

School Improvement Team Bylaws
Davie County High School
Davie County Schools

ARTICLE I: Name

Section 1: The name of this School Improvement Team shall be the Davie County High School, School Improvement Team, located at 1200 Salisbury Road, Mocksville, North Carolina 27028.

ARTICLE II: Purpose and Authority

Section 1: Davie County High School will provide a rigorous learning environment that encourages the intellectual independence and adaptability necessary to become meaningful contributors in the ever-changing global community. Our students will develop the skills to be successful and the knowledge to make appropriate and meaningful post-secondary choices.

Section 2: The Davie County School's district goals provide direction for our continuous progress of improvement. The driving force behind each strategic priority goal is the single-minded consideration of what is best for the education of each student we serve. The School Improvement Team will develop a comprehensive School Improvement Plan that addresses the Davie County School's Strategic Plan with detailed strategies that will facilitate reaching the school's goals. The plan should include the following:

- A. A plan for the use of staff development funds
- B. A plan to address school safety and discipline
- C. A plan that specifies the effective instructional practice and methods to be used for students at risk of academic failure
- D. A plan that will review the overall operating budget of the school

Section 3: 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 following: 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 communication 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.

ARTICLE III: Membership

Section 1: The composition of the School Improvement Team shall have elected members of the school staff, elected parents, and permanent members.

Section 2: The elected members of SIT shall consist of the following:

- A. Faculty Representatives: Each group shall elect each of these representatives by secret ballot at a department meeting during the first ten days of school. The results will be communicated to the principal, who will communicate them to the school staff. The following staff members shall be elected:
1. A teacher representative from each department – English, math, social studies, science, fine arts/foreign language, career and technical, exceptional children and physical education
 2. Representatives from the following support staff:
 - a. Media center
 - b. Guidance
 - c. Technology
 - d. Teacher assistant/bus driver
 3. A backup representative from each area listed above
- B. Parent representatives: At least two members or twenty percent, whichever is greater, of the SIT shall be parents. Parent members will be chosen to reflect the racial and socio-economic composition of the school. The parent members must have children enrolled at Davie County High School. Parent representatives are to be chosen in an election conducted by the PTSO during the first ten days of school.

Section 3: The permanent members of SIT shall consist of the following: The principal and one assistant principal. The principal shall have the authority to appoint up to three additional members if needed for racial and socio-economic balance and equal representation so long as the number of appointed numbers does not exceed one-fourth of the SIT.

ARTICLE IV: Terms of Service

Section 1: Each group is encouraged to rotate membership among those in the group. These representatives will serve a two year term, and can serve in two consecutive terms. Members rotate off the team in a staggered manner so that experienced members are on the team at all times.

Section 2: Parent members serve a two year term. These representatives should rotate off SIT in a staggered manner also. Parent members should not be current staff members.

Section 3: After one year off the elected position, and after the maximum number of terms, an individual can serve again if elected.

ARTICLE V: Officers

Section 1: The officers of the SIT shall consist of a chair, a vice-chair, and a secretary.

Section 2: The SIT officers will be selected during the team's last meeting of the school year. The chair needs to have been on SIT for one year before being elected as the chair; therefore, he or she must be willing to be on SIT for two consecutive terms or a minimum of three years. It is preferred, but not mandatory, that the SIT vice-chair also has past experience on a school improvement team.

The chair's department must elect another member as the department representative.

To select officers, nominations may be made from the floor. Should there be multiple candidates, an election will be held. A simple majority is needed for election.

In the event of a need for an interim SIT chair, the current vice-chair will immediately assume the role of the SIT chair for the remainder of the term. The current secretary will take on the role of vice-chair while maintaining the role of secretary. In the event of a need for an interim SIT vice-chair, the current secretary will immediately assume the role of the SIT vice-chair while retaining the role of secretary also. In the event of a need for an interim secretary, a volunteer from the SIT team will fill the position.

ARTICLE VI: Duties of Officers/Members

Section 1: The chairperson of the SIT shall work with the principal to develop the meeting agenda, shall preside and conduct all meetings and shall help oversee the implementation of the School Improvement Plan.

