

Doris Henderson Newcomers School School Improvement Team Bylaws

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/Administrative Procedure IN/IN-P, School Improvement Teams.

Article I- NAME

The official title of the Doris Henderson Newcomers School's school improvement team shall be "The Newcomers Leadership Team" hereinafter referred to as NLT.

ARTICLE II- PURPOSE

Section 1- School Mission and Vision-

Mission: Empower students and families through challenging academics and language learning to help them become independent, lifelong learners.

Vision: To prepare all Newcomers students with the knowledge and skills necessary to be successful in American schools and society.

Section 2- *School Purpose*-To empower students and families through challenging academics and language learning to help them become independent lifelong learners with the knowledge and skills necessary to be successful in American schools and society while honoring all cultures and heritages.

Section 3- NLT Purpose

Under the leadership of the principal, the NLT shall develop a school improvement plan to improve student performance that addressed the following areas:

- improved 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), and
- duty-free lunch/planning time for teachers.

ARTICLE III- POWERS AND DUTIES

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

- facilitating the development of the school improvement plan including a safe school plan;
- monitoring, assessing and amending the school improvement plan (three to four times during each school year);
- 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 NLT 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 I- Membership

The NLT shall consist of the following:

- school principal
- representatives of the assistant principals
- instructional staff
- instructional support staff
- teacher assistants, and
- parents of children enrolled in the school.

Section II- Election and Terms

School-Based Personnel: Representatives of the assistant principals, instructional personnel, instructional support, and teacher assistants 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 secret ballot election 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. Parents representatives should reflect the racial and socio economic composition of the students enrolled in the school and shall not be members of the building-level staff. It is the goal of the NLT to include a minimum of two parent representatives with a maximum of 30 percent of the NLT comprised of parents.

Each NLT member shall serve a minimum of one year and a maximum of two consecutive years.

Article V - Roles

Section 1-The Chairperson will be selected by secret ballot from the NLT members after Spring elections.

- The chairperson shall not be an administrator.
- The Chairperson:
 - Meets with the principal and prepares the agenda for the meeting based on input from members, administration, faculty, and staff
 - Facilitates public notification of meetings
 - Starts, facilitates, and ends meetings
 - Encourages open discussions and decision-making through consensus
 - Summarizes key actions and decisions, checking to ensure that all members have the same clear understanding of decisions
 - Periodically assesses the effectiveness of meetings using verbal or written feedback from members

Section 2-The Secretary:

- In accordance with NC Open Meetings Law , the secretary will keep accurate minutes of all official meetings of NLT, including:
 - The date, time, and place of the meeting as per the meeting notice, and the time the meeting was called to order
 - A statement of the approval of the minutes from the previous meeting
 - A list of all committees, subgroups and individuals that gave reports and any recommended action
 - A list of all individuals and groups who addressed NLT
 - 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
 - Items that were placed on the agenda for the next meeting
 - The time the meeting was adjourned
 - The secretary shall word the minutes in a professional manner and be concise and specific, asking for clarification if needed.
 - The secretary shall facilitate distribution of the minutes electronically in a timely manner.
 - The secretary shall bring paper copies of the minutes to the next meeting for approval.

Section 3-Representatives:

- Serve a two-year term on NLT
- Attend meetings and arrive on time
- Complete responsibilities of assigned roles on the committee
- Participate in NLT discussions and decisions.
- 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
- Vote as the majority of the constituency requests
- Meet with or e-mail constituency of all decisions made and actions taken by NLT within one week following the meeting.

ARTICLE VI- MEETINGS

Section 1- Regular Meetings

The NLT shall meet on the second Tuesday of every month unless a holiday or teacher workday is scheduled on that day. During those months, the NLT will meet on the third Tuesday of the month. Meetings will take place in the Media Center at 3:05 pm unless otherwise determined and announced in accordance with North Carolina Open Meeting Law.

Section 2- North Carolina Open Meeting Law

NLT meetings are subject to the open meeting 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. 143-318.11 (a) (8). The principal shall ensure that these requirements are met.

Section 3- Quorum

Fifty percent of the NLT members plus an additional member shall constitute a quorum/majority for the transaction of any official business. If at any meeting of the NLT there is less than a quorum 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

- Decisions are made by consensus (general agreement and consent) where possible.
- 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, Newcomers School will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support NLT decisions. The representative votes as directed by the majority of members of their constituency.

- A majority will be defined as 50% plus one for any vote/motion to pass, except for any motion involving a bylaw.

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 NLT members present

ARTICLE VII- COMMITTEES

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

Article VIII– Amendment of By-Laws

NLT bylaws may be amended with two-thirds (2/3) of the collected votes if a notice has been given during the prior meeting.