

Talley Street Upper Elementary School Leadership Team Bylaws

Article I: Name

A School Leadership Team has been established at Talley Street Upper Elementary School of the City Schools of Decatur. The name of this School Leadership Team shall be the Talley Street Upper Elementary School Leadership Team, hereinafter referred to as the SLT, organized under the authority of Georgia law (O.C.G.A. § 20-2-2063.2, *et seq.* and the Charter entered into between the State Board of Education and the City Schools of Decatur with a commencement date of July 1, 2008 (“Charter”).

Article II: Purpose

The purpose of the SLT is to make decisions that support the continuous improvement of the school in accordance with the provisions of the Charter. The members of the SLT are accountable to the constituents they serve and shall perform those functions and duties and have those responsibilities of a school leadership team as are set forth in the Charter. The SLT understands that the Charter governs the operations of the City Schools of Decatur. To the extent that there is any inconsistency between these bylaws and the Charter, the Charter shall govern.

The members of the SLT are accountable to the constituents they serve and shall:

1. Maintain a school-wide perspective on issues,
2. Regularly participate in SLT meetings,
3. Participate in information and training programs,
4. Act as a link between the SLT and the community,
5. Encourage the participation of parents and others within the school community,
6. Sign a document indicating any conflicts of interest in serving on the SLT,
7. Sign a confidentiality agreement,
8. Create committees to implement the goals of the School Improvement Plan,
9. Advocate for the school at the Board of Education and Community wide level and,
10. Work to improve student achievement and performance as outlined in the charter, school improvement plan, strategic plan, and Board policies. Including, but not limited to, establishing SLT work group committees to meet the goals identified by the SLT.

Article III: School Leadership Team Authority

The SLT shall have the authority vested in it by the Charter.

Article IV: Membership

The members of the SLT shall be qualified as required by the Charter. The composition of the voting members shall be as set forth in compliance with the charter.

1. Seven voting members, consistent with the requirements set forth in the Charter. Of the total voting membership, four of the members must be parents or guardians of students enrolled in the school;
2. Of the total voting membership, at least two of the voting members shall be certified teachers who work at the school;
3. The school principal; and
4. A member of the Central Office staff who serves in a non-voting advisory capacity. This individual will serve as a liaison between the school and the system.

The goal for each SLT is to strike a balance in terms of diversity, expertise, and the ratio of parent/employee voting members. No more than 50% of the voting member positions may be filled by employees of the City Schools of Decatur. Each SLT may add members at its discretion (subject to the 11-member maximum) in order to create a SLT that has the balance needed in order to make the best decisions for all students. NO parent or teacher may serve on multiple SLTs.

The SLT should vote to add one year term members to the SLT to balance feeder school representation for the SLT. In the event that the SLT does not have a representative from each feeder school, the SLT may vote to add a member from the non-represented school.

An SLT member may be removed from the SLT by SLT vote if they are considered inactive (miss three or more consecutive meetings without being excused in advance by the chair), due to unethical or inappropriate behaviors, due to conflicts of interest, due to their child leaving the school, etc. A replacement will be determined by the SLT.

Article V: Terms

All SLT members will be elected for two-year terms unless it is necessary to maintain a tenured SLT. It is the goal of the SLT to have staggered terms of parent members to maintain an experienced team.

Article VI: Elections

Unless otherwise approved by the SLT, elections for parent members and teacher members of the SLT shall take place no later than September 30 of the school year for which the term shall apply. All elected members of the SLT shall be elected in the manner required by the Charter. Each family should receive one vote per enrolled student at the school for the election of parent members.

The school will hold SLT elections for parent members using the following process:

Summer -
Announcement of openings, describe nomination procedure/timeline via summer communication.

August – Publicize candidate biographical information, along with election times/date and process posted no less than two weeks prior to the election.

August Curriculum Night – Elections to be held during school hours, and again during Curriculum night.

1 day after Election – Principal and PTO president will confirm and announce election results. The two candidates receiving the most total votes shall be elected to the SLT for two year terms.

If the total number of candidates equals the number of openings, the candidates will roll onto the SLT without an election.

The principal will determine the appointment of staff members.

For the inaugural 2019-2020 school year:

- the SLT elections should be held as early as possible as determined by the principal.
- There should be two 2 year seats, one 1 year seat, and one 3 year seat elected if possible. If a parent interested in a three year term isn't elected or available, then an additional 1 year seat will be added.
- Which parents serve for which length of term should be determined at the discretion of the principal.

Article VII: Vacancies

Vacancies on the SLT shall be deemed to exist as set forth in the Charter and shall be filled as required by the Charter.

Article VIII: Meetings

All meetings of the SLT shall be open to the public. The SLT shall meet as a group a minimum of at least 6 times per academic year not counting more than once per month. The SLT shall also meet at the call of the chairperson, or at the request of a majority of the members of the SLT.

SLT meetings should be considered a gathering of a majority of the members of the SLT, to be held publicly, publicized, and with minutes maintained and posted as per Article IX.

Notice by email shall be sent to SLT members at least seven days prior to a meeting and shall include the date, time and location of the meeting. SLTs shall be subject to the Georgia Open Meetings Act (O.C.G.A. § 50-14-1, *et seq.*) in the same manner as local boards of education. Meeting notices and agendas shall be posted in accordance with the requirements of the Georgia Open Meetings Act.

A quorum must be present in order to conduct official SLT business. A quorum is comprised of a majority of SLT members. Every question shall be determined by a majority vote of members present. Each member of the SLT is authorized to exercise one vote.

In the event of an emergency meeting, it should be posted and publicized as soon as possible prior to the start of the meeting. Emergency meeting should be subject to the same rules and norms of all other meetings.

