

Westchester School Leadership Team Bylaws

Article I: Name

A School Leadership Team has been established at Westchester Elementary School of the City Schools of Decatur on October 21, 2014. The name of this School Leadership Team shall be the Westchester 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.

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 7 voting members as set forth in the Charter. 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. The parent/employee ratio should be as even as possible, in that, no more than 50% of the voting member positions may be filled by WE staff. The SLT may add members at its discretion in order to create a School Leadership Team that has the balance needed in order to make the best decisions for all students. No parent or teacher may serve on multiple School Leadership Teams.

The Charter SLT (2014-2015) members will have one teacher serve a three-year term and two parents serve three-year terms. After their three-year terms have expired, terms from henceforth shall be two years as stated above.

Article V: Terms

All SLT members will be elected for two-year terms and shall serve until his or her successor is sworn into office. These terms will be one-year staggered terms.

Article VI: Elections

All elected members of the SLT shall be elected in the manner required by the Charter.

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.

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Article VIII: Meetings

All meetings of the SLT shall be open to the public. The SLT shall meet as a group a minimum four times a 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.

Notice by mail or email shall be sent to SLT members at least 48 hours prior to a meeting and shall include the date, time and location of the meeting. The SLT 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. Agenda will be posted 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. Proxy votes are not allowed. Members must be present in order to vote.

SLT work groups or 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

The SLT 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.

No SLT records shall be maintained at a private residence; rather, all records shall be maintained on school premises. All SLT records shall be subject to the same record retention schedule that is applicable to the City Schools of Decatur. 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 for inspection at the school office 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.

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Article X: Officers of the School Leadership Team

The officers of the SLT shall be a chairperson, a vice chairperson, and secretary. Officers of the SLT shall be elected at the first meeting of the SLT following the election of SLT members. The term of the officers of the SLT shall be one year. 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 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.

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 and may serve as the chairperson.

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 be the governing parliamentary procedure for SLTs unless a different procedure is specifically required by the Charter or these bylaws.

ADOPTED THIS 21st DAY OF October.

CHAIR

Attest:
