

NORTHEAST REGION DECISION-MAKING MATRICES

Bryant Elementary Decision Making Matrix

All Seattle Public Schools are required to create a building decision-making matrix. It is difficult to represent every possible scenario. In the event of a crisis or emergency, the Incident Command Structure will be used. The following is intended to provide "process guidelines" rather than a strict codified model. It reflects practice in a collaborative model involving teachers, staff, BLT, and principal. Per CBA, decisions are subject to 2/3 staff vote

Key: Progression of Decision Making

I=Input to Decision

F=Facilitate

R=Recommend

A=Approve¹

C=Communicate Decision

Type of Decision	Principal	BLT	Staff	Committees ²	PTSA	BEForums	SPS ³
On-going business affecting staff (e.g. schedules, procedures, student assignment)	F/R/A2/C	F/R/C	F/R/A1	F/R/C	I		✓
Academic Achievement	R/A3/C	A2/R/C	R/A1/C	R	C	C	✓
PTSA Budget	I	I	I	I	A/C	C	✓
Professional Development	R/A2/C	I/R/A ⁴ /C	R/A1/C	I/F/R/C			✓
School Safety	R/A/C	R/C	R/A/C	R/A/C	I/C	C	✓
Personnel Evaluations	R/A/C		I				✓
Community Involvement (assemblies, events, special projects, fundraising)	R/A/C		R/A/C	R/A/C	R/A/C	C	✓
Discipline Policy	I/F/R/A/ C		I/R/A	I/R/C			✓
Student Concerns (retention, assessment, referral)	I/F/R/A/ C		I/F/R/A/ C	I/F/R/A/C			✓

¹ Numbers indicate the order in which stake holders give approval

²Including but not limited to: Arts, Assembly, Hiring, Professional Development, Safety, SIT/MDT, Social & Technology.

(Professional Development and Social do not include parent participation)

³ SPS column has only checks because this matrix is often used to adapt district decisions, procedures and mandates in a manner appropriate to the Bryant Elementary School teachers, staff, principal and community.

⁴ BLT approves professional development calendar only in the event staff cannot reach a 2/3 majority.

Bryant BLT Bylaws

The Bryant Building Leadership Team/Program Leadership Team consists of:

- The principal
- Five (5) elected SEA-represented staff. One of the five (5) elected seats will be designated for and voted upon by classified SEA-represented staff.
- PTSA leadership
- Community representatives

The Building Leadership Team/Program Leadership Team reflects the racial and ethnic composition of our staff and school community.

The Building Leadership Team/Program Leadership Team has been selected by a process that is supported by the SEA-represented staff at the school.

Cascade Parent Partnership Program 2015-16 LEGEND: D=Decision I=Input										
	District	Principal	All Staff	Impacted Staff	BLT	MTSS	Interview Team	Committee	Student	Parents
<u>Budget</u> BLT-review budget, Develop scenarios to present to staff for input.	I	I	D	I	I					
<u>Calendar of School Events</u> • Field trips, assemblies, school sponsored events (ex. open house, curriculum night, etc...)		I	I	D				I	I	I
<u>Community Partners</u> • Starbucks, Aegis, local businesses		D	I		I					
<u>Curriculum Non-Mandated</u> • Ex. Second Step, Engage NY, Reflex Math, Positive Discipline	I	I	D		I					
<u>Daily Schedule</u> • School Start/end times, duty, PCP, Lunch, Academic Blocks, ELL/Reading, Coordinating with support staff/itinerant staff, cafeteria use/cleaning		D	I	I						
<u>Discipline Policy</u> • MTSS team	I	I	D	I	I	I				
<u>Field Trips</u> • Field trip approval packet, funding approval, chaperones/volunteer checks		D	I	I	I				I	
<u>Grants</u> • Donor's Choose, Alliance for Education, district grants, etc.		I		D				I		I
<u>Hiring</u> • Interview committee, screen, develop interview questions, interview, make recommendations							D			
<u>Community Events</u> • Middle school socials, dances, Welcome Back Breakfast, Performance Showcase, Student work celebrations		I		I				D	I	I
<u>School Climate</u> • Review school climate survey data, Parent Feedback Box	I	I	I		D				I	I
<u>School Visitation, March</u> • Dates, tour group leaders, informational brochures, advertisements/PR..	I	D						I		
<u>Safety</u> • Building Safety Plan, Monitor drills.	I	D	I		I			I		I
<u>Staff Development</u> • Selecting topics for professional development topics, needs assessment of staff, budget for staff professional development funding	I	I	I	I	D					
<u>Staffing -Grade Level Assignments</u> • Staff can make requests/rank order preferred assignments for administration to consider.		D		I						
<u>Assemblies</u> • Times, outside performers, prep of cafeteria, seating arrangements		D		I				I	I	I
<u>Vision and Goals</u> • Whole staff exercise & develop			I		D			I	I	I
<u>CSIP</u> • Continuous School Improvement Plan; Distribute to & review with staff each year			I		D			I		I

CASCADE PARENT PARTNERSHIP PROGRAM BUILDING LEADERSHIP TEAM BY-LAWS

Mission Statement

The Building Leadership Team (BLT) of the Seattle School District Cascade Parent Partnership Program (Cascade) is a representative group of parents, staff and community members working in partnership to embrace students' individual learning journeys.

Purpose

The purpose of the Cascade BLT shall be to:

1. Act as a catalyst for continued growth and change by fostering a positive learning climate to encourage the academic, social and emotional growth of all participants. This will be accomplished through a policy of shared participation of staff, family and community members.
2. Review, discuss, recommend and evaluate annually a Continuous School Improvement Plan (CSIP) for Cascade and its mid-year progress toward the stated goals.
3. Provide input in the selection of materials, budgetary planning, programming, staffing, school safety, and other matters appropriate to Cascade educational endeavors.
4. Act responsibly in every action, upholding the right of all people, holding all meetings as required by the Open Meeting law, RCW 42.30, and by conforming to the Seattle School Board Policy and all contracts in force with the Seattle School District.

Membership

In the spirit of mutual cooperation and respect for all members of the Cascade community, we the Cascade BLT, will welcome and encourage participation of staff personnel, families, and community members who reflect the diversity of the families who choose to educate their own children, including, but not limited to, a cross section of ages, ethnic backgrounds, special needs and educational philosophies.

The Cascade BLT shall be comprised of a least seven (7) and no more than eleven (11) members, which could include the following constituencies:

1. Representation of staff and faculty – at least two (2), one certificated and one classified, and no more than four (4),
2. Representation from families– at least (3) and no more than five (5),
3. Representation from community – one (1) member and
4. The Principal – one (1) member.

Selections

Each constituency above shall be entitled to use a lottery process to select its representative. An additional member may be appointed by the Cascade BLT, as needed.

The following process will be used to recruit, screen and select BLT members:

1. Notice to all families is provided with two weeks notice prior to selections
2. Each interested person considering a BLT appointment must complete a Statement of Interest Form
3. The principal will meet individually with each candidate, answering candidate questions and providing an overview of the BLT's purpose and work
4. A public lottery will be conducted to select BLT members, if necessary

Term of Membership

The members of the Cascade BLT shall hold office for a one (1) year term with the possibility of being re-selected, from Oct.1 through Sept. 30.

Members who miss three (3) consecutive meetings or more than four (4) meetings in the school year, may be contacted by the facilitator to determine their intent or ability for continued participation, which may result in the termination of the member, by BLT vote.

Committees

Committees shall be established by the Cascade BLT to accomplish a specific task. Committee participation shall be open to any member of Cascade. All potential members must complete the SPS Volunteer Screening paperwork. Communication from each committee to the Cascade BLT must be in the form of a written report with recommendations for actions.

Decision Making

The Cascade BLT representatives are expected to represent the ideas, concerns, and problems of the students, parents, teachers, community, and administration of Cascade Parent Partnership Program. The representatives are expected to state their views on topics under discussion and to reach decisions by a majority vote.

Meetings

Meetings shall be held at least once a month during the regular school year on a day, time and place to be determined by the Cascade BLT. Meetings during the summer months will be held as needed and determined by the Cascade BLT facilitator. Notice of such meetings shall be communicated to all BLT members at least one week prior to the called meeting. The regular schedule of meetings shall be in compliance with the Open Meetings Act, RCW42.30. A schedule of meetings shall be printed and posted on the BLT bulletin board and Cascade webpage. Emergency meetings may be called with twenty-four (24) hours notice, posted on the office door, and communicated to all elected BLT members.

Quorum

Fifty-five percent (55%) of the membership or four (4) BLT members, whichever number is greater, shall constitute a quorum. In order to conduct any business resulting in a proposal that requires a majority vote, a quorum must be present.

Cascade Parent Partnership Program Building Leadership Team By-laws
Original – 10/1999

Revised 09/29/15

Facilitation and Procedures

Meetings shall be facilitated by either the Principal, a member designated by him or her, or by a member elected by the BLT, if this is desired by a majority of the BLT.

An agenda shall be prepared by the facilitator. A place shall be reserved on every agenda to allow any member of the Cascade BLT or Cascade community to address the BLT.

Record Keeping

A member of the Cascade BLT will serve as the Recorder providing a copy of the minutes to each member for approval or corrections at the next meeting of the Cascade BLT. A copy of the minutes will be maintained in a notebook stored in a safe place in the Cascade office. It will be open to review by everyone in the Cascade community.

Amendments

Proposed amendments to these bylaws may be presented to the Cascade BLT in writing as a regularly scheduled meeting. Adoption of an amendment requires quorum approval. The proposed amendment will be posted for general review and comment at least two (2) weeks prior to the meeting at which the vote will be taken.

Compliance

The Cascade BLT will recognize and observe all laws, regulations, district policies, collective bargaining agreements and other agreements.

Eckstein Middle School Decision Making Matrix

INDIVIDUAL STAFF MEMBER	ASB	AFTER- SCHOOL PROGRAM	PLCs	FACULTY/ STAFF	ADMIN WITH INPUT	ADMIN	BLT	PTSA COMMUNITY	UNIONS
Implementation of district and building procedures and policies.	Extra-curricular activities/ events	Supervision Permissions	Collaboration (disseminate info., share ideas)	Approves revisions to Decision Making Matrix and BLT bylaws	(Each issue will designate whose input is needed) S =Staff K=Students P=Parents C=Community D=District Hiring (S)	Provides Instructional leadership	Participates in building budget process	Brings proposals to staff for action	Contract Issues
Establish classroom management plan	Internal fundraising	Trans- portation	Align grading practices			Emergency (incident response)	Participates in analysis of school C-SIP	Fund raising	Yearly calendar
Implement Building grading policy	Student store operation	Scheduling	Draft, implement and evaluate PLC goals	Sit on hiring committees	Master Schedule (S, D)	Safety (incident response)	Acts on recommendations from all committees & staff	Community outreach (FSWS input)	Conduct votes
Determine individual grades		Evidence of student impact	Inventory of instructional resources	Establishes procedures and policies	Consider new schedule structures	Facilities support and maintenance (staff help to execute improvements)	Gives input on building vision and goal setting	Grant support (FSWS input)	
Participation in staff development			Instructional materials	Approves vision, goals, C-SIP and budget	Curriculum Offerings/Building usage (S,K,P,C)	Operations	Plans and implements professional development		
Takes instructional issues to Dept. Head			Design action plans and Action plan evaluation		Establishes building policy regarding late work and retakes	Confidential matters	Evaluates student academic performance through C-SIP data		
Votes			Curriculum integration aligned with district standards		MDT /SIT (S,D) Establish student behavior expectations and building policies for enforcement	Fiscal responsibility	Decision Making Matrix		
					Emergency/safety/ security policies (All)	Cert. /Class. Evaluations			
					Staffing (S, D)	Handles legal issues			
					Articulates vision and goal setting	School publicity			
						Implement district discipline policies			

Voted on by staff and approved on 12/9/2015

Feedback, Review, and Appeal Process

	INDIVIDUAL STAFF MEMBER	ASB	AFTER- SCHOOL PROGRAM	PLCs	FACULTY/ STAFF	ADMIN WITH INPUT	ADMIN	BLT	PTSA COMMUNITY	UNIONS
Feedback/ Review decision method		Student council (simple majority)	BLT/ Principal	Consensus	Clear majority (60% of those voting unless agreed prior to vote)	Administration with input	Administration	Consensus, then BLT recommends issue to staff for the next course of action, which may be a vote.	Consensus or simple majority	Per bargaining agreement
Appeals and Questions made to		Principal	Principal	Principal	Depending on type of appeal: BLT Union Dept. Chairs Admin.	Administration Union Rep SEA Contract	Administration Union Rep SEA Contract	BLT – to get appeal on agenda	Principal PTSA President	Per bargaining agreement

ECKSTEIN MIDDLE SCHOOL BUILDING LEADERSHIP TEAM BYLAWS

Mission Statement:

The Eckstein Middle School Building Leadership Team (BLT) serves as the hub of Eckstein's collaborative decision-making process.

Objectives:

The objectives of the BLT are:

- Increased participation and communication levels in the site-based decision making at Eckstein Middle School.
- Facilitation of decision making by the various constituent groups that make up Eckstein Middle School.
- Guide and support the various standing and sitting committees that serve Eckstein Middle School.
- Oversee and facilitate in the development, support, and assessment of Eckstein Middle School's Continuous School Improvement Plan (C-SIP).
- Oversee and facilitate in development of a school-wide professional development plan to support the Continuous School Improvement Plan (C-SIP).
- Oversee and facilitate in the development of the annual school budget and other budget related issues.

Membership and Structure:

The Eckstein Middle School BLT is a representative body consisting of the building principal, eight (8) staff members, and one (1) parent member.

Staff representation shall be drawn from the following Eckstein constituencies:

Sixth Grade House – 2 Members
Seventh Grade House – 2 Members
Eighth Grade House – 2 Members
Special Needs Programs – 1 Member
Classified Staff – 1 Member

Parent representation shall be drawn from the following parent bodies:

PTSA – 1 Member

Nomination and Election* Process:

Staff representation shall be formed through an agreed upon elective process as provided below. Any SEA represented staff member may be nominated, or may self-nominate himself or herself, for a vacant BLT position. Nominations are made towards a specific position, and if the nominated person is elected he/she will serve as a representative and liaison to the constituency of that position. If no nomination is received or accepted for a specific position, that position is then classified "at large" for the duration of the election

and the period in which the elected representative serves. Parent representation will be determined by the represented organization.

The election process for new BLT members will begin on the third Monday in April with elections taking place during the first staff meeting in May. During April, written nominations will be accepted by any BLT member written or verbally. Additionally, verbal nominations may be made during the scheduled staff meeting in April.

To facilitate the election process, two representatives will jointly visit nominated parties to check on their willingness to continue as a nominated candidate. The names of nominated candidates who choose to continue will be sent out via e-mail at least 2 school days prior to the election.

Elections will be held during the first staff meeting in May. Elections will be voted on through a silent, written ballot format. SEA represented staff will sign in at the May staff meeting, where they will receive a registered ballot. All ballots must be cast during the staff meeting; no proxy voting accepted. At the conclusion of the vote, the Principal or the BLT Chair, and an SEA representative will tally the votes. Majority vote count will determine the winner in each category as nominated. In the event of a tie between two or more candidates, a special BLT election will be called for the following Wednesday, following the same ballot process as listed above. If a tie continues, a coin flip on the last Wednesday in May will determine the winner.

Terms of Service:

Elected staff members will serve a two (2) year term**, running from May 1 of the year they are elected through June 1 in the year their term expires. The overlapping month will be used to transition newly elected members into the BLT process. BLT members must wait at least one full BLT cycle before running for BLT office again.

The BLT will temporarily fulfill the duties of a BLT position in an unexpected vacancy until the position is filled using the above stated nomination and voting process. This "emergency" election process shall be completed within one working month of the vacancy occurring.

The BLT will consider any member who fails to attend three consecutive meetings, or 50% of the BLT meetings in a two-month period to have resigned except in cases of illness, leave of absence, or duties necessary to the fulfillment of teaching responsibilities.

Parent Representative:

BLT parent representatives must be active members of the Eckstein PTSA, with a current student attending Eckstein. Parent representatives will serve on a year-to-year basis, with the new officers being selected at the same time as their normal organization elections

occur. Parent representatives may serve up to three (3) years if their organization so desires.

BLT Responsibilities:

Prior to the first BLT meeting in June, BLT members, excepting the Principal and Parent Representative, will select one (1) member to be the chairperson of the BLT for the following year. In addition to serving on the BLT, the chairperson will coordinate the agenda with the principal, facilitate the weekly BLT meetings, and serve as the BLT spokesperson during the regularly scheduled building staff meetings.

In addition to the chairperson, one (1) BLT member will be asked to prepare notes from the weekly meetings. Meeting notes will be prepared, checked by the chairperson, and published by Friday afternoon of the week the meeting occurred. If the elected BLT members choose to, an outside agent may be sought to take and publish the weekly notes. Funding of said position will be the responsibility of the BLT.

The BLT will meet on Thursdays, from 2:30 until approximately 4:00 pm, during the course of the academic school year. On rare occasions, they may be asked to meet outside the academic school year, to discuss professional development plans, staffing questions, budget questions, or other issues that develop over the summer and need their leadership expertise and input. BLT meetings will be held in a consistent location, and that location will be publicized clearly via email and in the school bulletin. All scheduled meetings are considered open (to observe proceedings). To be considered an official meeting, a quorum of 6 of the BLT members must be present.

BLT Agenda Process:

BLT meeting agendas will be developed based on agenda items submitted to a BLT member, the building principal or the parent representative by 12 pm, on the Tuesday preceding a scheduled BLT meeting. Items submitted to a BLT officer become linked to that officer, who in turn has the responsibility of presenting them at the BLT meeting, and reporting directly to the person submitting them, the findings of the BLT. The BLT chairperson and the principal, prior to 8 AM on the Wednesday preceding the BLT meeting on Thursday, will prepare the weekly BLT agenda. The agenda will be sent via email no later than the end of the school day on Wednesday. Emergency agenda items will be accepted on a case-by-case basis. As one of the corner stones of a functioning BLT is trust, anonymous agenda items will not be accepted.

Items presented to the BLT will be brought to the next scheduled BLT meeting. The BLT representative who received the agenda item will present all known information related to the item. The BLT will discuss the item to determine what action would be best suited for the item, and what body would best be suited to complete that action. In some cases, such as the building budget, master schedule, academic plan, etc., an item may move between bodies multiple times before a final action can be taken. The BLT minutes will reflect this process, including discussions and recommendations.

Staff Meetings:

As needed, the BLT will submit agenda items for the monthly staff meetings. This will include items for full staff discussion as well as items that require a staff vote.

At house meetings, BLT business will be a standing agenda item so that BLT representatives can report information as well as gather feedback.

Shared Decision Making:

Key to successful, productive, and timely decision making is the trust built between BLT and the community it serves. The BLT, through consistent, timely, and documented meetings will work to build and maintain the trust of the Eckstein community it represents, and to provide as transparent a process as possible for the making of decisions. The role of the Eckstein community is to be vigilant in reading minutes, active in raising questions, and willing, when necessary, to provide data and voice to support ideas. Additionally, it is expected that constituents will actively participate in decisions presented by BLT, and that by not participating, are making the statement that they agree with and will support decisions that are reached.

Decisions by consensus are the preferred mode of decision making for the Eckstein BLT. Consensus, meaning a general agreement to the issue presented and a willingness to consent to the decision, can be obtained when stakeholders are knowledgeable and participatory in the process leading up to the decision. Consensus also means being open to hearing the minority opinion, and willingness to work towards compromise when necessary.

If consensus on an issue is unattainable and a vote is necessary, the BLT officers will coordinate such action using an agreed upon method (voice, show of hands, silent, etc.) On decisions involving policy and procedural issues, a 60% approval by the SEA represented staff at the meeting will be considered majority consent. On items related to budget and staffing, a simple majority of the SEA represented staff at the meeting will be considered majority consent.

Funding for the BLT:

The BLT will use the designated Site-Based Management funds as listed in the current CBA. Division of the funds will be the duty of the BLT, with the understanding that the Principal and the Parent Representative are not eligible for SEA compensation. Additional compensation, through the use of building stipends or other funding sources, may be negotiated between the BLT, the Budget Committee, and the Staff, so long as it does not violate the CBA in place at the time, unless a waiver of said agreement has been sought and obtained.

Amendments:

These bylaws may be amended, repealed, or altered in whole or in part by a two-thirds (2/3) affirmative vote of members present at a duly-called staff meeting. For voting to take place, a quorum consisting of two-thirds (2/3) of the certificated non-supervisory staff shall be present. Certificated non-supervisory staff may vote by proxy when an accepted absence prevents them from attending a scheduled staff meeting. Proxy votes shall be given in a sealed envelope to a current BLT representative, and will be opened in the presence of the building principal or BLT chair, and an SEA building representative.

*During the initial formation of the BLT, the BLT Transformation committee will design a voting timeline. This timeline will be published in the daily bulletin as well as on the Staff Share.

**During the initial formation of the BLT, a random drawing will be made to determine length of term for each elected position, with 50% of the BLT serving a full term, and 50% serving only for the initial year and a half. This will provide a stagger to the BLT, which should prevent starting the BLT from scratch every two years.

***During the initial formation of the BLT, the selection of a chairperson will take place by the end of the second BLT meeting. The building principal will facilitate the initial meetings until a chairperson is selected. That chairperson will serve through the end of the 2004-2005 term.

Ratified October 2, 2014

Decision Making and Committee Model for Green Lake Elementary

Purpose:

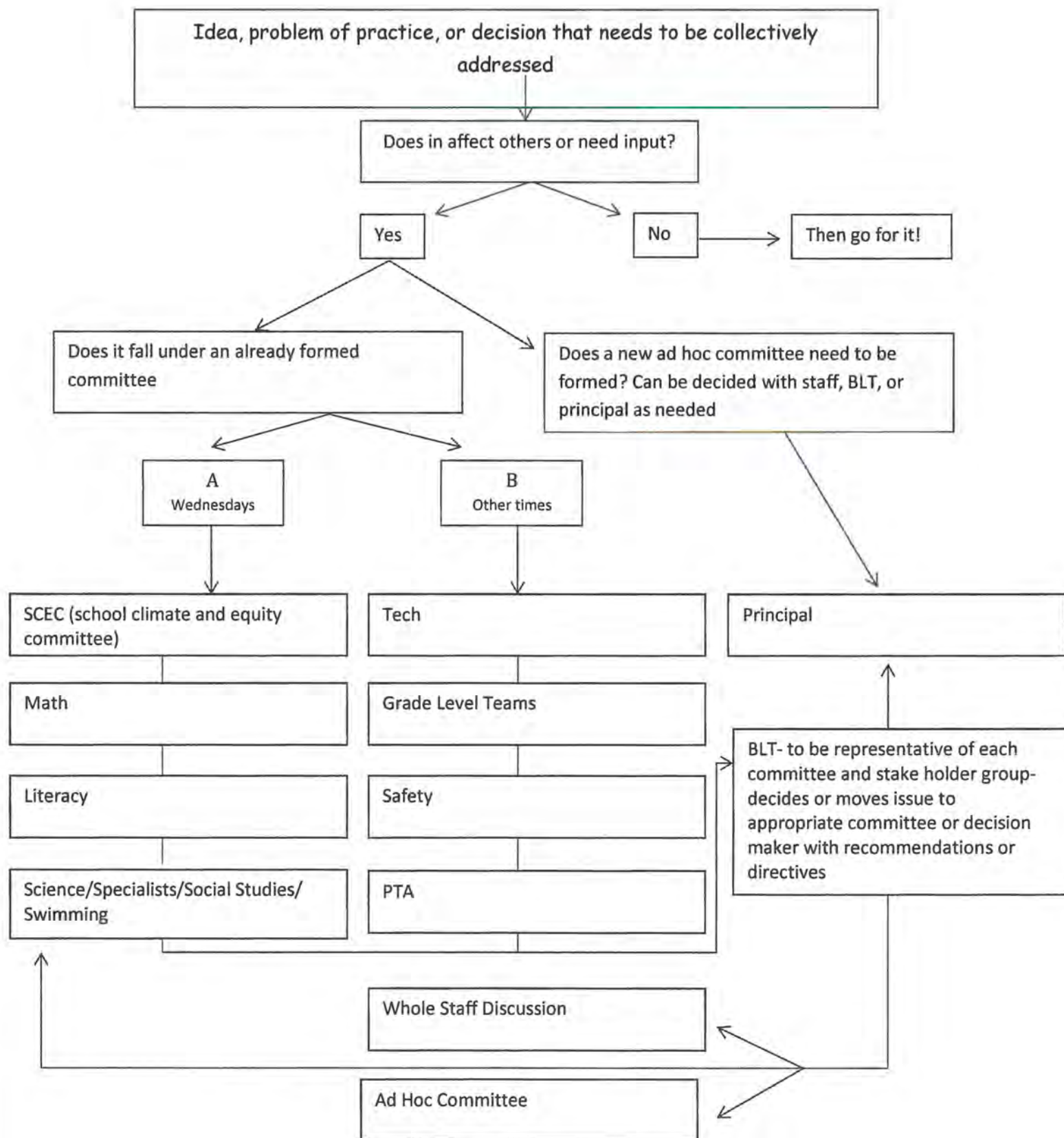
In looking at our decision making model including how we plan and collaborate; some ideas came forward that indicated a need to adjust the flow of decisions and a process for setting agenda items in motion.

After discussions with our principal, staff, and BLT, we have developed the reorganization of committee work to serve as a conduit for streamlining and focusing the collective work of our building. The structure of this is intentionally designed to give time for planning and reflection to help facilitate focused use of time and relevant ongoing agenda work as well as create feedback loops for constant revision and refinement.

Reasoning:

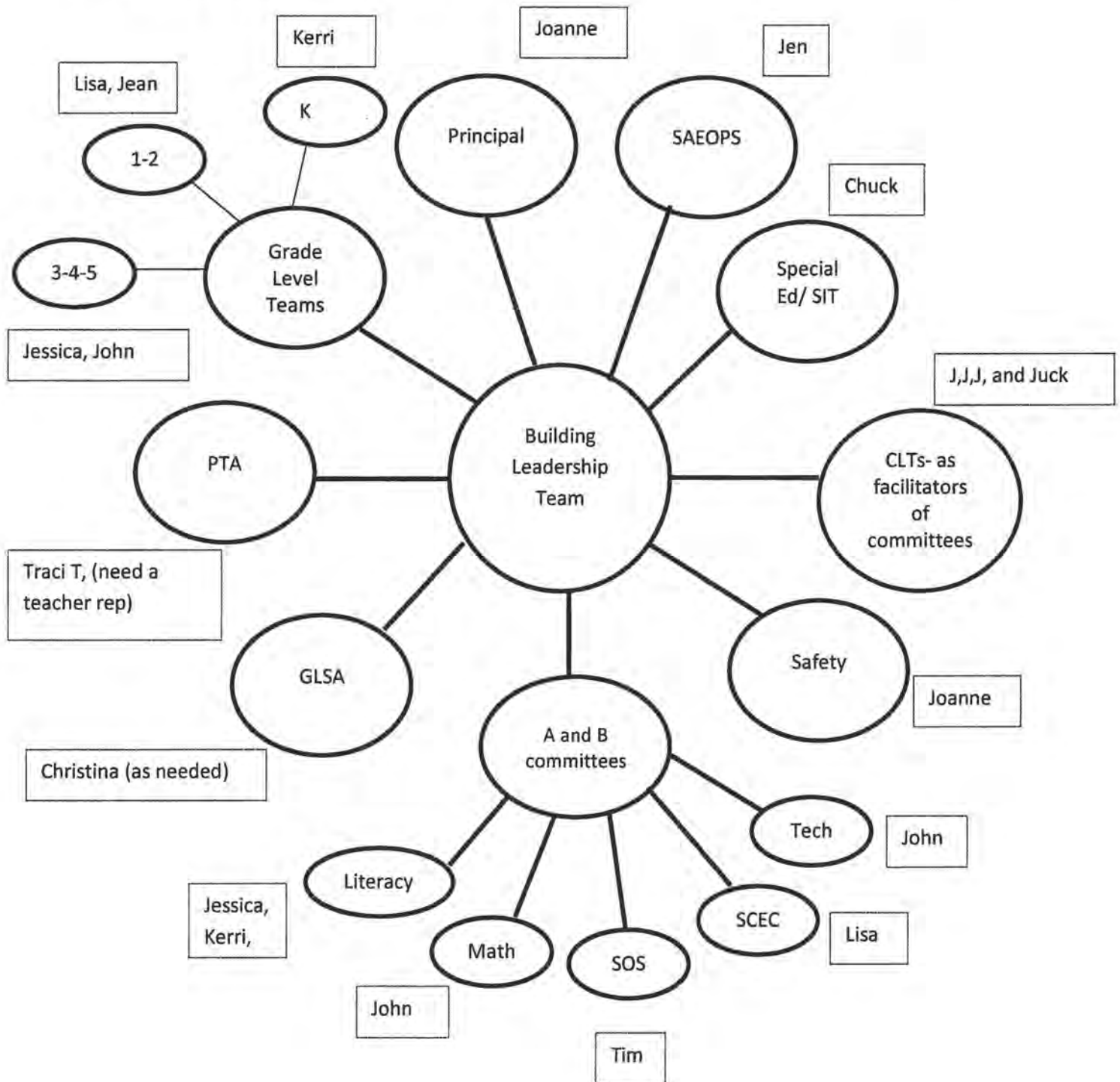
- Assist the principal in gathering input for decision making
- Provide more inclusion and representation around collective decisions
- Provide more communication to serve efficiency and transparency
- Provide for feedback and adjustments that creates flexibility
- To keep initiatives in progress so they don't die
- Use our mandated time (some Wednesdays) for working together
 - PLC time is supposed to be CSIP related but self-directed and collaborative, and time is supposed to be provided on non-staff meeting days for this.
- Add curriculum to the mix to help drive PD and efficient use of time and resources
 - Our PTA has many line items that require teacher leadership and initiative to take full advantage of including PD, curriculum assemblies, mini grants, curriculum fairs, technology and curriculum purchases, swimming etc.
- Make CLTs are a part of the leadership process and not separate or additional. CLTs receive a stipend and should be a part of BLT and facilitation of the collective agenda
- To integrate our work as a part of the whole community
- Committees are not designed to learn so much as they are charged with planning, doing, and dreaming to coordinate our collective mission. Self-directed PLCs would be optional and meet outside of the allocated Wednesdays.
- The CSIP could be created as our charter for the year using the committees to draft them
- Special Ed needs representation within the other committees so we did not make them an A level committee

Decision Making and Committee Model for Green Lake Elementary



Decision Making and Committee Model for Green Lake Elementary

Wednesday level A committees are meant to be all inclusive, and to use our time together to go beyond urgent and plan for the important. Committees will have a facilitator who will also be a member of the BLT (with a stipend for non CLT BLT members ;). SIT teams are their own entity, but the Special Ed Department is represented on all the other committees and BLT. BLT members can represent multiple constituencies but all groups need representation (for example a BLT member may be on a grade level team and an A level committee). BLT would meet outside the regular Wednesday meeting times.



