

Jay M. Robinson Middle School School Leadership Team By-Laws

Article I: Name

The name of this organization is the Jay M. Robinson Leadership Team ("SLT").

Article II: Purposes & Duties

Section 1. Purposes. The purpose of SLT is to facilitate the involvement of the school community in the development of the School Improvement Plan ("SIP"); encourage, support and create opportunities for involvement from parents in the community; contribute to the design of the SIP; and monitor the effectiveness of the SIP strategies.

Section 2. Duties. While SLT is not directly involved in the day-to-day operations of the school, it is involved in a number of tasks that affect the operation of the school:

- A. Facilitate development of SIP
- B. Monitor, assess and amend SIP
- C. Advance policies and procedures to enhance achievement and meet educational, safety and parent involvement at the school
- D. Facilitate communication within the community
- E. Build the capacity of school to address parent and staff concerns
- F. Build the capacity of the school to improve in the following areas:
 - i. High academic achievement
 - ii. Effective educators
 - iii. Adequate resources and facilities
 - iv. Safe & orderly schools
 - v. World-class service
 - vi. Strong parent and community relations

Article III: Membership

Section 1. Basic Policies for Members. SLT members should remain positive, objective and focused on the purposes and duties of the organization, with a goal of collaborating for the overall betterment of the school. In addition, members should be willing to devote the time, energy, and creativity needed to be effective team members.

Section 2. Staff Membership. Staff membership will be comprised of the following:

- A. School principal
- B. One representative of student services
- C. One representative of instructional support staff
- D. One representative of administrative staff
- E. One representative of instructional staff per each academic grade level and/or department

Section 3. Parent Membership. Every effort should be made to ensure that parent membership reflects the racial, geographical and socioeconomic status of students in the school.

A. An equal balance of parent members to staff members will be comprised. Parent members will be comprised of the following:

- i. One representative from the Parent Teacher Student Association (PTA)
- ii. All others will be at-large parent members (with a goal of balanced grade level representation, neighborhoods, and feeder elementary schools).

Section 3. Membership Process and Terms of Service. The goal for the process for selecting members of SLT is to secure the broadest cross section of the school and school community points of view. Additionally, in order to ensure that there is some consistency of SLT membership from year to year, the terms of service are structured in order to provide for approximately two-thirds of the composition of the team remaining on SLT each year, while approximately one-third of the members will rotate off SLT.

A. Staff.

- i. The principal will appoint an assistant principal, a representative of student services, an instructional support representative and a representative of administrative staff for a term of one to three years, at his/her discretion.
- ii. Each grade level and/or department will elect a representative by secret ballot. The term of service will be two years (subject to the following provisions and Article IV Section 2(a)).
 - a. If, however, at the end of the two-year term, the incumbent is the sole candidate he/she may serve an additional term not to exceed one year.
 - b. If the incumbent does not desire to serve an additional one-year term, the principal will appoint a representative.
 - c. At the end of an incumbent's additional one-year term, a new grade level/department representative will be elected (or appointed by the principal if no candidates emerge).

B. Parents.

- i. The PTA will appoint a representative to serve on SLT for a one to three year term, at the organization's discretion.
- ii. At-large parent members will be appointed by the principal in consultation with the co-chairs provided the number of parents interested in serving does not exceed the number of available seats for at-large representation. In the event the number of parents interested in serving on the SLT exceeds the number of available at-large seats, SLT will conduct an election by secret ballot.
 - a. The term of service for at-large parent representatives will be two years (subject to the following provision and Article IV Section 2(a)).
 - b. If, however, at the end of a school year, more than two-thirds of the at-large parent seats would be open for the following year, those with expiring terms may submit to the principal his/her name for consideration for reappointment for an additional term not to exceed one year. The principal may reappoint such members in his/her discretion as necessary to meet the SLT's goals of consistency and diversity at the beginning of the subsequent school year.

Article IV: Operations

Section 1. Frequency of Meetings. The SLT will meet at least once per quarter during the school year with the meeting calendar set and published at the beginning of each school year.

Section 2. Leadership.

A. Principal. As the instructional and organizational leader of the school, the principal is ultimately responsible for the effective operation of the SLT. However, effective operation by definition must include the sharing of responsibilities and decision-making with other members of the SLT. Pursuant to this goal, the following officers will be elected by secret ballot and have the outlined responsibilities:

- a. Co-chairs (one staff and one parent on staggered two-year terms).
 - i. Communicates regularly with co-chair and principal
 - ii. Leads meetings and facilitates development and distribution of agenda
 - iii. Keeps the team focused on the topic of discussion
 - iv. Reminds members of meetings at least one week in advance
 - v. Assists in completing action items
 - vi. Facilitates communication with school community
- b. Secretary (one year term).
 - i. Takes minutes at all meetings
 - ii. Posts minutes on school website no later than one week after meeting
 - iii. Maintains handbook of minutes, SLT by-laws, and any SLT reports and/or materials

B. Upon expiration of the term of office, or in case of resignation of an officer, SLT will conduct an election by secret ballot to fill the open leadership position.

Section 3. Membership Year. The membership year shall begin at the first SLT meeting of the school year and end at the last meeting of the same school year.

Section 4. Guests. Only members of SLT will be eligible to vote on SLT matters, however non-SLT guests may attend meetings provided guests notify co-chairs prior to the meeting.

Article V: Amendments

These bylaws may be amended at any regular general membership meeting of SLT by a two-thirds vote of the members present and voting (quorum having been established). Notice of the proposed amendment must be given at least 30 days prior to the meeting at which the amendment is to be voted upon.

The following individuals verify that these bylaws were voted on and adopted by the general membership of SLT at a meeting on _____.

Principal (please print) _____

Signature _____