

Parent representatives to SIT are to be chosen in an election conducted by the PTA. Parent members serve a two-year term. These representatives should rotate off SIT in a staggered manner.

Section 3: 5 members of the SIT may be appointed by the principal. The appointed members of the SIT will consist of the following: the principal, the assistant principals, the curriculum coordinator, and the media specialist. The principal shall have the authority to appoint up to three additional members if needed for racial and socioeconomic balance and equal representation so long as the number of appointed members does not exceed one-fourth of the SIT.

#### **ARTICLE IV: Officers**

Section 1: The officers of the SIT shall consist of: A chairperson, a co-chairperson, and a secretary.

Section 2: The SIT will meet in May each year to elect officers. The current co-chair will become the new chairperson. The person being elected for the SIT co-chair must currently be a member of SIT or have had prior experiences on the School Improvement Team. Nominations can be made from the floor. Should there be multiple candidates, an election will be held. A simple majority (51%) is needed for election.

#### **ARTICLE V: Duties of Officers/Members**

Section 1: The chairperson of the SIT shall work with the principal to develop the meeting agendas, shall preside at and conduct all meetings, and shall help oversee the implementation of the School Improvement Plan.

Section 2: The co-chairperson shall perform the duties of the chairperson in the absence of the chairperson.

Section 3: The secretary shall keep the minutes of the meetings, distribute to all SIT members, and post copies for all staff members to read.

Section 4: The duties of SIT members shall include:

- A. Attend meetings
- B. Report back to constituents after meetings
- C. Bring concerns/issues to the SIT as needed
- D. Consider all points of view, make suggestions, and help the team make decisions that reflect the thinking of the total group

Section 5: The duties of Staff members (not members of SIT) shall include

- A. Attend team/departamental meetings
- B. Bring concerns/issues to the team/departamental meeting as needed