

Roger-Herr Middle School School Improvement Team Bylaws

Prepared by Principal and School Improvement Team October 10, 2016.

ARTICLE I: NAME

Section 1: The name of this School Improvement Team shall be the Rogers-Herr Middle School School Improvement Team, located at Rogers-Herr Middle School, 911 West Cornwallis Road, Durham, NC 27707.

ARTICLE II: AUTHORITY

Section 1: The North Carolina General Assembly established the School-Based Management and Accountability Program with the overall purpose of improving student performance (G.S. §115C-105.20). All school districts in North Carolina are required to participate in the program (G.S. § 115C-105.21 (a)). The law (G.S. §115C-105.27) specifies that each school shall develop a school improvement plan (SIP) that considers: the goals set out in the mission statement for the public schools adopted by the State Board of Education (SBE), and the annual performance goals for that school as established by the SBE under G.S. § 115C-105.35, which states annual performance goals shall: focus on student performance in the basics of reading, mathematics, and communications skills in elementary and middle schools, focus on student performance in courses required for graduation and on other measures required by the State Board of Education in high schools.

Section 2: School Improvement Teams must align school goals to relevant areas within the Durham Public Schools 2015-2017.

ARTICLE III: PURPOSES

The purpose of the SIT serves as a resource for the school, the teachers, the parents and the principal in the development and successful implementation of the School Improvement Plan. The plan is designed to keep the school focused and on track throughout the year towards overall improvement and success for every child. The primary tasks of the team are:

Section 1: To facilitate the development of the School Improvement Plan.

Section 2: To monitor, assess, and amend the School Improvement Plan.

Section 3: To collaborate on budgetary, staff development, and instructional issues as they relate to school improvement planning.

Section 4: To build the capacity of the school to continuously improve in areas of school climate and stakeholder satisfaction.

Section 5: To promote positive school climate which includes student health, safety, discipline, and working conditions.

Section 6: To facilitate the involvement of the school community in designing and implementing the plan.

Section 7: To encourage, support, and create opportunities for the involvement of parents.

Section 8: To promote stakeholder satisfaction (students, parents and teachers).

ARTICLE IV: MEMBERSHIP

Section 1: A member must be in good standing as defined by the Durham Public Schools' District policies, Series 2000 – School and Community, Policy 2020 - School Volunteers, Section 2020.1. A member must be a parent/legal guardian of a current student, or faculty member of RHMS.

Section 2: The composition of the School Improvement Team shall be the principal, representatives of the assistant principals, school team and elective reps, instructional support personnel, office support and other classified employees, parents of children enrolled in the school, and a counselor for a total of up to 20 members.

Section 3: Non-principal members of the school faculty shall be elected by their respective groups by secret ballot election no later than August 1.

Section 4: Parents shall be elected by parents of children enrolled at 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, no later than September 1. Parents serving on the school improvement team shall reflect the racial and socioeconomic composition of the students enrolled in that school and shall not be members of the building-level staff.

Section 5: A student body representative will be provided the opportunity to present their report at each meeting. Student representation will be provided by the student council.

ARTICLE V: MEETINGS

Section 1: The School Improvement Team shall meet monthly as determined by the team.

Section 2: Meeting schedules should be posted. **Changes in the date and time of the meetings shall be called by the chairman of the School Improvement Team and the Principal at least five working days before the change.**

Section 3: All meetings shall be held at a time and place convenient to the majority of all of the members.

Section 4: Minutes pending approval shall be given to each team member and posted on the RHMS webpage within one week of the meeting.

ARTICLE VI: MEMBERSHIP COMMITMENT

Section 1: Members are expected to attend all meetings of the School Improvement Team. If a member fails to be present at three successive regular meetings, his or her absence shall be officially noted in the minutes and he or she will be considered an inactive member. If a member needs to be absent, a like-role representative should be sent in their place. Once someone becomes an inactive member, the SIT may request a replacement.

Section 2: Members are expected to share information with parents, faculty, or other stakeholder groups.

Section 3: Members are expected to attend any scheduled professional development related to school improvement planning.

Section 4: Members should encourage all stakeholders to become actively involved in the school improvement planning process.

