

MES School Based Leadership Team

FUNCTIONS / BYLAWS SCHOOL BASED LEADERSHIP TEAM AT MCLEANSVILLE ELEMENTARY

Functions:

1. Sets the agenda for the Leadership Team meetings.
2. Helps the principal set the agenda for faculty meetings
3. Serves as a sounding board for ideas the principal thinks the faculty should consider
4. Brings ideas to the Leadership Team from the faculty for discussion (things that are working well, problems that need attention, dilemma reconciliation, suggestions...)
5. Takes ideas from the leadership team back to the faculty for information purposes and/or discussion
6. Provides opportunities for members of the team to practice leading (a training ground for future leadership positions in the school and school system)
7. Assesses and facilitates activities to enhance school's climate: assemblies, projects, etc.
8. Accentuates the positive in the school and the community
9. Makes early identification of potential problems (with students)
10. Determines, develops and implements appropriate staff in-service
11. Finds ways to involve everyone in the school (faculty, classified personnel, students, parents, and community members)
12. Provides leadership in the development and implementation of the School Improvement Plan
13. Develops sub-committees for further investigation / inquiry / reporting

By-Laws

Composition of Staff Membership:

- Principal
- Appointed staff: assistant principal, curriculum staff, and others deemed appropriate by team
- Elected positions: Each grade level shall have a representative, support staff, specials representative
- Parents: All parent representatives are elected by largest parent organization; if election results in lack of parents representative of school population, principal may appoint additional parent representatives; those parents must be presented to the largest parent group for approval
- All elected and appointed positions are for two years of service (July – June)

Frequency of Meetings:

School Leadership Team will meet twice a month at 2:45 in the PLC Room and during special called meetings as needed. The second Tuesday of each month is reserved for leadership team meetings. The team may adjust the time to accommodate needs of parents and/or team members.

Positions:

A leadership team chairperson will be appointed to assist the principal in facilitation of leadership team meetings. They will approve meeting agendas and minutes. This person should meet with the principal on a regular basis to review progress and provide updates on the school improvement plan, curriculum, instruction, and data. Marie Glover will serve as the leadership team chair for 2016-2017.

The Process Manager assists the Principal in preparing materials for Leadership Team meetings and entering the Team's work in the NCStar system. Marie Glover will serve as the Process manager for 2016-2017.

Decision Making:

Preferably, the team will reach consensus on decisions relating to instruction, activities, climate, or safety. In the event that consensus cannot be reached after discussion. The leadership team chair may call for a vote by ballot. The chair will make a clear motion for vote of yes / no or option 1 or 2 on an individual item. The recorder for the team will count the ballots and report the results.

Some items for decision making are ultimately the responsibility of the school principal. For such decisions, the principal will notify the team that the decision is not a leadership team item but will communicate the decision as appropriate.