Decision Making and Committee Model for Green Lake Elementary

Green Lake BLT 2016		
Lisa	SCEC, 1/2	
Kerri	Literacy, K	
Jessica	Literacy, CLT, Int	
Chuck	Math/Literacy/ SIT-MTSS, CLT	
Jen Allen	Specialists, Other, Science SOS, SAEOPS	
Tim	Specialists, Other, Science SOS	
Jean	Specialists, Other, Science SOS, CLT, 1/2	
John	Math, CLT, Int., Tech	
Joanne	Principal, Safety	
Christine	GLES	
Tracy T	PTSA	

Decision Making and Committee Model for Green Lake Elementary

Committees as of 9-1-16	
Name	'A' level
Aubri	Literacy
KC	Literacy
Lisa	Literacy
Kerri Johnson	Literacy
Jessica	Literacy
Jean	Literacy
Anne Jackson	Math
Kate	Math
Abbie	Math
John	Math
Steve	Math
Chuck	Math/Literacy
Traci	Math
Laura Hammer	SCEC
Vondell Johnson	SCEC
Monica Schneider	SCEC
Joe	SCEC

Dee	SCEC
Arlene	SCEC
Juli	SCEC
Joanne	SCEC or float
Celeste Macpherson	SOS
Rebekah Beresford	SOS
Joy	SOS
Jen Allen	SOS
Tim	SOS
Jean K	SOS
Lori	SOS
Kelly	SOS

By Laws of the Building Leadership Team

Hazel Wolf K-8

Article 1 Role of Leadership Team

1.1 Purpose

The Hazel Wolf K-8 Building Leadership Team (BLT) is a school based structure to promote and facilitate school-based decision-making, which effects academic achievement. This decision-making is characterized by a high level of staff participation and consensus building in key decision making such as:

- 1) Development and overseeing the facilitation of the C-SIP Plan,
- 2) Develop of a school-wide professional development plan to support our E-STEM program,
- 3) Support the work of PLCs
- 4) Development of the school budget

The Hazel Wolf K-8 Building Leadership Team will serve as an advisory group to the principal and the PTSA in matters identifying academic programs and funding priorities. The purpose of the team is to lead efforts in accomplishment of goals identified in the C-SIP.

1.2 Goals

The goals of the Leadership Team at Hazel Wolf K-8 will be to assist the principal in Leadership efforts to:

- 1) Achieve goals in the C-SIP plan
- 2) Create a focused, supportive school wide team whose goals are aligned, shared and monitored for achievement
- 3) Represent, listen, and respond to the needs of staff members
- 4) Support the principal through clear and honest feedback
- 5) Lead the staff by modeling effective team work, positive attitude, articulate communication, and the principles of professional learning communities

1.3 Approval of By Laws

Prior to adoption, the staff and principal of Hazel Wolf K-8 will approve by a consensus vote.

1.4 Amendment of By Laws

By laws may be amended by a consensus vote of the BLT and then by a staff majority vote.

1.5 Meetings

Bi-monthly to monthly meetings shall be open to all current certificated and classified staff members, unless the principal calls for a closed meeting to discuss emergency confidential issues.

Before or after school meetings will be conducted with compensation for each hour. Half day work retreats may be held as needed with compensation available for substitutes and lesson planning. Additional meetings can be called as needed by the principal or at the request of leadership team members.

The Leadership Team shall recognize and observe existing policies and procedures, collective bargaining and other agreements and projects of the Seattle School District and applicable laws.

Article II Decision Making

2.1 Process

Decisions of the Building Leadership Team will be made by consensus wherever possible and be consistent with an agreed upon decision making matrix.

Consensus is defined as "general agreement to support the decision, meaning everyone can live with it".

Decision making for the annual budget, C-SIP and professional development will be as follows:

- 1) Principal and Building Leadership Team develop initial proposal/s for staff to review and offer feedback,
- 2) Building Leadership Team makes modifications and/or revisions based on staff feedback,
- 3) Staff votes on proposal with a majority vote for approval
- 4) Building Leadership Team then supports final plan with a consensus vote and principal approval

The decision making for other building activities will be clearly stated at the beginning of each decision process.

Article III Membership

3.1 Number of Leadership Team Members

Leadership team members volunteer and are elected by staff.

3.2 Qualifications

Principal

Assistant Principal(s)

Elected certificated and classified SEA represented staff

One representative from each grade level K-5

One representative from each MS content area, LA/SS, Science, and Math Librarian

- 1 SpEd representative
- 1 Parent representative
- 1 Specialist representative
- 1 SAEOP or parapro representative

3.3 Terms of Office

Two years rotating

3.4 Compensation

Compensation will be available from the budgeted BLT stipend and the BLT will determine how it wishes to be compensated for the time spent meeting outside of the contractual day.

Hazel Wolf K-8 Decision Making Matrix

	Principal	All Staff	BLT	Bldg Committees
Budget	A	C 2/3	R	
Hiring	A/SD			SD Hiring team
C-SIP/Vision	A	C 2/3	R	R
Program Initiatives	A	C 2/3	R	
School Wide Staff Development	A/SD	R/SD	D	R
Classroom Configuration	D	R	R	
MTSS (at risk students)	A/D	SD		
Yearly calendar	A	SD	D	
School wide policies	A	R	R	D

A = Approval (approve or recommendation revisions)

D = Decision (Decides plan of action, establishes policy, and may need to present to other groups for approval)

SD = Shared Decision (More than one group participates in the decision-making process)

R = Recommended input (Valued input, suggestions, or proposals may come from this group)

C = Consensus Desired (min 2/3 vote required)

Approved 9/16/13

Jane Addams Middle School
Decision Making Matrix

Area	WHO IS INVOLVED IN THE DECISION MAKING?	WHO MAKES THE FINAL DECISION?
Development of the School Improvement Plan	IC (facilitators of the development process, MTSS. Principal, staff via departments, parents via BLT)	BLT (IC recommendation)
Professional Development Plan	IC, Career Ladder team staff via departments*	BLT (IC /CLT recommendation)*
School Budget	District, Principal, IC, BLT, Budget Committee, Staff	Staff via vote on Budget Committee Proposal.
Levy Budget	MTSS Team/District/City of Seattle	City of Seattle office of Education
LAP budget/Plans	MTSS Team/District/State	MTSS Team
Safety	Safety Committee	Administrative Team, District
Behavior Support Policies	Staff via IC and BLT, Administrative Team, ASB	BLT, Principal, District, PBS team *
Waiver, LID, TRI Days	IC/CLT* via Proposals	BLT
Assemblies/Dances	ASB/BLT/IC	Administrative Team
Fundraising	PTSA, BLT	Administrative Team
Field Trips	Principal, IC	Administrative Team
Staff Hiring	Staff/students/parents via hiring teams	Hiring team selects 3 candidates. Administrative team makes final decision
Master Schedule	Staff via IC, registrar, district, state, administrative team, MTSS	Administrative Team
Budget Allocations	Department Chairs via IC, Administrative Team	Principal
Room Assignments	Administrative Team	Administrative Team
Common Instructional Strategies	Instructional Council, District, Administrative Team	IC/CLT*
Course Offerings	IC/BLT/District/Administrative Team	IC/Administrative Team
Bell Schedule	ASB/BLT/IC	BLT, District

*BLT adjustment, tentative

JAMS Building Leadership Team Bylaws

Mission

The mission of the Jane Addams Building Leadership Team is to support the school's mission, which is to be "a collaborative, community-centered team, actively engaging students, families, and staff in a middle school experience dedicated to academic, social, and emotional growth for all." This mission will drive and dictate all of the BLT's decisions.

In accordance with the Decision Making Matrix, the BLT will approve the school improvement plan and professional development program (given a recommendation from the Instructional Council), determine the bell schedule, and facilitate the budget committee's development of the school budget. In its decisions about behavior support policies, the BLT will take responsibility for the school's health as a community, working to establish and maintain a positive, growth-centered school culture.

The BLT will also review the Decision Making Matrix each year, in conjunction with the administration and the Instructional Council, and will bring any proposed changes to the staff for a vote.

Membership

The BLT will be composed of the following members:

- One administrator, determined by the principal.
- Up to 7 staff members, nominated and elected via all-staff vote.
- *In order to ensure representation of diverse student constituencies and needs, the staff must elect, at minimum:*
 - One SEA-represented classified staff member (According to contract, at least 1/7 of the BLT's members must be classified staff.)
 - One teacher from language arts and/or social studies
 - One teacher from math or science
 - One special education teacher or ESA (counselor, school psychologist, speech language pathologist, occupational therapist, physical therapist.)
 - One educator whose role includes 'targeted interventions/supports' that address achievement gaps (includes: ELL teachers, teachers of reading- or math-support classes, IAs, counselors, teachers of Life Skills or Study Skills classes)
 - One teacher of a HCC class (including math classes composed mostly of cohort students)
 - One certificated specialist (library, art, music, P.E., world languages, computer science)
- One staff member may fulfill several of these requirements.
- Once the minimum staff representation requirements have been met, open seats will be filled by nominated staff who received the highest total number of Yes votes.
- Up to two parents/legal guardians of current students, selected by the PTSA, with efforts to represent multiple programs
 - In the event that the PTSA elects two parents/guardians of students in only one program (e.g. two parents of only HCC students), the BLT will limit membership to one parent/guardian, in order to balance representation of JAMS's multiple programs. The PTSA will be responsible for determining which parent/guardian will serve.
- Up to one current student (and one alternate) from each grade level, selected by the ASB

Terms

- The administrator's term of service will be determined by the principal and does not expire.
- Elected staff will have tenure on the BLT for a period of two academic calendar years, with a staggered schedule for bringing new members onboard.
 - JAMS staff will nominate and elect BLT members during the last eight weeks of the school year, in time for new members to attend the last BLT meeting of the year.
 - Terms begin on the first day of summer break and end on the last day of school.
 - Nominations and elections will be conducted by elected SEA building reps, with support from the current BLT as requested.

