

## **Glennwood Elementary School Leadership Team Bylaws**

### **Article I: Name**

A School Leadership Team has been established at Glennwood Elementary School of the City Schools of Decatur. The name of this School Leadership Team shall be the Glennwood 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, and,
8. 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 SLT shall have those members as set forth in the Charter. Members of the School Leadership Team shall include:

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 School Leadership Team is to strike a balance in terms of diversity, expertise, and the ratio of parent/employee voting members. CSD Employees may not serve as parent representatives.

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 Glennwood 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 on school website/eblast, 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 parent volunteer(s) will confirm election results.

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.

#### **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 4 times per academic year. 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 the by-laws.

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 eboard at least 48 hours prior to the meeting. 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 at least 48 hours 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 may 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 Opens 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. SLT members should abide by the Confidentiality and Conflict of Interest forms.

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: Budget Process**

The SLT shall participate in the budget construction process. Annually, each school will receive its operational budget based on system-established criteria such as 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.

#### **Article XI: Officers of the School Leadership Team**

The four officers of the SLT shall be the chairperson, vice chairperson, secretary, and 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.

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 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.

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 System Charter Leadership Team (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 XII: 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 and may serve as the chairperson.

#### **Article XIII: 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 XIV: 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 XV: 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 XVI: Committees of the School Leadership Team**

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 provide a report at each SLT meeting. All committees should act in accordance with the charter.

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

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 participated when elected and represent the diversity of the school community.

ADOPTED as amended THIS 30th DAY OF April 2019.

By Unanimous Vote

James H. Herndon III

CHAIR

Attest:

Catherine Barnes Anderson

SECRETARY

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