

2023-2024

By-Laws of Allen Jay Elementary Leadership Team

Article I – Name

The name of the Allen Jay Elementary School Site-Based School Improvement Team shall be Allen Jay Elementary School Leadership Team.

Article II – Purpose

The purpose of Allen Jay Elementary 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
- Staff recruitment and retention

Section 1: Mission Statement of Allen Jay Elementary School

Allen Jay Elementary Scholars will achieve their highest potential as members of a global community.

Section 2: Vision Statement of Allen Jay Elementary School

Empowering scholars to explore their unique abilities through diverse and global learning.

Article III – Function

The function of Allen Jay Elementary's Leadership is as follows:

- A. Facilitate the involvement of the Allen Jay Elementary community in designing and implementing the School Improvement, MTSS, & Title 1 Plan.
- B. Monitor, assess, and amend Allen Jay Elementary School's Improvement, MTSS, & Title I plan.
- C. Encourage, support, and create opportunities for parent engagement.
- D. Coordinate activities associated with the development and design of the School Improvement Plan.
- E. Provide direction in the development of the professional development plan.

- 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 Allen Jay’s Leadership Members of the Allen Jay Elementary Leadership Team shall consist of:

- A. School Principal
- B. Assistant Principal
- C. Curriculum Facilitator and DL Curriculum Facilitator
- D. One representative from each grade level
- E. Student Support personnel, Social Worker and Counselor
- F. One representative from the Specialists department (PE, Music, Art, STEAM, and Media)
- G. One representative from the Exceptional Children’s department (EC & Speech)
- H. One representative from the ESL department
- I. One representative from Classified personnel (TA, Office, Custodial & Cafeteria)
- J. One Community liaison representative (CIS)
- K. Two Parent Representatives
- L. School Treasurer

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 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 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 Representatives

- A. Parent representatives shall be elected by the parents of children enrolled at Allen Jay Elementary School in an election conducted by the largest parent organization.
- 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 representatives shall reflect the racial and socioeconomic composition of Allen Jay Elementary School and shall not be members of the building level staff.
- D. Parent 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 Allen Jay Elementary 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 Allen Jay Elementary 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.

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.
- B. Will also act as the time-keeper

Section 2a. The Secretary

- A. The secretary will keep accurate minutes of all official meetings of Allen Jay Elementary School's Leadership, 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 Allen Jay Elementary's 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 provide paper/electronic 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 2c. Editor

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 **in-person and virtual** meetings and arrive on time.
- C. Complete responsibilities of assigned roles on the committee.
- D. Participate in Allen Jay Elementary 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 Allen Jay Elementary School's Leadership within one week following the meeting.
- H. Representative will find proxy from your grade level/team to attend meetings if they cannot attend. If no one from the team is available to attend, it is the

representative's responsibility to read meeting minutes and disseminate information.

Article VI – Meetings

Section 1. Meeting Day and Time:

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

Section 2. North Carolina Open Meeting Law

- A. Allen Jay Elementary School's Leadership meetings fall under the N.C. Open Meeting Law.
- B. Allen Jay Elementary School's Leadership shall file a notice of the day, time, and place of all regular meetings.
- C. If a regular meeting time is changed, Allen Jay Elementary 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, Allen Jay Elementary School's Leadership will post/deliver a notice to every person of Allen Jay Elementary 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 Allen Jay Elementary School's Leadership 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, Allen Jay Elementary School's Leadership will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support Allen Jay Elementary School's Leadership 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 Allen Jay Elementary School's Leadership members present.

Article VII - Committees and Sub-Committees

Members of Allen Jay Elementary School's Leadership shall have the authority to establish committees and sub-committees as needed to meet the purpose of Allen Jay Elementary School's Leadership. 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 Allen Jay Elementary School's Leadership as requested.

Article VIII – Amendment of By-Laws

Allen Jay Elementary 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.

