

Woodbury Middle School

Site Team Bylaws

I. Purpose

The purpose of the Site Based Decision-Making team is to improve the quality of education for all learners by addressing the uniqueness of the WMS student body through a shared decision-making process.

II. Goals/Objectives

Our job as a site based decision-making team is to make decisions based on stakeholder input and/or recommendations that are in line with goals we have set.

- A. Improve overall student achievement.
- B. Enhance professional opportunities for all building staff.
- C. Maximize communication among staff, parents and the community.
- D. Utilize the expertise and contributions of stakeholders.
- E. Enhance ownership among the stakeholders.
- F. To ensure WMS School Improvement Plan, with input from the WMS community, is implemented, reviewed, and evaluated.
- G. To ensure that financial expenditures (e.g. capital outlay, staff development) support the School Improvement Plan goals.

III. Provision for Modification

- A. If a member is unable to fulfill the term for which he/she were elected the following process will take place:
 1. A special election will be held to fill the remaining time of the position.
 2. The established election process will be followed.
- B. If a member is not able to adhere to established Norms of Behavior, Bylaws and/or Constitution, membership can be terminated upon consensus of other Site Team members.
- C. Changes to the by-laws will follow the same process as outlined in Section VIII of the Constitution.

IV. Roles and Functions / Budget Review

The final decisions regarding:

- School climate
 - Development of School Improvement Plan
 - Staff development
 - After school scheduling
 - Schedule D funds
 - Parent conferences
 - Capital Outlay
- will be approved by the Site team.

Informational:

- Budget Allotment
- Developing Board Policy
- Staff Assignment
- Curriculum (New Courses and Scope/Sequence)
- Personnel Evaluation Process

- Community Education
- Co-Curricular Activities

Advisory:

- Budget Allocation
- Staff selection
- Curriculum – Program
- Physical Plant
- Food Service
- Transportation
- Technology

The Site Team can choose to increase their decision-making roles and functions at any time without going to the stakeholders for a vote.

V. Training

- New members will attend the last meeting of the preceding year.
- The member leaving the team will review the Site Based Decision Making Manual with the new member.

VI. Meetings

- Meetings shall be held approximately three times a year. The Site Team Facilitator, upon consultation with the principal, shall have the power to change dates and/or add meetings as needed. Specific times for meetings will be determined at the August meeting by the Site Team.
- Task forces (Team leads) will be formed and will meet as needed.

VII. Relationships to Committees

- District Support Network (DSN) representative is an active member of the Site Team and will give a monthly report at each meeting.
- The Site Team will serve as an umbrella to cover all building committees.

VIII. Communication

- Site Team will seek staff/parent/student/district input as needed by communicating upcoming meeting agenda items following each Site meeting. Members will be responsible to report back to stakeholders.
- Agenda items that staff/parents/students would like added must be submitted to Site Team three days prior to meeting date.
- Site Team minutes will be distributed to all stakeholders (UTSWC, Staff, parent representatives, district) by e-mail, list serve, and posted outside the office in a timely manner.

Norms of Behavior

Norms of behavior will be reviewed annually at the first meeting of the school year.

Adhere to meeting schedule

Begin/end meetings on time

Communicate time restraints/prior commitments

Be a good listener- avoid side conversations

Respect/Trust members

Confidentiality is a must

Be prepared for each meeting

Revised: November 15, 2016

Ratified: November 15, 2016

