

## **Article I. Name**

### **The name of the association is:**

Murphey Traditional Academy School Based Leadership Team (SBLT)  
2306 Ontario Street  
Greensboro, NC 27403  
Guilford County

## **Article II. Purposes**

### **The purpose of the School Based Leadership Team (SBLT), in common with other SBLT's in Guilford County, are:**

- a. To facilitate the development of the School Improvement Plan
- b. To monitor, assess and amend the School Improvement Plan
- c. To advance policies and procedures that enhance achievement and meet educational, safety and parent involvement goals
- d. To facilitate decision-making based on available data
- e. To build the capacity of the school to address parent and staff concerns
- f. To build the capacity of the school to improve in the following areas:
  - a. Curriculum
  - b. School climate
  - c. Classroom management/discipline
  - d. Two-way communication
  - e. Parent involvement
  - f. Co-curricular activities
- g. To consult with the principal and make recommendations on budgetary issues relating to staff development, instructional materials and staff positions.

## **Article III. Membership Functions**

### **The following are basic functions of the Murphey Traditional Academy Elementary SBLT; in common with other SBLT's in Guilford County:**

- a. Facilitate the involvement of the school community in designing and implementing the School Improvement Plan
- b. Encourage, support and create opportunities for involvement from parents of the community
- c. Coordinate the activities associated with the design and implementation of the School Improvement Plan

## **Article IV. Membership**

Membership will include a broad cross section of the school with members providing school/community points of view. Individuals must be willing to devote time, energy, objectivity, and creativity as team members.

**a. Composition of Staff Membership:**

- a. School principal
- b. Members of the professional staff to include the following: Assistant Principal, Instructional Staff, Instructional Support Staff, Instructional Assistants, and Office Support Staff.

**b. Composition of Parent Membership:**

The parent membership must reflect the racial, geographical and socioeconomic status of students in our school.

**Article V. Elections Process and Term of Service**

- a. Parent Members: All parent members of the School Leadership Team must be elected by parents of children enrolled in the school by secret ballot. The election shall be conducted by the parent and teacher organization in the school or by the largest organization of parents formed for this purpose. The election should be completed no later than June 1<sup>st</sup> each year. If the election does not result in a representative group of parents, the principal may appoint additional parents to the team as needed. Those names shall be brought to the largest organization of parents for approval. Parent members will serve one year terms. Parent members may be re-elected for subsequent terms.
- b. Staff members: Representatives of assistant principals, instructional personnel, instructional support personnel, office support and teacher assistants must be elected by their respective groups by secret ballots. Staff members may be elected for subsequent terms.

Each staff member shall serve a two year term. To ensure that there is some consistency of membership from year to year, approximately one –half of the composition of the team remains each year, while approximately one-half of the members rotate off the team.

**Article VI. Meeting Information and Notification Procedures**

The Murphey Traditional Academy SBLT will meet once a month to ensure the ongoing direction and work of the team, including the thorough monitoring of the School Improvement Plan. A summer planning meeting and /or emergency meetings may be called by the SBLT Co-Chairs or School Principal if needed.

Members will be notified of meetings with an annual calendar and a reminder prior to each meeting.

Minutes of meetings should be posted within one week in a place that is visible to all staff and parents, including the school’s webpage. Copies of the minutes will be given to all team members and sent to the school IIO and staff members via e-mail. An annual report should be

submitted by the principal to the IIO and the Board of Education detailing the progress of the implementation of the School Improvement Plan.

## **Article VII. Leadership Positions and Responsibilities**

As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective implementation of the school improvement process. However, effective implementation by definition must include the sharing of the responsibilities and decision-making with other members of the team. To this end, the following leadership positions will be established for the MBSE School Based Leadership Team at the beginning of each school year: Chair, Co-Chair, Recorder and Timekeeper. The SBLT will elect these positions. Any team member other than the school principal may serve as an officer on the School Based Leadership Team. Below is a list of responsibilities for each of these positions:

### **CHAIRPERSON:**

- Meets regularly with principal to discuss school issues and develop meeting agenda. Standing items on the agenda include:
  - Review of minutes from last meeting and conduct new business
  - Updates from any sub-committee meetings or assigned projects
  - Review of progress towards objectives set in the School Improvement Plan (quarterly)
  - Request for agenda items for next meeting
  - Establishment of next meeting date
- Leads meetings and facilitates distribution of agenda to all team members of the School Leadership Team
- Reminds team members about meetings at least one week in advance
- Assists in completing reports due for the team
- Facilitates the public notification of meetings

### **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

### **RECORDER:**

- Is responsible for taking minutes at all meetings that clearly reflect the activities of the School Leadership Team
- Distributes minutes no later than one week after the meeting
- Posts minutes of each School Leadership Team meeting in a designated place that is visible to parents and teachers, including the schools' website
- Sends copies of minutes to all School Leadership Team members within one week
- Sends copies of minutes to the IIO

- Maintains copies of minutes and quarterly/annual reports, School Leadership Team Handbook, and other important documents

**TIMEKEEPER:**

- Assists team in establishing the length of each meeting and/or the timeframe for each agenda item
- Monitors time throughout meeting and reminds team of timeframe

**TEAM MEMBERS:**

- Attend meetings regularly
- Represent the interests of constituent group – not just their own
- Determine how to engage stakeholders in meaningful ways in school affairs
- Commit to work collaboratively with team
- Brings issues and concerns of constituent group to team meetings and communicates the activities and decisions made by School Leadership Team stakeholder

**Article VIII. Murphey Traditional Academy Local By-Laws**

**Number of members**

Members will include:

- 1 teacher from each grade level (6 Teachers)
- 1 certified support staff member
- 1 teacher assistant or classified personnel
- Maximum of 4 parents (not to exceed 30 percent of the composition of the team)
- Curriculum facilitator
- Principal

**Election of members**

Elections will be held according to state law.

By June staff team members and the PTA Board should be elected for the next school year.

If there is a need to add or change members during the school year, nominations and elections will be held as needed.

Once established; the team will vote on all board positions.

**Term of membership**

The term of membership is 2 years, with the exception of the parent members who will be elected yearly.

**Meetings**

Meetings will be conducted on the 2<sup>nd</sup> Tuesday of each month at 3:00. If for special circumstances the meeting smuts be rescheduled, all members should receive 7 days’ notice. The

leadership team may vote to change the meeting days and times as necessary to ensure effective participation or meet decision-making deadlines.

**Special Provisions**

1. The SBLT will also serve as the Title I team.
2. Nominations for staff membership will come from the grade levels, specials, and classified staff
3. The Curriculum Facilitator will be assigned as the board Secretary, barring any negative votes from the board.