

Barnardsville Elementary
School Improvement Plan
By-Laws

Article I. Purpose

Section 1.01 This committee is established pursuant to the state of North Carolina statutes. Its purpose is to examine the structure and function of Barnardsville Elementary School, with the aim of improving student performance through local flexibility and control.

Article II. Membership

Section 2.01 The committee shall consist of the Principal or his/her designee, all full-time certified staff members (including Guidance Counselor) and a non-certified representative. Two parent representatives will be voted on by the parents of the school.

- (a) All full-time certified staff shall be as follows: all homeroom teachers, Media/Technology teacher, Title I Lead Teacher, Special Education teacher. The Guidance Counselor shall be included in membership whether he/she is employed on a full-time or part-time basis.
- (b) The non-certified representative will be voted on by non-certified members of the school.
- (c) It is preferable that the Parent member be a member of the PTO board, or such other person as they may designate.

Section 2.02 The members shall be elected as follows:

- (a) Members of each group/team listed above shall be elected by the members of the faculty. This vote will occur every two years in correlation with the life of the School Improvement Plan. The non-certified representative will be voted on by non-certified staff members. The non-certified representative will serve a one year term however, they may serve consecutive terms. Parent representatives will serve a one year term however, they may serve consecutive terms.
- (b) The vote for staff member representatives shall be taken by secret ballot. The ballots shall be collected by the SIT Chairman or his/her designee. The election by each group shall be counted and witnessed by at least two members of The School Improvement Team, and then reported to the Chairman of said committee.
- (d) Certified elections shall take place at the end of the school year in correlation with the development of a new School Improvement Plan (every two years). Non-certified elections shall take place at the beginning of the school year. Parent elections may take place at the end of a school year or at the beginning of a school year.

Section 2.03 If during a school year term, any member of the SIT shall resign, be transferred, or dismissed from employment at Barnardsville Elementary School, a replacement will be elected by the group the member represented.

Article III. Terms of Office

Section 3.01 Members will serve on the committee for a term of two years. When the two-year term is over, representatives will be elected at the end of the school year to begin serving their term at the beginning of the next school year. Representatives may serve consecutive terms.

Article IV. Duties of the Members

Section 4.01 It is the duty of the members to actively participate in all SIT meetings and training sessions.

Section 4.02 Members shall work together to develop/revise the School Improvement Plan (SIP) before the upcoming school year, and present the plan to the staff on or before the last day of September of the current year.

Article V. Meetings

Section 5.01 The SIT shall determine the meeting schedule. Meetings will be advertised through the superintendent's office and on the school website in compliance with the NC Open Meetings laws.

Section 5.02 Additional meetings of the SIT Committee may be called by the chair, the principal, or by a majority of the members of the committee.

Section 5.03 A summer meeting may be held at a time and place determined by the principal and the chair.

Article VI. Communication between Staff and Committee

Section 6.01 The committee is to represent the staff in the decision making process for the school. Each representative is charged with maintaining an open line of communication within the area they represent.

Section 6.02 All meetings are open.

Section 6.03 Any member of the school community may bring in an item to the committee for consideration. This may be done in writing through a representative, or by presenting the item directly at the committee meeting.

- (a) Major items for consideration should be given to the chair prior to the meeting for placement on the agenda.

Article VII. Parliamentary Authority

Section 7.01 All members shall have one vote; otherwise, standard parliamentary procedures shall be the authority under which and through which this committee will function.

Article VIII. Amendments

Section 8.01 The by-laws may be amended by the following procedures:

- (a) An item for consideration shall be submitted to the School Improvement Team. Discussion of it shall be allowed by the entire staff.
- (b) At the next regularly scheduled staff meeting, the amendment shall be voted upon. It will be considered approved by 2/3 vote of a quorum of the staff present.