



Classical School-Improvement-Team Bylaws [1995; amended 2003, 2016]

Mission Statement

The mission of Classical's School Improvement Team (SIT) is to identify areas of needed change in all aspects of the school's functioning, to plan the process of these changes, and to promote the implementation of such plans with the cooperation of the Classical community, so as to better the quality of both the education and the socialization of Classical's students.

I) Composition

a) 11 teachers

One from each of the following departments or categories, to be selected by each department or category as they see fit. Should a department choose not to elect a delegate, that position becomes an at-large delegate. At-large delegates are to submit their names to the faculty for a vote.

- (1) English
- (2) World Language
- (3) Mathematics
- (4) Science
- (5) Social Studies
- (6) Arts and Library
- (7) Physical Education and Athletics
- (8) Guidance
- (9) Representative from the Providence Teachers' Union
- (10) Two at-large delegates

b) 1 administrator to be the Principal or a designee.

c) 3 students

- (1) One student representative must come from the Student Senate.
- (2) The two remaining student representatives shall be chosen from the elected class officers.

d) 6 parents

- (1) One representative from the Classical High School Community Association (CHSCA), chosen by the CHSCA Board as they see fit.
- (2) One parent from each of five areas defined by zip code. Volunteers to be solicited through a summer mailing; selection by lottery from the list of volunteers from each zip code area.
- (3) Zip code areas:
 - (i) combined (02903, 02904, 02905)
 - (ii) 02906
 - (iii) 02907
 - (iv) 02908
 - (v) 02909
- (4) Any unfilled remaining positions will be chosen by lottery.

II) Terms of Office

a) Teachers

- (1) No limit is set on the number of terms an individual may serve, but each individual must reapply at the end of each term.
- (2) Teachers to have 2-year terms.
- (3) Teachers must notify the SIT in April of their intention to remain on the committee or resign their chair.
- (4) Recruitment and elections for open seats will be held in June, as needed.
- (5) New members will attend the next regularly scheduled meeting.

b) Students

- (1) No limit is set on the number of terms an individual may serve, but each individual must reapply at the end of each term.

c) Parents

- (1) No limit is set on the number of terms an individual may serve, but each individual must reapply at the end of each term.

III) Replacements

- a) If any individual finds that he/she is not able to fulfill his/her SIT responsibilities, he/she will be relieved, the method of replacement to revert to the original process of selection.
- b) If a SIT member misses two consecutive meetings, he/she will be asked if he/she wishes to continue as a member.
- c) If a SIT member misses three consecutive meetings, he/she will be replaced.
- d) If a SIT member misses a total of five meetings in an academic year, he/she will be replaced.

IV) Form of Agreement

- a) All decisions are to be reached by *consensus* – a minimum of 11 official votes is essential to ensure positive backing of all plans/actions.
- b) Any changes proposed by the SIT must be pursued in accordance with the procedures already embodied in the Collective Bargaining Agreement between the Providence Teachers' Union and the Providence School Board.

V) Quorum

- a) A quorum for the meeting shall consist of two-thirds of the total number (21) of SIT members; i.e. 14 members must be present.
- b) SIT meetings that require voting must have a quorum (14) present. If a quorum is not reached, an informal meeting can be held but no policy decisions or voting may occur.
- c) At SIT meetings that require voting, a quorum must be present and a minimum of 11 affirmative votes will be required to pass an initiative. This number is deemed necessary to satisfy the clause in Article IV, section a, requiring that all decisions are to be reached by "*consensus*."

VI) Officers

- a) SIT officers shall consist of
 - (1) Chairperson
 - (2) Vice Chairperson
 - (3) Secretary
- b) Officers to be selected by SIT as they see fit in September of each year.
- c) No administrator shall be eligible to be an officer.

VII) Frequency of Meetings

- a) Once per each month during the academic year, or whenever deemed necessary by the SIT.

VIII) Appointment of Subcommittees

- a) Subcommittees shall be appointed by the SIT as the need arises, but shall always consist of parent, student, and teacher representatives.

IX) Agenda and Minutes

- a) The agenda for each meeting will be set by the SIT as a whole at the previous meeting; new business shall be called for and put on the agenda along with unfinished or continuing considerations; additional or emergency agenda items should be relayed to the SIT Chair for inclusion in the upcoming meeting agenda.
- b) Agenda items from the Classical community should be passed in writing to the appropriate SIT representative – student, parent, teacher, or administrator – in order to have the item considered for the agenda.
- c) Agenda and minutes of each meeting shall be distributed to all constituencies by the appropriate vehicle.
 - (1) Agenda to appear in School Daily Bulletin as soon as agenda is set for next meeting; agenda and minutes to be posted on Student/Faculty Senate bulletin board.
 - (2) Agenda and minutes to be available to parents through parent hotline at parent desk in office and through updates on SIT activities to appear in each CHSCA newsletter.
 - (3) Agenda and minutes to be posted on teacher bulletin board
 - (4) Copies of agenda and minutes to be available in main office to anyone who requests them.

X) Public Access to SIT Meetings

- a) All meetings of the Classical SIT shall be open to the Classical community. All Classical teachers and administrators, all Classical students, and all parents or guardians of Classical students may be present as observers.
- b) An observer may speak at a SIT meeting during the “right to be heard” section of the agenda on agenda items only, for a period not to exceed five minutes.