



Bylaws of Brown Summit Middle School Site Based Leadership Team

Article I – Name

The name of the Brown Summit Middle School Site Based Leadership Team shall be School Improvement Team.

Article II – Purpose

The purpose of the Leadership Team is to discuss school achievement and school climate issues. The Leadership Team will deal with issues related to instruction, student performance, school climate and improvement. Any decisions made are binding to Brown Summit Middle provided the decisions are within the authority of the school and with the understanding that the principal may make a different decision than the leadership team. In these cases, the principal may provide an explanation to the team which will be noted in the minutes.

Mission Statement: Ensure that every student has the opportunity for a high quality education and foster the skills essential for a successful life as a productive citizen while gaining respect and understanding for self and others.

Article III – Membership

Section 1: Membership of Leadership Team shall consist of:

- One teacher representative for each grade level/subject area 6-8.
- One representative for classified staff (custodians or front office staff).
- One representative for Support Staff (Media Center or Guidance Counselor)
- One representative for Encore (Art, Latin, PE,)
Curriculum Facilitator
Administrator
- Two Parents

Section 2: Election and terms of service for members

All members will be elected and serve for two years. Additional members may be recommended, voted and approved by Leadership Team but no additional members may be appointed.

- a. Election of parent representatives
Parent representatives shall be elected by the parents of children enrolled at Brown Summit Middle in an election conducted by the PTA.

Parent representatives shall reflect the racial and socioeconomic composition of Brown Summit Middle and shall not be members of the building staff. Parents may serve for 2 years.

- b. Election of Brown Summit Middle staff representatives
Grade level representatives for teachers, representatives for support staff, specialist staff, classified staff, shall be nominated by their representative groups and voted on by the group by secret ballot. The following timetable will be used to hold the election:
1. Parent representatives will be voted on in June.
 2. Staff representatives will be voted on in June to ensure all new staff members can attend the Leadership Team Retreat in July.

Section 3: Voting Rights

The Leadership Team will operate under the constituency consensus process. Each representative has one vote and agrees 100% to support the Leadership Team decisions. The representatives vote as directed by the majority of members of their constituency.

Article IV – Roles

In order for the Leadership Team to operate efficiently and productively, the following roles have been established. It shall be the decision of the members at the first meeting of the year to assign the roles to representatives for the entire year.

Chairperson
Co-Chairperson
Secretary/Recorder
Timekeeper

Description of roles:

Chairperson

- ⊙ Prepare agenda for the meetings (developed using input from members, administration and faculty/staff needs).
- ⊙ Start and end meetings promptly.
- ⊙ Welcome member and introduce any guests.
- ⊙ Ensure that minutes are being kept.
- ⊙ Open discussion on current agenda items.
- ⊙ Encourage decision on current agenda items.
- ⊙ Review the time, date, and location of the next meeting and any items that will require action prior to the next meeting.

Co-Chairperson

- ⊙ Runs the meeting when the chairperson is absent
- ⊙ Assumes all responsibilities of chairperson in the event that the chairperson is unable to complete term

Secretary/Recorder

State law requires that full and accurate minutes be kept of all official meetings of the Leadership Team. The minutes shall reflect all actions taken, whether by vote or consensus and all subjects discussed. The secretary shall be responsible for an accurate set of minutes that shall include:

- ⊙ The date, time and place of the meeting per the meeting notice, and the time the meeting was called to order.
- ⊙ A list of all committees, subgroups and individuals that gave reports and any recommended action.
- ⊙ A list of all individuals and groups who addressed the Leadership Team.
- ⊙ The secretary shall word the minutes in a professional manner and be concise, specific and:
 - Ask for clarification if unsure of information before recording it.
 - Distribute minutes electronically or hard copy before the next meeting.