- Staff ballots will include the names of all nominated candidates, with an option to vote Yes or No for each. The minimum representation requirements (defined above) should be listed on the ballot.
- Staff who are not currently on BLT may be elected if they receive at least 60% Yes votes.
- Current BLT members may be reelected for successive 2-year terms, but the 60% threshold will increase by 10% for each successive year served (up to 100%).
- Once the minimum staff representation requirements have been met, open seats will be filled by nominated staff who received the highest total number of Yes votes.
- In the event an elected staff member needs to step down during his/her term, the JAMS staff will revert to its normal nomination and voting process in an effort to fulfill the minimum representation requirements (defined above).
- Parent/guardian and student representatives are expected to serve consistently for at least one school year.
 - Parent representatives may serve for up to 2 years, at the PTSA's discretion.
 - The ASB will set the maximum term for student representatives.

Meeting Policies and Procedures

The BLT will have two hour-long scheduled meetings each month during the school year. Additional meetings may be called if necessary.

The BLT will nominate and elect a chair (or up to two co-chairs) at its June meeting for the next school year. The chair/co-chairs are responsible for:

- Calling for agenda input from JAMS community members related to budget, PD, and the school improvement plan.
- Defining and distributing a written agenda by the Friday prior to each meeting.
 - Meeting with the principal to develop and review the agenda before sending it out.
 - Determining which agenda items are most urgent and relevant to the BLT's mission.
 - Deciding whether extra BLT meetings are necessary to accomplish the BLT's mission.
- Starting and ending each meeting.
- Keeping the team's conversation focused on goals defined by the agenda.
- Calling votes to make decisions official.
- Representing the BLT at all-staff meetings (or appointing another BLT member to do this).

In absence of an elected chair/co-chair, the principal will serve as facilitator.

At the very beginning of each meeting, the BLT will approve minutes from the previous month's meeting for public distribution.

Each meeting will begin with a staff forum, during which JAMS community members can request time (by email to the BLT chair) to discuss items related to budget, PD, the school improvement plan, the bell schedule, and behavior support policies. Non-participatory observers may attend at any time.

In order to maximize the BLT's efficacy, conversations during meetings must stay focused on the topic defined in the agenda. If members have concerns, questions, or comments that do not pertain to the current agenda item, they may record these in a "parking lot", which will be transcribed and included in that meeting's minutes for review.

At each meeting, one BLT member will serve as recorder and timekeeper. The chair/co-chairs will decide whether this role is consistent or rotating. This member will support the facilitator(s) by:

- Recording decisions, discussions, and other relevant details from the meeting's proceedings.
- Remaining neutral in what they record, and checking for accuracy of perceptions.
- Helping to keep the team focused on the agenda, giving a sense of direction and completion.
- Periodically reminding team members of time constraints, and identifying when more time is needed for discussion.
- Transcribing "parking lot" concerns, and appending these at the end of the minutes.
- Distributing a written record of the meeting via email within 48 hours of meeting date for review.

Decision Making

Each representative on the BLT is responsible for gathering and sharing input from constituents, in order to represent their views in meetings as well as his/her own.

The BLT may decide to appoint a committee (e.g. budget committee, IC) or an individual (e.g. principal, department chair) to develop a proposal for action, but in order to satisfy the Decision Making Matrix the BLT must approve that proposal via consensus or vote.

The BLT will reach collective decisions by voting. Voting members include the administrator and SEA-represented staff. Each of these team members has one vote.

In all matters the BLT will strive for consensus, through a shared commitment to JAMS's mission and vision and intentional communication of agreement, questions, and concerns. If even one member disagrees or abstains from voting on an item, the team will give them a fair opportunity to explain their position. If a subsequent vote still does not achieve a consensus, the group can overrule objections with a supermajority of at least 70%. Absent members will not count as abstentions.

Decision making will require a quorum: no more than three of the BLT's voting members can be absent from proceedings that come to a consensus or vote. (Or, for a BLT with 10 or more voting members, 70% must be present.)

In situations where a 70% majority vote cannot be achieved, the principal may independently select from among the options voted upon. The principal's rationale for the choice will be recorded and made available in the BLT's records.

Record Keeping

The BLT will retain, on the staff share drive, records of its meetings and actions for a period of six years, after which these records will be kept in Seattle School District Archives. These records will include agendas, minutes, and any other pertinent documentation of the BLT's work.

At the very beginning of each meeting, the BLT will approve minutes from the previous month's meeting for public distribution.

Amendments

Proposed changes to the JAMS BLT bylaws or DMM must be presented in writing to the BLT for discussion. The BLT chair will be responsible for presenting the proposed amendment(s) in a staff meeting for discussion and voting (or designating another BLT member for this). Amendments must be approved by a 50%-or-more majority of present SEA-represented staff.

Efficacy

The BLT shall engage in an annual self-evaluation process that will include a survey of the staff in order to gather feedback and data that the BLT can use to inform its priorities and vision.

Jane Addams Middle School

Building Leadership Team

2016-17

Norms

1. We need assigned action items after each meeting, and for all members to follow up
2. Come with an open mind and be patient
3. Be kind and accepting
4. Presume Positive Intent
5. Clear outcomes to work towards
6. Start on time, end on time
7. Be present, use whole body to listen
8. Follow up on email with nuts and bolts, and minutes
9. One person at a time talking
10. Send information to review ahead of time
11. Chair should move things along quickly and stick to agenda
12. Open Discussion
13. Respect all opinions

John Rogers Decision Making Matrix

All Seattle Public Schools are required to have a decision making matrix in place. Because many decisions are made routinely and continually, it is difficult to represent every possible scenario. For this reason, some types of decisions have been grouped together.

Type of Decision	District	Principal	Staff	Affected Staff	BLT	Grade Level Teams	Grade Bands	SIT	PTA/ Parents/ Surveys	SEA
Budget/Staffing	A	D/DS	SD		R/A					A
Hiring	A	D			Hiring Team – R					
Vision & Goals Transformation	A	D/SD	SD	SD	SD	SD	SD		R	
Academic Achievement	A	D/SD	SD	SD	SD	SD	SD		R	
Curriculum	A/R	SD	SD	SD		SD	SD	R – Student Specific		
Assessment		SD	SD	SD		SD	SD	R – Student Specific		
Retention/ Referrals		SD		SD				SD	(Affected parents – SD/A)	
Professional Development		SD	SD		R					
Daily Schedule		SD	SD	R		SD	SD			
Yearly Calendar		D/SD	SD						R	
School-wide events/ assemblies		D/SD	SD		R				R	

A= Approval – May approve or recommend modifications.

D = Decision – Decides plan of action, establishes policy, and may need to present to other groups for approval.

SD = Shared Decision Making – More than one group participates in the decision-making process. Parties must come to a consensus. During this process the technique of “Fist of Five” is used.

D/SD – Decision/Shared Decision Making – Intent is to reach a shared decision (consensus, majority, fist of five, etc.), but if no decision can be made we defer to the final decision maker (D).

R = Recommended Input – Valued input, suggestions, or proposals may come from this group.

John Rogers Decision Making Matrix

All Seattle Public Schools are required to have a decision making matrix in place. Because many decisions are made routinely and continually, it is difficult to represent every possible scenario. For this reason, some types of decisions have been grouped together.

Type of Decision	District	Principal	Staff	Affected Staff	BLT	Grade Level Teams	Grade Bands	SIT	PTA/ Parents/ Surveys	SEA
Staff Evaluations		D	R – input							
School Safety	R	D/SD/R	SD/R		SD/R				SD/R	
Classroom Location/ Configuration		D/SD	SD	SD	R					
Discipline	R	D/SD	SD	SD	SD			SD		
Technology	D/R/A	D/SD/A	SD	SD		SD	SD		R	
Fund Raisers		D/SD	SD						D/R	
Facilities & Maintenance	D/R	D/R	R	R	R				R	

A= Approval – May approve or recommend modifications.

D = Decision – Decides plan of action, establishes policy, and may need to present to other groups for approval.

SD = Shared Decision Making – More than one group participates in the decision-making process. Parties must come to a consensus. During this process the technique of “Fist of Five” is used.

D/SD – Decision/Shared Decision Making – Intent is to reach a shared decision (consensus, majority, fist of five, etc.), but if no decision can be made we defer to the final decision maker (D).

R = Recommended Input – Valued input, suggestions, or proposals may come from this group.



John Rogers Vision

EVERY student *seen*, engaged, challenged and growing.

John Rogers Mission

Nurturing and fostering an inclusive, positive and collaborative community of high-achieving learners and socially responsible citizens in an ever-changing world.

According to the guidelines for Building Leadership Teams (BLT) adopted by the Seattle School District and pursuant to terms of the Collective Bargaining Agreement between the District and its teachers and staff, the following Bylaws of John Rogers BLT are hereby adopted as of May 12, 2016.

I. PURPOSE

A. Purpose of the Bylaws.

These Bylaws establish a set of rules and procedures approved by the John Rogers community to guide the governance functions of the John Rogers BLT.

B. Purpose of the Building Leadership Team.

The primary functions of the John Rogers BLT are to promote and facilitate the collaborative decision making process which affects academic achievement. All decisions will be made in accordance with the Decision Making Matrix. The John Rogers-BLT serves as one of the governing bodies of John Rogers, with responsibilities for leadership, advocacy, financial stewardship, and strategic planning to assure the highest standards of educational excellence and an inclusive, supportive school community.

II. DUTIES AND RESPONSIBILITIES

The John Rogers-BLT shall participate in the following aspects of school governance:

- To function as a forum for discussion and resolution of issues
- To work toward consensus building in the school community
- To set goals and implement plans for John Rogers that provide for family, staff, community and student involvement in appropriate aspects of school functioning
- To communicate to the John Rogers staff and parents suggestions and/or policy regarding the philosophy and focus of the instructional program at John Rogers, allowing the staff to plan final implementation steps
- To consider suggestions and concerns of the staff and parents in order to aid and advance the goals of John Rogers
- To oversee the facilitation and development of the John Rogers school budget in conjunction with staff. Budget will require both a staff and BLT vote for final approval

-
- To coordinate advocacy for the interest of John Rogers with the District and larger community
 - To work cooperatively with the PTA in furthering the goals and mission statement of John Rogers

In considering matters brought before the John Rogers-BLT, the members shall have as their primary focus the best interests of the John Rogers students. District policies, collective bargaining and other agreements to which John Rogers or the District may be a party will be recognized and observed when formulating plans for John Rogers.

III. MEMBERSHIP

A. Expectations of John Rogers-BLT Members.

Members of the John Rogers-BLT represent and are expected to communicate with their constituency, but they vote in the best interests of the school as a whole. No non-staff member of the John Rogers-BLT shall be compensated for his or her service on John Rogers-BLT. The members of the John Rogers-BLT shall be elected or appointed as set forth in Sections D and F below.

