

HUGH B. BAIN MIDDLE SCHOOL SCHOOL IMPROVEMENT TEAM BY-LAWS

The purpose of the Hugh B. Bain Middle School Improvement Team is to devise and facilitate a place to increase overall student academic performance and achievement by improving teaching and learning and overall school climate.

Membership

- 1) The membership shall consist of:
Administrators, Parents, Students, Team representatives,
Unified Arts representatives, Community members, Alumni and
Support staff.
- 2) Seven (7) members shall constitute a quorum.
- 3) Additional members may be added at the discretion of the team.

Selection Procedure

Tenure

- 1) The administrators shall be standing members of the SIT.
- 2) SIT chairpersons will hold a term of 3 years.
- 3) Each team will have one representative or share the responsibility at the discretion of the team.
- 4) Students will be selected each year.
- 5) Parents or students may continue to participate as a community member.
- 6) Subcommittee chairpersons wishing to withdraw shall find a replacement and inform the team.

Norms of the Team

Each SIT member shall make a commitment to the following norms and expectations of team members:

- Understand the level of commitment.
- Start on time, stick to time, end on time.
- Be respectful of everyone's ideas and concerns. All have equal input.
- Be prepared- Bring required information, copies if needed.
- Stay on task, no personal agendas. No side conversations.
- Be flexible and open to compromise.
- Keep a positive attitude.

Attendance

- All SIT members are responsible to make every effort to attend all meetings. The recorder shall keep attendance for every meeting.
- If a member is unable to attend a meeting, the member must inform a chair of SIT prior to the meeting, and is responsible for finding out what was discussed.

Roles and Responsibilities

The SIT shall have all the following roles filled for all meetings:

- Facilitator
- Recorder
- A representative from each Subcommittee

Facilitator/Chairperson

The facilitator's role is to prepare an agreed upon agenda for the meeting and then to move the meeting forward. Facilitator will assign roles if needed, due to a member's absence.

Recorder

The role of the recorder shall be to take minutes of the meeting and to keep track of the attendance.

- Summarize and edit the minutes.
- Email minutes to SIT, faculty and community in a timely manner.

Committees

Subcommittee Responsibilities:

- 1) Delegate a leader(s) to facilitate/arrange action plan meetings.
- 2) Enlist the help of other faculty members outside the SIT team to work on their committee.
- 3) Be the experts or "go to" people on the action plan goal.
- 4) Answer any questions or concerns faculty may have with the implementation of the action plan goal.
- 5) Design and implement a way to monitor progress of the action plan goal.
- 6) Revise the school improvement plan/action plan goals on a yearly basis in conjunction with the School Improvement Team.
- 7) Information will be reported at faculty meetings and/or emails.

Meetings

Meetings are arranged and approved by the majority of the committee. In order to accommodate parent and community member work schedules, SIT meeting times will vary. (some before school, some after school, some in the evening) An agenda is drafted by the facilitators and distributed prior to the monthly meeting.

Produced in collaboration with members of the School Improvement Team
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