Timekeeper

- ⊙ The main purpose of the Timekeeper is to help the meeting run on schedule by timing each of the participants according to the times given on the agenda.
- ⊙ Keeps the meeting moving at an appropriate pace to stay within the confines of the established meeting time
- ⊙ If time becomes an issue, the timekeeper will collaborate with the team to determine new time schedules and if the agenda has to be adjusted.

Representatives

- ⊙ Serve a two-year term on Leadership Team.
- ⊙ Attend meetings and arrive on time.
- ⊙ If assigned a role, abide by the responsibilities and time-lines assigned to that role.
- ⊙ Submit constituency concerns to be placed on meeting agenda to Chairperson during week prior to meeting date.
- ⊙ Represent entire constituency and ensure that all members of constituency have had an opportunity to vote or give needed feedback for all issues when necessary.
- ⊙ Vote as majority of constituency requests.
- ⊙ Meet with or e-mail constituency of all decisions made and actions taken by the Leadership Team within one week following the meeting.

Article V – Meetings

Section 1. Meeting Day and time

The Leadership Team shall meet on the third Tuesday of every month unless a holiday or workday is scheduled for that Tuesday. During those months, the Leadership Team will meet on the fourth Tuesday of the month.

Meetings will take place in the Brown Summit Middle Media Center at 3:45 PM.

- ⊙ If a regular meeting time is changed, Leadership Team shall file a notice of new meeting at least seven days prior to the new meeting.
- ⊙ Leadership Team shall abide by the following requirements for Special meetings – specially called meetings that are held on different days and at different times during the year than regular meetings require one of the following two methods of notification: post a notice or mail/deliver a notice to every person of the Leadership Team and those requesting the special meeting. A notice may be posted on a centrally located bulletin board or on the door of the meeting place. If notices are mailed to interested persons, the intent is to provide at least 48 hours' notice.

Section 2. NC Open Meeting Law

The Leadership Team meetings fall under the Open Meetings Law of North Carolina. The law dictates the following and the Leadership Team shall abide by the law:

1. Make sure your Team is properly elected.
2. Give public notice of meetings (by posting on school website and in all PTA publications and by Connect Ed). Notice all meetings by stating the time, place and date of the committee meeting in each notice, sent to everyone who requests notice and posted at least seven (7) calendar days in advance of the meeting.
3. Make sure you have a quorum present to take action (a majority of the Team, present and voting).
4. Take action by formal recorded vote.
5. Keep minutes of the meetings, which minutes are public records and available to the public. Minutes should record the time and date and place of the meetings, those present, general topics discussed, each motion made and a tally of the votes on each motion.
6. The Team should approve the minutes at subsequent meetings and keep a record of all minutes.
7. The Team may go into closed session to preserve sensitive materials about the school safety plan. Appropriate subjects for closed session would include location of evacuation routes, panic buttons, surveillance, door security, etc. and to approve the safe school plan.
8. To go into closed session in a regularly called meeting, a Team member should say: "I move to go into closed session to formulate plans related to emergency response to school safety issues." Must be seconded and a majority must vote "yes" to go into closed session. At the conclusion, a motion should be made to return to open session and voted upon by the Team.
9. All non-Team members should be excused from the closed session except any non-Team member invited to give particular information for consideration by the Team.
10. Minutes should be kept for closed session and stored in a confidential location.

Section 3. Quorum

Two thirds shall constitute a quorum for the transaction of any business. If at any meeting of the 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. Majority

A majority will be defined as 50% plus one for any vote/motion to pass except for any motion involving a bylaw or an issue listed as Special Order on the Agenda.

Article VI – Committees

Section 1. Committees

Members of the Leadership Team shall have the authority to establish committees as needed to meet the purpose of the Leadership Team 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 Leadership Team as requested.

Article VIII – Amendment of Bylaws

The Leadership Team Bylaws may be amended with two thirds of the collected votes, if a prior notice has been given during the prior meeting. Otherwise, it shall require a majority (50% plus one) of Brown Summit Middle Faculty and Staff to amend any bylaw.