B. John Rogers School Community.

The John Rogers school community shall consist of the building Principal, all certificated and classified staff, all in-building program staff, all parents or legal guardians of the students enrolled at John Rogers, and all of the enrolled students.

C. Membership on the John Rogers-BLT.

The John Rogers-BLT shall consist of at least seven members, each with one vote. Efforts will be made to recruit members who are representative of the entire school population, especially with regard to ethnic and economic diversity. The membership of the John Rogers-BLT will be determined as follows:

1. Staff Members - The John Rogers-BLT shall include at least seven staff members consisting of (a) the John Rogers principal; (b) three certificated staff from the following levels: one K-1 teacher, one 2-3 teacher, one 4-5 teacher; (c) one special education teacher (d) one classified staff member; (e) one specialist.
2. Parent/Guardian Members - The John Rogers-BLT shall include at least one parent member who represents the students at large.
3. General Criteria for Membership - John Rogers-BLT members must be willing to participate in the John Rogers decision-making process and to give the John Rogers-BLT a satisfactory level of priority and commitment. They must be fair and objective and able to subordinate personal interests to the interests and well-being of the students and the school community as a whole. Of the John Rogers-BLT members, every reasonable effort will be made to ensure equitable representation of the demographics of the school population. A person seeking to run for a John

Rogers-BLT voting position will not be discriminated against on the basis of creed, color, national origin, race, gender, age disability, marital status, sexual orientation or economic status.

4. PTA Participation - The John Rogers-BLT will strive to coordinate with the PTA as much as possible to meet the needs of the school and community. BLT meetings are open to all members of the community. One or more representatives of the PTA may participate in meetings of the John Rogers BLT as a non-voting member. These attendees are considered distinct from the elected sitting parent member(s) of the BLT.

D. Election of John Rogers-BLT Members

1. Policy on Parent Representatives on the John Rogers Building Leadership Team

Elected parent representatives to the BLT serve for a term of two years, and have full voting power. If there are two parent members, it is preferred that their terms be staggered (as per staff guidelines – see Section E, below). Parent representatives are asked to commit to fulfilling both years of the term, in order to maintain continuity from one year to the next. Participation may continue beyond two years, but only after an opportunity for other interested parents to also seek election for that position. In order to ensure equal representation of parent involvement, a John Rogers-BLT parent member may not also serve as an elected member of the PTA board.

In Spring, the John Rogers principal will communicate to all families the open position for the following year, and will request that interested parents submit a statement of interest. If more than two parents are interested in the position, an election will be held that allows for all parents/guardians to participate in the election.

2. Staff Selection Process.

Subject to Section F below, and with the exception of the John Rogers Principal, school staff members on the John Rogers-BLT will be selected as required by this subsection.

3. Nominations for open positions in the categories described in section C above will be sought at a staff meeting. Voting for the staff positions will take place at a staff meeting, after all staff members entitled to vote are advised of the candidates. In the event that there is only one candidate for a particular category, no vote by the staff will be required and that candidate will be deemed elected to the open position in that category. If there is more than one candidate for a particular category, the candidate with the greatest number of votes in his or her category will be elected to represent that category on the John Rogers-BLT.

E. John Rogers-BLT Membership Terms.

Members of the John Rogers-BLT will serve for two years, and efforts will be made to stagger terms so that that some positions of each type will be elected each year. The goal is to have approximately one half of its membership remaining in the next year for the sake of stability and continuity. The John Rogers-BLT will conduct an annual review of its membership needs to determine if the number and/or constituencies of members needs to be altered or improved. The

John Rogers-BLT shall conduct the voting processes described above so as to assure that the first John Rogers-BLT meeting of a new school year fills all open John Rogers-BLT board positions.

F. Vacancies on the John Rogers-BLT.

In the event of an unexpected vacancy on the John Rogers-BLT of any position held by a parent/guardian, the John Rogers-BLT by majority vote may appoint an individual to fill the vacant position until the next general election of the John Rogers-BLT members. In the event of a vacancy of a staff position on the John Rogers-BLT, the Principal may appoint a staff member to fill the vacant positions until the next general election of staff John Rogers-BLT members.

G. Attendance and Removal.

John Rogers-BLT members will strive to attend all meetings. A John Rogers-BLT voting member may be removed for cause (including the failure to attend regularly scheduled meetings) at the discretion of the principal after consultation with the John Rogers-BLT.

H. John Rogers BLT Members and Committees.

1. Facilitator - The role of the facilitator will be to engage the BLT in understanding their common objectives and assisting them to plan how to achieve those objectives. Facilitators will rotate once a month and each BLT staff member will facilitate at least one BLT meeting. These duties will include, but not be limited to, the following: gathering agenda items from BLT members, setting the agenda for meetings, call meeting on their month and more often based on need, ensuring that meetings are open to all and publicized, and contacting other committees when necessary to facilitate decision-making. If the facilitator cannot be present for the meeting, she/he is responsible for requesting another John Rogers-BLT member to facilitate the meeting.

2. Committees - The John Rogers-BLT may establish a committee, consisting of members or nonmembers of the John Rogers-BLT, to consider any issue before the John Rogers-BLT that requires consideration and analysis by a smaller, more focused group prior to submission to the John Rogers-BLT as a whole.

IV. MEETINGS.

A. General Provisions.

John Rogers-BLT meetings will be open to all interested persons. John Rogers-BLT members should encourage the larger John Rogers community to provide input to the John Rogers-BLT and to be involved in the business of the John Rogers-BLT.

The John Rogers-BLT will meet at least monthly from August through June on a standard day and time to be decided on the first meeting of the school year. The meeting schedule will also be posted in the weekly bulletin. Meeting reminders will be published in the weekly newsletter preceding each meeting. Emergency meetings will require at least 24 hours advance notice.

B. Meeting Agendas.

Throughout the school year, the John Rogers-BLT monthly facilitator will prepare a tentative agenda for its future meeting. The final agenda for each John Rogers-BLT meeting will be determined in advance of the meeting. In the case of an emergency session, the agenda for the meeting will be announced at the time the meeting is announced. Three days in advance of each regular John Rogers-BLT meeting, the proposed agenda will be (i) delivered to each member of the John Rogers-BLT (ii) delivered to all staff and the BLT parent representative. Any community member can bring business before the John Rogers-BLT through a John Rogers-BLT member, in writing or via email to the facilitator.

C. Record Keeping.

The John Rogers-BLT will rotate the role of minutes-recorder at meetings. After each meeting, the designated recorder will send a draft of the minutes out to all BLT members. The BLT members will provide feedback. The recorder will then make any necessary revisions, and distribute minutes to the staff within one week. The BLT parent rep will distribute to the PTA community.

D. Decision Making.

1. Consensus Decision Making - The John Rogers-BLT will make decisions through a process of open dialogue in which issues are presented, defined, discussed and resolved with the goal of reaching consensus. The principal is responsible for moving the group towards, and listening for, consensus. While everyone present at a meeting is eligible to participate in the discussion, only those named as voting members of the John Rogers-BLT will be entitled to vote when a vote is taken. Each member of the John Rogers-BLT will have one vote. A member who has given advance notice that she/he will not be able to attend a meeting may vote by proxy through another member in attendance at the meeting.

A decision of the John Rogers-BLT by consensus will be declared when:

- All members have had a free opportunity to contribute to or to clarify the issue in question
- All members have had the opportunity to express their feelings on the issue in question
AND
- All members agree to take responsibility for the implementation of the decision OR
- Those members who disagree with the decision have indicated that they are willing to abide by the decision for a prescribed trial period.

2. Procedure - Any member of the John Rogers-BLT may ask for a call on the strength of the consensus on the proposal in question. At that time, the principal shall ask the members to indicate their strength of agreement with the proposal. John Rogers-BLT members who are firmly committed to the proposal shall so indicate, as will members who are firmly opposed; members who are neither firmly committed nor opposed indicate so by abstaining. Any member indicating opposition shall be encouraged to clarify his/her objection to the proposal and offer an alternative. The principal shall determine agreement and so announce if the members are in agreement with the issue in question. A quorum of two-thirds of the voting John Rogers-BLT members must be present in order for a decision to be made on any action item brought before the John Rogers-BLT.

3. Conflict Resolution. If consensus cannot be reached on an issue, the John Rogers-BLT shall by simple majority choose one or more of the following alternatives:

- Continue discussion until consensus is reached
- Forward the issue to an ad hoc subcommittee representing all expressed points of view
- Vote on the issue, with majority of John Rogers-BLT members voting in favor required for passage

