

**Fairview Elementary
School Improvement Team Bylaws**

Purpose: The committee is established pursuant to the state of North Carolina statutes.

1. Create the school improvement plan and update it yearly
2. Align the budget with the school improvement plan goals
3. Represent the interests and concerns of our stakeholders
4. Ensure that professional development plans are in alignment with the school improvement plan

Membership: The team shall consist of a broad cross-section of the school including principal, representatives of the assistant principals, instructional personnel, instructional support personnel, teacher assistants, and parents of students attending the school.

1. Principal
2. Assistant Principal
3. Title One Reading Specialist
4. K-5 Certified Teachers (One per Grade Level)
5. Certified Special Education (One)
6. Certified Instructional Support (One Representative - AIG, Art, Music, PE)
7. Instructional Assistant (One)
8. Media Coordinator
9. Full Time Counselor
10. Curriculum Coach
11. Parent Representatives (Four - May NOT be a staff member at FES).
 - a. Parent representatives should represent different families.
 - b. Parent representatives if possible, should represent different demographics.

Election: Elections are conducted pursuant to Article 8B, 115C-105.27.

1. Members of each group listed above shall be nominated by members of their own group or themselves.
2. Parent elections will be conducted by the Parent Teacher Association Board.
3. All other School Improvement Team representatives will be elected using secret ballot by their constituent group. The election by each group shall be counted and witnessed by at least two members of the said group and then reported to the current School Improvement Chair.
4. If, prior to or during a term, any member of the SIT shall resign, be transferred, be dismissed from employment at FES, or change teaching positions within the school which would no longer permit the member to represent the group that elected him/her, then the group that he/she represented shall select another representative to be nominated and approved by the particular group they represent to complete the former member's term.
5. A SIT member who has served one year or less to complete a previous member's term is eligible to serve the next full consecutive term if elected in that position by his or her constituent group.

Terms of Service for Members:

1. Terms of service will run from July 1 to June 30.
2. Grades 1, 3, 5, Certified Instructional Support, and Instructional Assistant members are nominated and elected in the spring of even years to serve a two-year term. These members may not serve consecutive terms.
3. Grades K, 2, 4, Certified Special Education members are nominated and elected in the spring of odd years to serve a two-year term. These members may not serve consecutive terms.
4. Parent Representatives are nominated and elected in the spring to serve a one-year term. These members may serve for no more than two consecutive terms.

Meetings:

1. School Improvement Team discusses items that relate directly to the School Improvement Plan's Goals.
2. The Chairperson requests agenda items from each SIT member a week prior to each meeting. Items are then shared with the Principal before being put on the agenda.
3. Meetings are announced at least one week prior to the meeting date.
4. The committee shall meet monthly during the academic year. This schedule will be determined by committee members prior to or at the beginning of each school year. If at any time a meeting needs to be cancelled, all SIT members must approve the change.
5. Additional meetings of the committee may be called by the Chair, the Principal, or by a majority of the members of the committee.
6. Minutes are recorded at each meeting by the Secretary and approved by the committee. Approved minutes shall be made available to all employees and parents, which will include the school's webpage.
7. All meetings fall under the open-meeting law in North Carolina.
8. All members are required to attend monthly meetings. If they are unavailable they should actively seek to find a replacement from their constituent group.