SLT work group committees shall be convened to conduct specific activities as needed. These work groups or subcommittees are advisory only and do not constitute official SLT meetings. No votes on official SLT business may be taken in a work group or subcommittee meeting. SLT work groups will report on their activities to the full SLT.

Article IX: Minutes

SLTs shall be subject to the Open Records Act (O.C.G.A. § 50-18-70, *et seq.*), relating to the inspection of public records, in the same manner as local boards of education. Public records prepared or maintained by the SLT shall constitute public records and shall be subject to the Georgia Open Records Act. Because public records prepared and maintained by SLT members shall constitute public records as set forth in the Georgia Open Records Act, SLT members shall not use personal electronic mail accounts to conduct any business of the SLT; rather, all SLT members shall conduct all SLT business that is conducted electronically through the City School of Decatur electronic mail addresses provided to the SLT member by the City Schools of Decatur administration. SLT members shall maintain the confidentiality of records, including, but not limited to student education records, as may be required by federal and/or state law.

With regard to open meetings, a summary of the subjects acted on and the members present at the meeting of the SLT shall be made available to the public on eboard within two business days of the meeting. Access to the minutes shall be provided to the SLT members within 20 days following each SLT meeting. The official minutes shall be open to public inspection once approved by the SLT immediately following the next regular meeting of the SLT.

Minutes at a minimum shall include the names of the SLT members present at the meeting, a description of each motion or other proposal made, and a record of all votes. In the case of a roll-call vote, the name of each SLT member voting for or against a proposal or abstaining shall be recorded. In all other votes, it shall be presumed that the action taken was approved by each person in attendance unless the minutes reflect the name of the persons voting against the proposal or abstaining.

Article X: Officers of the School Leadership Team

The four officers of the SLT shall be the chairperson, vice chairperson, secretary, and System Charter Leadership Team (SCLT) representative. The officers should be determined by the SLT members at the first meeting of the new school year following the election of new parent and staff members. Co-secretaries are allowed.

The chairperson shall develop the agenda for all meetings, preside at all meetings of the SLT, and perform such other duties as required by the Charter or as shall be requested by the SLT. The chair person should not be the principal of the school.

The vice chairperson shall, in the absence of the chairperson, perform the duties and exercise the powers of the chairperson and shall perform such other duties as shall be requested by the SLT. In any given year, the chairperson and vice chairperson should include at least one person on the first year of their two year elected term.

The secretary shall attend all meetings, act as the clerk of the SLT, record all votes and minutes of all proceedings, give notice of all meetings of the SLT, and shall perform such other duties as may be required by law or as shall be requested by the SLT.

The SCLT representative(s) shall join the principal and attend scheduled system-wide SCLT meetings. The chairperson, vice chairperson, and secretary may also hold the position of SCLT representative.

Article XI: Duties of the Principal

The school Principal shall fulfill the Principal Job Description for the City Schools of Decatur. The school Principal shall be a member of the SLT.

The principal should guarantee that a seat is available for a SLT member on any interview team for a hire at the school. The Principal shall notify the chair when interviews are scheduled and shall give at least 48 hours notice. It is the responsibility of the chair to designate which SLT member will have a seat on the interview team. If no SLT member is available, the SLT can elect a parent or interested community member to represent the SLT's interests in the interview process.

The principal should incorporate the SLT into the budget construction process as early as possible in accordance with the charter. Annually, each school will receive its operational budget based on system-established criteria; e.g. enrollment. During the budget construction process, the Principals, with the assistance of their SLTs, will determine staff requests/allocation decisions, professional learning activities, building repair issues, and instructional technology and material requests.

The principal should encourage the SLT to create committees and other working groups to implement the goals of the annual School Improvement Plan as decided on by the SLT.

Article XII: Board of Education Responsibilities

The local board of education shall have the authority, powers, duties, functions and responsibilities as set forth in the Charter.

Article XIII: Amendments of Bylaws

The SLT may amend these bylaws; however, all amendments hereto shall be consistent with the Charter. Any bylaw that is inconsistent with the requirements of the Charter shall be null and void.

Article XIV: Parliamentary Procedure

Robert's Rules of Order, Newly Revised shall serve as the basis of procedure for SLTs unless a different procedure is specifically required by the Charter or these bylaws.

Article XV: Committees of the School Leadership Team

The standing committees of the SLT shall consist of the following: Communication and Nomination.

The confirmation of the appointment of committee members shall require a simple majority vote of the SLT in a regular meeting. Committee members may resign by notifying the SLT chair in writing or email. IN the event that a committee member resigns or is replaced, the SLT chair should notify the nominating committee at the earliest opportunity to seek a replacement. The SLT chair may designate a person or persons to temporarily fill committee positions until the next regular SLT meeting.

The SLT chair may create temporary committees as deemed advisable by the principal or the SLT. The SLT Secretary should record all of the members of all permanent and temporary committees and the chair of each. The chair of each committee should be expected to provide a report at each SLT meeting. All committees should act in accordance with the charter.

A. Communication Committee:

The Communication Committee is charged with duties that include, but are not limited to, communicating with the School community about SLT activities. They shall identify, develop, and coordinate mechanisms to foster communication and cooperation among the SLT, the parents, the faculty, staff, and administration, the students, and the entire Decatur community. In particular, they will encourage all members of the School community to attend and participate in SLT meetings and other School events. This includes advertising SLT meetings and soliciting information on topics of interest to the School community.

B. Nomination Committee:

When requested to do so by the SLT or its chair, the Nominating committee should prepare a list of candidates for appointment to groups, for example, the SLT, SLT committees, and other system committees for which the SLT must provide representation. The committee should maintain a list of committees and groups doing work relevant to the larger school community. The candidates should be willing to participate when elected and represent the diversity of the school community.