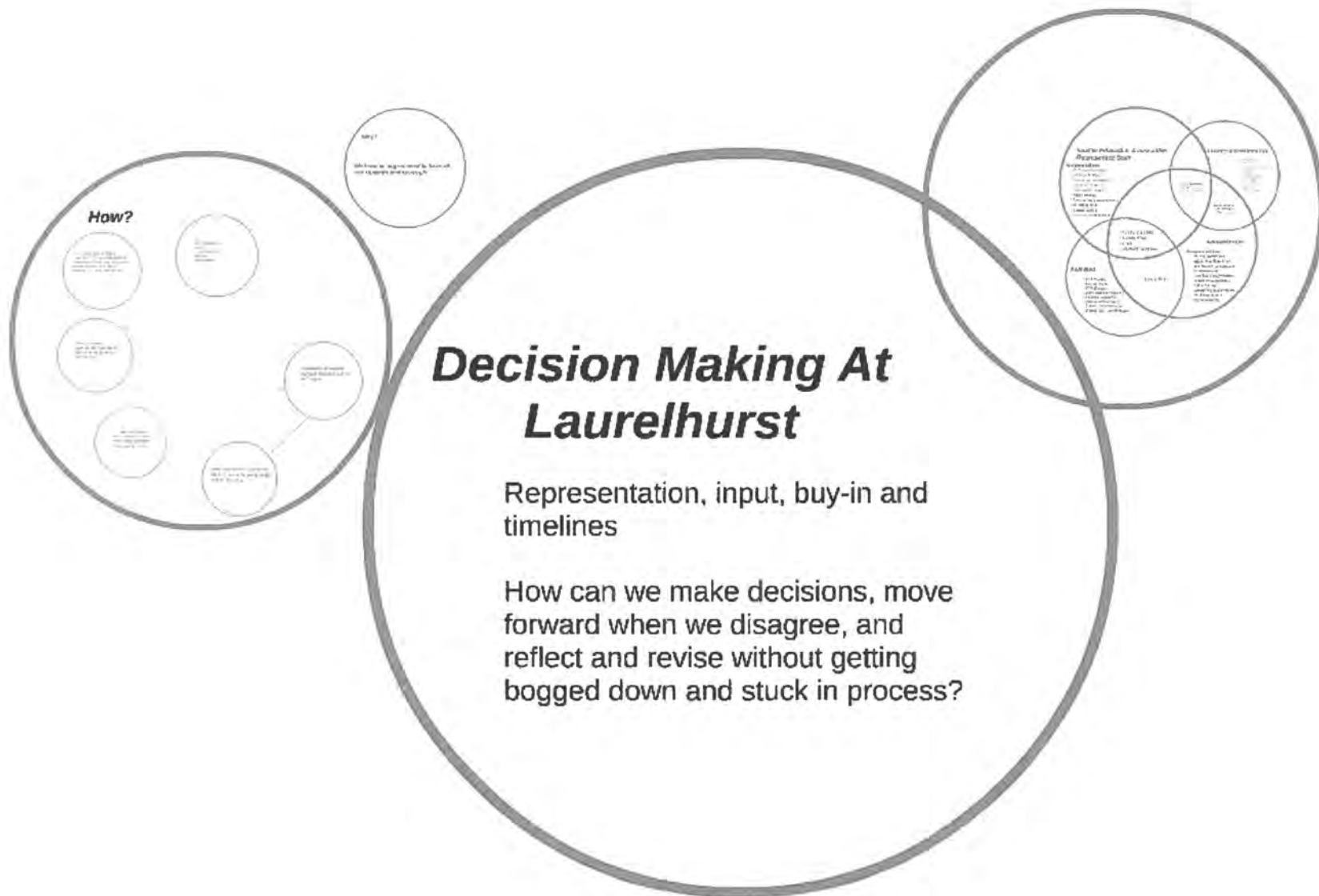
4. Restrictions - No decision made by the John Rogers BLT will be in violation of applicable laws and regulations, School District policy, collective bargaining or other legally binding agreements, or these bylaws. In the event that a decision might be in violation of the above, the Principal will table the decision and refer it to an ad hoc subcommittee for review and comment.

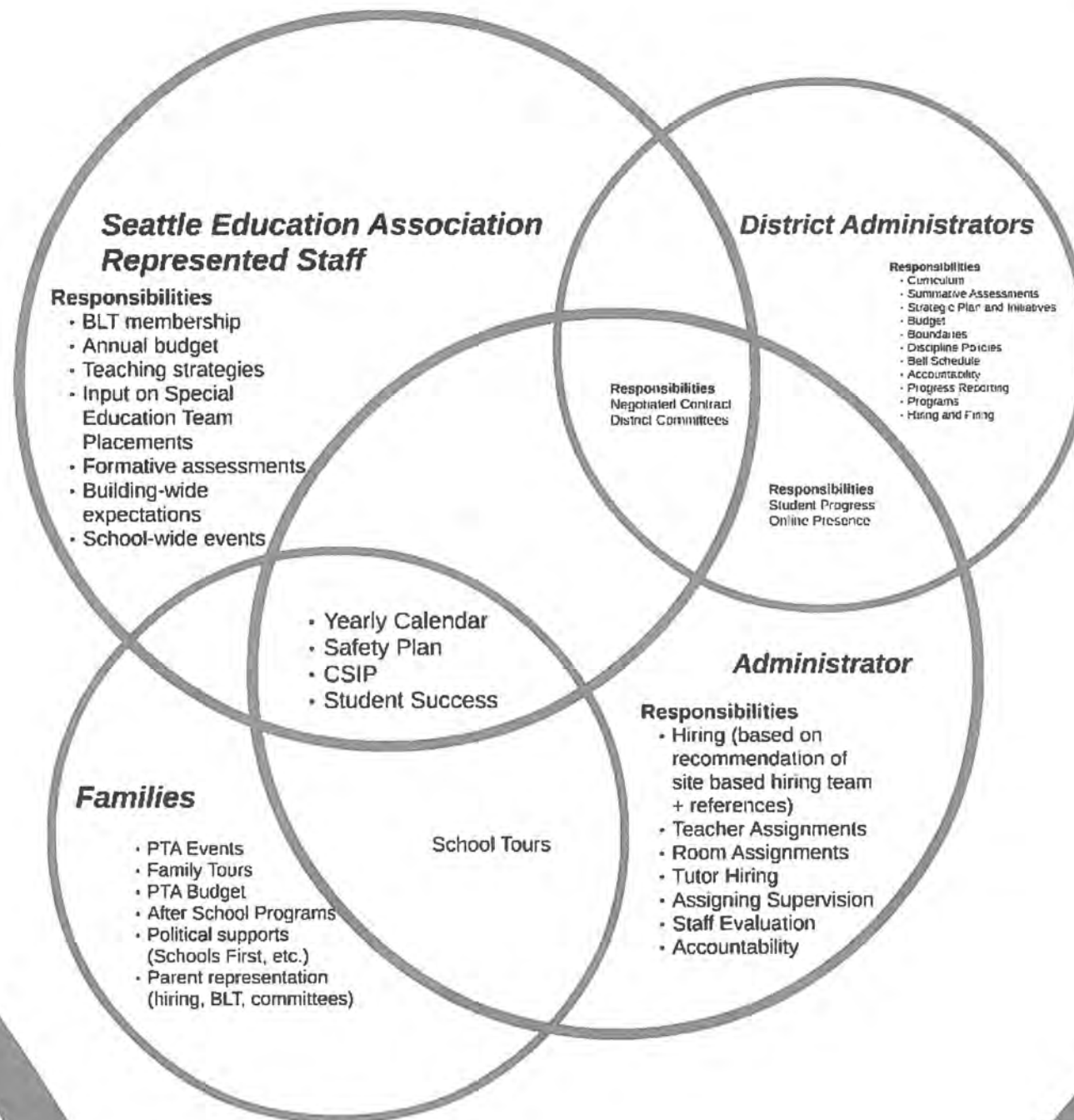
V. AMENDMENTS TO BYLAWS

Proposed amendments to the bylaws will be presented to the John Rogers-BLT in writing at a scheduled meeting. Copies of the proposed amendment(s), together with copies of the existing provisions to be amended, will be distributed for consideration. Adoption of changes or amendments to the bylaws will be made by the consensus/decision-making process outline in Section IV.D of this document.

VI. EVALUATION

Prior to the end of each school year, the John Rogers-BLT shall consider at one of its regularly scheduled meetings a review of its operations for the year and suggestions for improvement. Any suggestions for improvement shall be noted in minutes of the meeting and reported to the members of the John Rogers-BLT the next year.

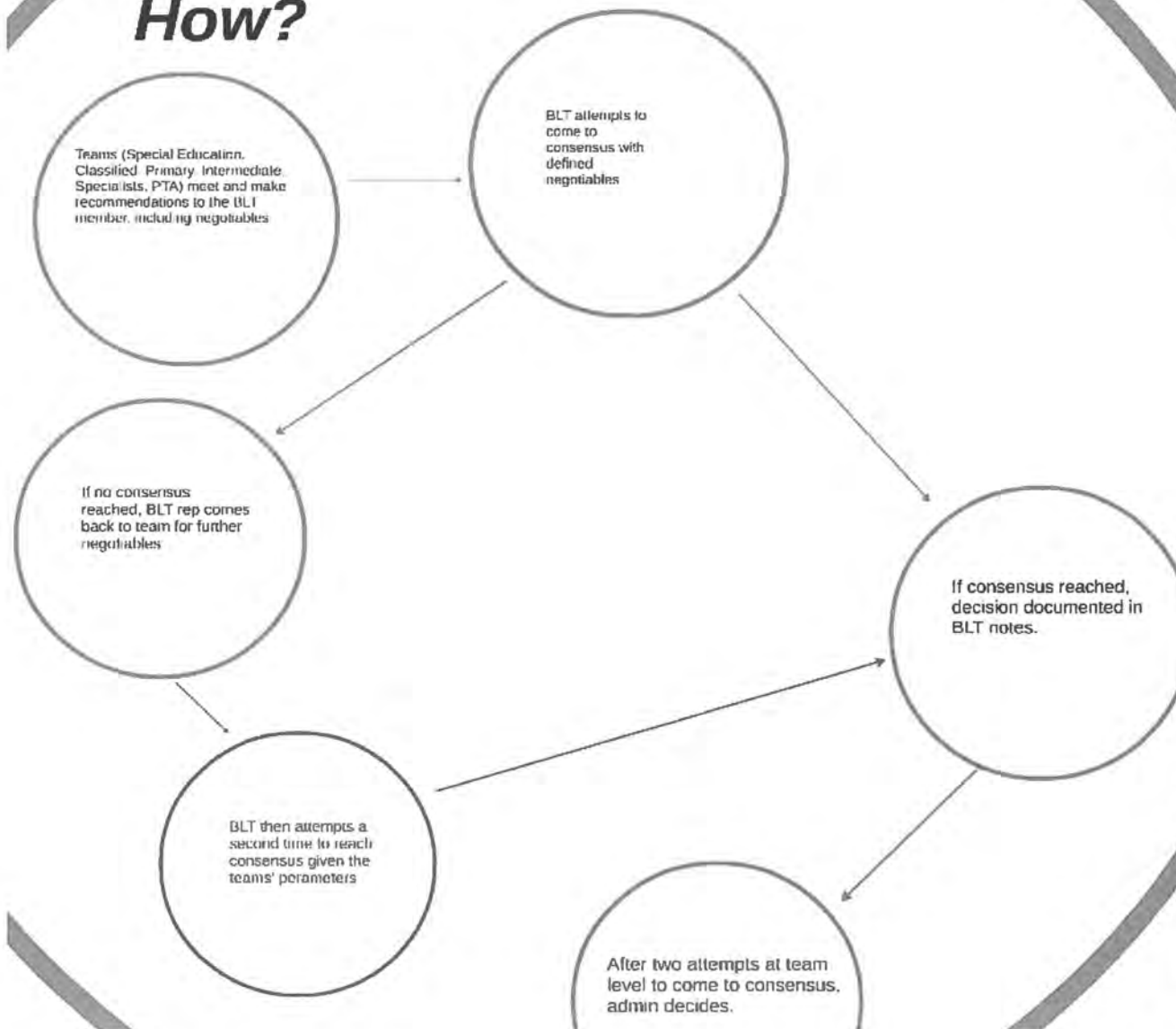




Why?

We have an urgent need to have all our students learn enough.

How?



