

SITE-BASED MANAGEMENT TEAM GUIDELINES

The primary goal of the Site-Based Management Team shall be to improve student performance. Site-based meetings should be held on a regular basis. Minutes of the meetings should be posted on the school's website within five (5) days of the meeting.

- **School Employee Members** – The principal of each school, representatives of the assistant principals, instructional personnel, instructional support personnel, and teacher assistants shall be elected by their respective groups by secret ballot.
- **Parent Members** – Parents serving on SBM shall reflect the racial and socioeconomic composition of the students enrolled in the school and shall NOT be members of the building-level staff. Parents shall be elected by parents of children enrolled in the schools in an election conducted by the PTO/PTA of the school. If no PTA/PTO exists at the school, the largest organization of parents at the school may be used.
- **Meeting Times** – SBM meetings shall be held at a convenient time for parents to assure substantial parent participation. Meetings should be held on a regular basis at times agreed upon by the SBM team. Teams should meet at a minimum of once every two months. Meeting dates, times, and locations should be advertised in the school newspaper, parent organization newsletter, on the school website, or by other means to allow all parents access to the meeting. Meeting dates, times, and locations for the year should be reported to Barbara Medina in the School Performance Office after the first meeting of the school year.
- **Minutes** – The secretary of the SBM Team shall record minutes of each meeting. The minutes are to be filed in the School Performance Office. They may be emailed directly to Barbara Medina at barbara.medina@ucps.k12.nc.us. Minutes should be on file in Central Services within one week of the team meeting.
- **Open Access** – Any person who agrees to serve on a SBM team should be advised that his/her email address or phone number must be published (see Meeting Times) and available to all parents as a point of contact for other parents. Staff members or parents may request to speak at SBM meetings concerning issues that are under the control of the individual SBM teams. This does NOT include Union County Board of Education Policy or Administrative Guidelines enacted by the Superintendent or Superintendent's staff.