BYLAWS OF VOYAGER SCHOOL IMPROVEMENT TEAM

Approved: July 14, 2015

Article I: Name

The official name of this body shall be the School Improvement Team of Voyager Academy.

Article II: Purpose

The purpose of the School Improvement Team is to enhance school site decision making, to serve in an advisory capacity to school leadership regarding school improvement, and to assist in the preparation and evaluation of the school improvement plan.

Article III: Membership Responsibilities

The School Improvement Team shall:

1. Support the vision and purpose of Voyager Academy
2. Advise school leadership on the development of the School Improvement Plan
3. Review and understand school-wide data
4. Engage in other duties as assigned by school leadership.

Article IV: Composition

The School Improvement Team shall include school leadership and appropriately balances number of teachers and parents to the greatest extent possible. The composition shall be as follows:

1. Membership shall be representative of the ethnic, racial, and economic community served by the school, including students in the count.
2. The SIT shall consist of no less than 15 members and no more than 35 members.

Article V: Selection of Members, School board Approval, Vacancies, Membership Term and Attendance

A. Selection of Members:

   a. Members shall be selected by their peer groups in a fair and equitable manner as set forth in these guidelines;

b. Teachers shall be selected by their respective grade level or content area teams;

c. Parents shall be elected by parents. SIT membership is open to all parents who are able to be consistent with attendance. Members are then elected. In the event that the maximum number of participating parents is not reached through self-nomination process, then the election is bypassed and all are admitted to the School Improvement Team.

d. Students will be selected by staff/administration. One student will be selected as a representative for each grade (9-12). Students selected should be able to be consistent with attendance, be able to participate in open discussions, and have unique knowledge and perspectives that can make reform efforts more successful.

e. School leadership will be represented by the Managing Director or designee.

B. School Board Approval

1. The list of School Improvement Team members will be submitted to the Board of Directors for approval each school fiscal year. The membership list shall include:
   a. The name of each council member.
   b. The peer group represented.
   c. The number and percent of school-based and non-school-based members.
   d. A description of how members were selected for each peer group.
2. The Managing director or designee shall also submit a revised list to the Board of Directors approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it. Revisions in other data that result from the member change will also be noted.

C. Vacancies

The Managing Director of designee shall:

1. Fill School Improvement Team vacancies as they occur throughout the year using the process described above.
2. Submit a revised list to the Board of directors for approval when vacancies occur and are filled. A line shall be drawn through the name of the member to be replaced and the name of the new member will be recorded above it. Revisions in other data that result from the member change will also be noted.

D. Membership Term:

1. Members will serve a minimum of two (2) years. New members will begin at the first SIT meeting in August.

2. A member may serve an unlimited number of terms.
3. Terms will be staggered to ensure a mix of new and experienced members each year.

E. Attendance:

Any member who has two (2) consecutive unexcused absences from School of Improvement Team meetings shall be replaced.

Article VI: Officers

A. Officers:

There shall be a Chairperson, vice-chairperson and a Recording Secretary nominated and selected at the first School Improvement Team meeting of the regular school year.

B. Duties:

1. The chairperson shall preside at all School Improvement Team meetings, schedule meetings, prepare agendas in collaboration with school leadership, advertise the agenda to the school community at least 48 hours in advance of each scheduled meeting, and disseminate pertinent information to members.
2. The Vice-chairperson shall preside at all meetings in the absence of the chairperson and perform such other duties as required by the chairperson or by the School Improvement Team.
3. The Recording Secretary shall keep a proper record of all meetings of the School Improvement Team, including record of attendance. The Secretary shall maintain and have available to all members at all meetings current copies of the Operational guidelines, previous minutes, and other pertinent papers. The Secretary shall also keep an accurate list of names, addresses, and telephone numbers of all members, indicating status of such member (i.e. teacher, parent, etc.) and the expiration date of each member's current term. The Recording Secretary shall notify all members of School Improvement Team meetings. The Recording Secretary will be responsible for posting the SIT meeting minutes on the school web site.

C. Term of Office

1. Each officer shall serve a term of at least one year.
2. Vacancies occurring during term shall be filled at the first meeting after the vacancy occurs.

Article VII: Membership Voting

A quorum of School Improvement Team members shall be present before a vote may be taken by the School Improvement Team. A total of 1/3 of the active members will constitute quorum.

Article VIII: Meetings:

The School Improvement Team will adhere to the following guidelines for meetings:

1. Meeting dates, times, and locations will be mutually agreed upon by members;
2. Meetings will be scheduled at times when parents, students, teachers, business persons, and members of the community can attend and which support maximum attendance by members of the school community.
3. Meeting notices, including agendas, will be posted in the work room/Creative Corners and parent newsletter at least 48 hours prior to the scheduled meeting.
4. At least three (3) days' advance notice in writing will be given to all SIT members of any matter that is scheduled to come before SIT for a vote.
5. All meetings will be open to the public.
6. Each meeting shall require the presence of a quorum.
7. Minutes from all regularly scheduled meetings will be recorded and maintained in the office of the Managing Director or designee and be posted online for access by the school community.

Article IX: Committees

Committees will be formed and guided by the Operational Guidelines of the School Improvement Team. All committees will function as advisory committees unless decision making is delegated to them by the School Improvement Team and school leadership.

1. Standing Committee(s)

   Operational Guidelines Committee: This committee shall be responsible for drafting revisions to the Bylaws when necessary and for presenting the revisions to the School Improvement Team for approval.

2. Special Committees

   The School Improvement Team may create other committees to address specific needs. The existence of such committees' shall terminate upon completion of the specified task.

Article X: Amendments

The Bylaws shall be reviewed annually and revised as deemed necessary. Changes must be approved by the School Improvement Team.