Section 2: The vice-chairperson shall perform the duties of the chairperson in the absence of the chairperson. The vice-chair will become the chairperson of the SIT team if the chairperson is unable to complete the term.

Section 3: The secretary shall keep the minutes of the meetings and distribute copies to all the members of the team. Once approved by the team, the secretary will send the minutes to the principal to attach to the next Monday memo.

Section 4: The duties of each SIT member shall include:

- A. Attend meetings
- B. Report to the constituents during each department meeting.
- C. Bring concerns/issues of constituents to SIT as needed.
- D. Consider all points of view, make suggestions, and help the team make decisions that reflect the thinking of the entire group.

Section 5: The duties of the staff members (not members of SIT) shall include:

- A. Attend department meetings
- B. Bring concerns/issues to the department meetings as needed
- C. Read and review SIT minutes
- D. Consider all points of view, make suggestions, and help the SIT make decisions that reflect the thinking of the entire group.

Section 6: At the first meeting of the school year, the bylaws must be reviewed. Any goals for the next year shall be listed and recorded in the minutes.

ARTICLE VII: Meetings

Section 1: Monthly meetings for the year are to be scheduled by the principal and the chairperson over the summer, and the schedule posted in the teacher handbook as well as put on the school's electronic calendar. School improvement meetings are open to all parents and staff members.

Section 2: Meetings will be held at a pre-determined place and time on a monthly basis. The chair may call additional meetings if necessary. The chair of the School Improvement Team and the principal shall call changes in the date and time of the meetings with as much advance notice as possible. Emergency situations will be handled as quickly and effectively as possible.

Section 3: A two-thirds majority will be necessary to conduct meetings. Backup representatives should be at meetings if elected members must be absent.

Section 4: Should the team need to go into closed session for issues such as safety or issues of confidentiality, all non-members, as well as the parent and student representatives should be dismissed. (Pursuant to closed session guidelines § 143-318.11)

Section 5: An agenda will be prepared by the chairperson and made available to the SIT members. A portion of each meeting may be designated as open to the public if needed. Any parent or staff member may address the SIT to briefly state opinions or concerns. Anyone who wishes to do so must sign up with the SIT chair at least 24 hours in advance and may have no more than five minutes of the meeting time. This part of the meeting must not exceed thirty minutes; therefore, if more than six people wish to address the SIT team, the total number of people addressing SIT must be divided equally into the thirty minutes so as to not exceed this time limit.

ARTICLE VIII: Voting

Section 1: A cooperative decision by consensus is preferred; however, when voting becomes necessary, each SIT member in attendance, except for the SIT chair, shall receive one vote. The SIT chair will vote only in the case of a tie.

Section 2: Only School Improvement Team members are voting members of SIT, and a quorum of two thirds of the SIT members is required to pass a motion.

Section 3: Issues brought before the School Improvement Team for a vote must be passed by a simple majority of the members present. Should there be a tie, the SIT chair will vote.

Section 4: Issues brought before the full faculty require a 60% affirmative vote to pass.

Section 5: Bylaws can be amended by a vote of the full faculty. A 60% affirmative vote will be required to pass an amendment.

ARTICLE IX: School Communication Process

Section 1: Communication should include the following:

- A. Davie County High School Webpage
 1. Members

2. Dates, times and location for meetings
 3. SIT bylaws
- B. Notebook in Media Center
1. Agenda for each meeting
 2. Minutes for each meeting
 3. List of members
 4. Meeting dates, times and location
- C. Other
1. Connect-ed to communicate necessary information to parents
 2. SIT reports at each department meeting
 3. SIT reports at faculty meetings, if needed
 4. SIT reports at each PTSO meeting (by parent representatives)
 5. SIT minutes attached to Monday memo monthly

Section 2: The School Improvement Team will maintain a system of communication to keep all staff members and parents informed of the site-based shared decision making line of authority and the duties and responsibilities of the Board of Education, Superintendent, Principal and the School Improvement Team.

Section 3: The system/process for communicating will be in writing and placed in the School Improvement Team minutes.

ARTICLE X: School Improvement Plan

Section 1: The School Improvement Plan must be re-evaluated yearly by SIT committee members and amended as needed.

Section 2: All staff members have the right to vote on the School Improvement Plan by a secret ballot.