ARTICLE VII: OFFICERS

Section 1: The officers of the School Improvement Team shall be Chairperson, Co-Chairperson, Recorder, and Timekeeper. Officers are elected by majority vote of a secret ballot unless there is only a single candidate for the role.

Section 2: The Chairperson shall:

- a. Meet regularly with the principal to discuss the priorities and to set the agenda
- b. Review the minutes from the last meeting
- c. Review progress of objectives of the School Improvement Plan
- d. Request agenda items for next meeting
- e. Confirm next meeting date
- f. Lead and facilitate meetings
- g. Follow up on member assignments
- h. Notify public of meeting

Section 3: The Co-Chairperson shall:

- a. Conduct meetings in the absence of Chairperson
- b. Become Chairperson if Chairperson is unable to complete term

Section 4: The Recorder shall:

- a. Record the minutes at all meetings
- b. Distribute minutes within one week of last meeting
- c. Post minutes
- d. Maintain a file of all minutes and agendas

Section 5: The Timekeeper shall:

- a. Assist the team in establishing the length of each meeting and the time frame for each agenda item
- b. Monitor time throughout meeting and remind team of time frame

ARTICLE VIII: TERMS OF SERVICE

Section 1: Elections to the School Improvement Team shall be completed by September 1.

Section 2: Members shall be elected to 1-year terms. Suggestion: Remove the rest...with a maximum of 3 consecutive terms. After serving the maximum consecutive years and taking one

or more year(s) off of the SIT, individuals can serve again if elected.

Section 3: In the case of a vacancy, an appointment shall be made by the SIT chair, principal, and PTA president to fill the vacancy or remaining term.

ARTICLE IX: QUORUM

Section 1: A quorum of two-thirds of the voting membership is required for official business to be conducted.

ARTICLE X: DECISION MAKING

Section 1: Attempts at decision making shall first be made by consensus of the members. (A consensus decision is one in which the judgment is decided by most of the School Improvement Team members.)

Section 2: Before a decision is made by consensus, every present voting member shall be informed through presentation of facts, dissemination of information, and expression of opinions.

Section 3: The School Improvement Team chairperson or his/her designee shall take an active role in summarizing, interpreting and organizing attempts to reach consensus.

Section 4: For any major decision, the chairperson shall present as many as two attempts at gaining consensus, which includes asking each member for a stance on the decision.

Section 5: Attempts at consensus can take place in a span of one meeting or over the span of two meetings, depending upon the requirements of the decision.

Section 6: Once a decision is reached by consensus, it shall stand.

Section 7: If a consensus cannot be reached, then a vote shall be taken. A minimum of 60% of the votes is required to carry the motion.

ARTICLE XI: PUBLIC PARTICIPATION

Section 1: The School Improvement Team welcomes the involvement of community members. Anyone interested in the open forum should notify a SIT member at least one week prior to a meeting. The SIT member would then notify the chair to add the speaker to the agenda. Each meeting shall begin with an open forum with a maximum of five minutes per speaker, maximum 2 speakers, assigned for public comment.

Section 2: Action required shall be discussed later, and action taken shall be in writing.

Section 3: The SIT will gather input by various methods including PTA meetings, faculty and staff meetings, team meetings, grade level meetings, department meetings and parent interaction.

Section 4: Minutes from meetings will be available to the public via the RHMS webpage and will be emailed to the SIT. Major decisions will be communicated to parents through bulletins, PTA Newsletter, phone master and/or RHMS webpage.

ARTICLE XII: PARLIAMENTARY AUTHORITY

Section 1: The SIT will conduct itself using a modified version of Robert's Rules of Order Newly Revised.

ARTICLE XIII: AMENDMENTS

Section 1: These bylaws may be amended at any regular meeting of the School Improvement Team by a two-thirds vote of the members present and voting, provided that notice of the proposed amendment shall have been given at the monthly meeting prior to when the amendment was voted upon.

Section 2: These by-laws may be amended by a two-thirds vote of the School Improvement Team, provided that notice of the proposed amendment was given a month prior to voting.

AMENDMENTS TO THE BYLAWS

Amended November 7, 2011

Amended September 15, 2014

Amended August 19, 2015

Amended October 10, 2016