

By-Laws of the Valley Springs Middle School Improvement Team

Article I Name

Section 1.01 The name of the Valley Springs Middle School Site-Based Leadership Team shall be the School Improvement Team (SIT).

Article II Purpose

General Statute 115C-105.35 Annual Performance Goals, states that (a) The School-Based Management and Accountability Program shall (i) focus on student performance in the basics of reading, mathematics, and communication skills in elementary and middle schools...and (iii) hold schools accountable for the educational growth of their students, (b) shall focus on “closing the achievement gap” by measuring and comparing various student subgroups to meet State standards, and (c) shall include a character and civic education component.

Additionally, the NCDPI Accountability Manual states Site-Based management is an approach to educational reform that allows an individual school to make its own decisions related to finance and curriculum. (Specifically, finance means School Improvement Funds).

Section 2.01 The SIT is established pursuant to the State of North Carolina statutes. Its purpose is to improve student performance by dealing with issues directly and indirectly related to instruction. The appropriation of staff development funds shall also fall within SIT guidelines.

Section 2.02 Members of the SIT shall work together to develop or revise the School Improvement Plan (SIP) before the upcoming school year. A presentation of the SIP will be conducted at the first faculty meeting of the school year. The SIP will be voted upon by the entire staff at the earliest possible time.

Section 2.03 The proposed SIP shall be approved by consensus from the SIT. In the event consensus is not possible, a 51% approval vote by a quorum will be considered sufficient for passage. A quorum shall be considered to be $\frac{2}{3}$ of the entire SIT membership. Once approved, the entire SIT and faculty will support the SIP. The secret ballot vote by the entire staff must be 51% in favor by those present for the SIP to be in effect for the school year.

Article III Membership

Section 3.01 (a) The SIT shall consist of the principal; an assistant principal; two elected parent representatives from the Parent-Teacher Association (PTA); two elected, certified teachers from each grade level; one elected representative from the counseling department and/or media department; one elected representative from special education; two elected representatives from CTE, physical education, and fine arts; and one elected representative from non-certified personnel. (b) The parent representative(s) may not be employed by Valley Springs Middle School. (c) It is the duty of the member to participate actively in all SIT meetings and training sessions. In the event an elected member is unable to attend, the elected member **may** designate a substitute from the same group represented by the absent elected member.

Section 3.02 The members shall be elected as follows:

- (a) Members of each department or group listed above shall be nominated and elected by the members of their own group.
- (b) Elections shall take place during the last grading period of the school year and the term of office shall begin at the end of that current school year.

Section 3.03 Members shall serve two-year terms.

Section 3.04 Members shall not serve more than two consecutive terms.

Section 3.05 In order to achieve staggered terms of service by members, members will serve for one-year or two-year terms at the first meeting for the school year. In the following years new members will be elected to two-year terms.

Section 3.06 The parent member shall serve a one-year term.

Section 3.07 The SIT chairperson shall be elected by the SIT membership. The SIT chairperson shall serve a one-year term as chairperson. A vice-chairperson will be elected each year to serve alongside the SIT chair and will serve as SIT chair the following school year. The vice-chair will also act as chairperson in the absence of the chairperson.

Article IV Meetings

Section 4.01 The SIT shall meet once a month as determined by the SIT during the last meeting of the previous school year.

Section 4.02 Additional meetings of the SIT may be called by the chairperson, the principal, or by a majority of the members.

Section 4.03 A summer meeting will be held at a time and place as determined by the chairperson and the principal.

Section 4.04 All meetings are open to the public as required by law.

Article V Communication between Staff and SIT

Section 5.01 Any staff member may bring an item to the committee for consideration by submitting it to their representative who will then submit the item to the chairperson.

Section 5.02 Each member is expected to bring appropriate items for consideration from his/her constituent group. Information as to the proceedings of the SIT meeting should be presented back to the representative's group in a timely manner.

Section 5.03 Items for consideration must be submitted to the chairperson in writing, email included, one day prior to the meeting.

Article VI Parliamentary Authority

Section 6.01 All SIT members shall have one vote. Standard parliamentary procedures shall be the authority under which the SIT operates.

Article VII Amendments

Section 7.01 Amendments to the SIT bylaws shall be considered by the SIT and submitted to the entire faculty for approval. Approval shall be by a $\frac{2}{3}$ vote of the faculty.