Media Specialist
- One Student Support Personnel representative
  - Guidance Counselor, Social Worker, or Psychologist
- One Classified Staff representative
  - Custodial Team, Data Manager, Educational Interpreter, Language Facilitator, Office Support, School Secretary, Teacher Assistant or Treasurer, Cafeteria Staff
- One Teacher representative for each grade level (Elementary, Middle, High School)
- One Exceptional Children's Teachers representative
  - Inclusion Teacher, Hearing Impaired Teacher, Psychologist, Resource Teacher or Speech Language Pathologist
- One Encore representative
  - Art, Band, Orchestra, Career and Technology Education, Chorus, English for Speakers of Other Languages, Life Skills, Physical Education, Reading Lab or World Language
- One Parent/Family representative from each level (Elementary, Middle, High School)



- PTA/PTO President (Not a grade level parent representative)
- One Community Member
- One High Point Leadership Team Chair and Co-Chair
- One Indistar Process Manager
- One MTSS Specialist