C

BYLAWS of Building Leadership Team Laurelhurst Elementary School

(Revised May 2013)

According to the guidelines for building leadership teams adopted by the Seattle School District (the "District") and pursuant to terms of the Collective Bargaining Agreement between the District and its teachers and staff, the following Bylaws of the Laurelhurst Building Leadership Team ("Laurelhurst BLT") are hereby adopted as of September 2016 I.

PURPOSE

A. Purpose of the Bylaws.

These Bylaws establish a set of rules and procedures approved by the Laurelhurst School community (as defined in Section III.B) to guide the governance functions of the Laurelhurst BLT.

B. Purpose of the Building Leadership Team.

The Laurelhurst BLT serves as one of the governing bodies of Laurelhurst, and works to advance school goals for academic achievement, financial stewardship of discretionary funds, and professional development for Laurelhurst staff. The BLT aims to ensure Laurelhurst has the highest standards of educational excellence and an inclusive, supportive school community. In addition, the BLT proactively communicates with the Laurelhurst School community and serves as an advocate on behalf of the school's parents, staff, and students.

In carrying out its duties and responsibilities, the BLT promotes and facilitates collaborative decision-making. All decisions are made in accordance with the Decision Making Matrix in Appendix A.

II. DUTIES AND RESPONSIBILITIES

The Laurelhurst BLT shall participate in school governance activities related to the following:

1. Annual Strategic Planning

1

To oversee the development of a Continuous School Improvement Plan (CSIP), including the establishment of annual strategic objectives and related performance indicators.

To monitor progress towards annual performance objectives, to the extent possible, and work to establish accountability across the school.

2. Financial Stewardship

To oversee the development of the Laurelhurst school budget, with specific emphasis on allocation of discretionary funding received from the District.

To actively seek ways to attract additional funding and resources to the school including the development of a school funding proposal to the Laurelhurst PTA.

3. Professional Development

To oversee the development of a school-wide professional development plan to support the annual objectives in the CSIP and identified staff professional development priorities.

4. Communication and Advocacy

To proactively communicate and solicit feedback on Laurelhurst BLT activities and decisions with member constituencies and the school community.

To function as a forum for discussion and resolution of issues and work toward consensus in the school community.

To work cooperatively with the PTA in furthering the goals and mission of Laurelhurst.

To advocate for the interest of Laurelhurst with the District and larger community.

In considering matters brought before the BLT, members shall have as their primary

focus the best interests of Laurelhurst students. District policies, collective bargaining and other agreements to which Laurelhurst or the District may be a party will be recognized and observed when formulating plans for Laurelhurst.

III. MEMBERSHIP

A. Expectations of BLT Members.

Members of the Laurelhurst BLT represent and are expected to communicate with their constituency, and represent the best interests of the school as a whole. No non-staff

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member of the BLT shall be compensated for his or her service on the BLT. The members of the BLT shall be elected or appointed as set forth in Sections III.D and III.F.

B. Laurelhurst SchoolCommunity.

The Laurelhurst School community shall consist of the school leadership, all certificated and classified staff, all in-building program staff, all parents or legal guardians of the students enrolled at Laurelhurst, and all of the enrolled students.

C. Membership on the BLT.

The Laurelhurst BLT shall consist of 9 individuals.

Efforts will be made to recruit members who are representative of the entire school population, especially with regard to ethnic and economic diversity. The membership of the BLT will be determined as follows:

1. Staff Members. The Laurelhurst BLT shall include six staff members consisting of (a) the Laurelhurst school principal; (b) three certificated staff representing the following levels: one Kindergarten to first grade teacher, one second to third grade teacher, and one fourth to fifth grade teacher (c) one classified staff member; and (4) one certificated support staff.

2. Parent/Guardian Members. The Laurelhurst BLT shall include two parent/guardian members representative of the Laurelhurst parent/guardian community.

3. At-Large Member. The Laurelhurst BLT at-large member is designed to strengthen the linkage with organizations actively involved in the Laurelhurst School community. Because of the high-level of involvement and desire for a strong collaborative partnership with the PTA, this position is designated for the PTA President or his or her designee.

General Criteria for Membership. BLT members must be willing to participate in the Laurelhurst decision-making process and to give the BLT a satisfactory level of priority and commitment. They must be fair and objective and able to subordinate personal interests to the interests and well-being of the students and the school community as a whole. Any person seeking to run for a BLT voting position will not

be discriminated against on the basis of creed, color, national origin, race, gender, age, disability, marital status, sexual orientation, or economic status.

D. Election of BLT Members.

1. Parent/Guardian Positions.

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a. Solicitation of Candidates. The Laurelhurst BLT will solicit, through the weekly PTA e-newsletter and other means, parents/guardians and community members who are interested in volunteering to serve on the BLT. To the maximum extent possible, the solicitation will be translated into the different languages spoken by members of the Laurelhurst School community. The BLT also may form a nominating committee to identify qualified candidates. The nominating committee may include current BLT members and/or non-BLT members. Individuals who are interested in serving on the BLT will respond with a short written form that includes a description of their interest in and qualifications for the position. The Laurelhurst BLT will review the submissions against membership needs.

b. Voting. If there are more candidates than positions available on the BLT, then the current BLT members will vote and the candidates with the greatest number of votes will be elected to serve on the BLT.

c. No Voting Required. In the event that there are no applications for open BLT positions, members of the BLT will recruit nominees representing the school's diversity. Current BLT members may be nominated for re-election. The new members shall be approved by a majority vote of the existing BLT members (other than those who have been nominated for re-election).

2. PTA Representative. The PTA President may attend or appoint a representative to attend Laurelhurst BLT meetings.

3. Staff Selection Process. Subject to Section III.F and except for the Laurelhurst Principal, the Laurelhurst staff members on the BLT will be selected as required by this subsection 3. Nominations for open positions in the categories described in Section III.C will be sought at a staff meeting. Interested candidates will submit in writing or state orally why they want the position. Voting for the staff positions will take place at a staff meeting called for that purpose, after all staff members entitled to vote are advised of the candidates. In the event that there is only one candidate for a particular category, no vote by the staff will be required and that candidate will be deemed elected to the open position in that category. If there is more than one candidate for a particular category, the candidate with the greatest number of votes in his or her category will be elected to represent that category on the BLT.

E. BLT Membership Terms.

Members of the Laurelhurst BLT will serve for two years. Terms will be staggered such that some positions of each type will be elected each year. This will put the BLT into a cycle of always having approximately one-half of its composition remaining in the next year for the sake of stability and continuity. The BLT will conduct an annual review of its membership needs to determine if the number and/or constituencies of members needs to be altered or

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improved. The BLT shall conduct the voting processes described above so as to assure that all open BLT positions are filled by the first BLT meeting of a new school year.

F. Vacancies on the BLT.

In the event of an unexpected vacancy on the BLT of the PTA-designated position the PTA President should appoint a new PTA representative. In the event of a vacancy of a staff position on the BLT or any position held by a parent\guardian, the BLT may appoint, by majority vote, an individual to fill the vacant position until the next general election of BLT members.

G. Attendance and Removal.

Laurelhurst BLT members will strive to attend all meetings. A voting member may be removed for cause (including the failure to attend regularly scheduled meetings) by a two-thirds majority of the full BLT voting membership. If the child of a BLT parent/guardian member leaves Laurelhurst, the BLT will reevaluate the eligibility of that member. If the majority of the remaining members of the BLT believe that parent/guardian should no longer be on the BLT, they may deem that position vacant and appoint a new member in accordance with Section III.F above.

H. BLT Officers and Committees.

1. Chairperson. The only elected officer of the Laurelhurst BLT will be the Chairperson. The Chairperson will be elected by a majority vote of the voting members of the BLT for a term of one year. The powers of the Chairperson include general supervision, direction and control of the business and affairs of the BLT. Duties will include, but not be limited to, the following: setting the agenda for meetings, calling regular meetings, ensuring that meeting dates and times are posted, presiding over BLT meetings, and contacting other committees when necessary to facilitate decision-making. If the Chairperson cannot be present for a meeting, she/he is responsible for requesting another BLT member to chair the meeting.

2. Other Officers. Other officers may be elected as the BLT determines the need. These officers will be elected by a majority vote of the voting members of the BLT. Officers will serve for one year with an opportunity for renewal for one year.

3. Committees. The BLT may establish a committee, consisting of members or nonmembers of the BLT, to consider any issue before the BLT that requires consideration and analysis by a smaller, more focused group prior to submission to the BLT as a whole.

A. General Provisions.

IV. MEETINGS

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Laurelhurst BLT meetings will be open to all interested persons. BLT members should encourage the larger Laurelhurst School community to provide input to the BLT and to be involved in the business of the BLT.

The BLT will schedule regular meetings from September through June. The schedule of meetings will be determined at the first regularly conducted BLT meeting at the beginning of the school year then provided in writing to all Laurelhurst community members. The meeting schedule will also be posted on the Laurelhurst website. Meeting reminders will be published in the weekly PTA e-newsletter preceding each meeting. Emergency meetings will require at least 24 hours advance notice.

B. Meeting Agendas.

At the beginning of the school year, the Laurelhurst BLT will prepare a tentative agenda for its future meetings. The final agenda for each BLT meeting will be determined at least a week in advance of the meeting, provided that in the case of an emergency session, the agenda for the meeting will be announced at the time the meeting is announced. No later than seven days in advance of each regular BLT meeting, the agenda will be posted on the BLT website. Announcements will be made to students about any items that may be of interest to or directly affect them.

Any community member can bring business before the Laurelhurst BLT through a BLT member, in writing or via email.

C. RecordKeeping.

The Laurelhurst BLT will appoint one of its members to be the Secretary, and recorder of minutes at meetings. The minutes will be posted on the website. A notebook of the minutes and any materials submitted to the BLT in connection with any meeting will be kept in the staff lounge.

D. DecisionMaking.

1. Consensus Decision Making. The Laurelhurst BLT will make decisions through a process of open dialogue in which issues are presented, defined, discussed and resolved with the goal of reaching consensus. The Chairperson is responsible for moving the group towards, and listening for, consensus. While everyone present at a meeting is eligible to participate in the discussion, only those named as voting members of the BLT will be entitled to vote when a vote is taken. Each member of the BLT will have one vote. A member who has given advance notice that she/he will not be able to attend a meeting may vote by proxy through another member in attendance at the meeting.

A decision of the BLT by consensus will be declared when: 6

All members have had a free opportunity to contribute or to clarify the issue in question;

All members have had the opportunity to express their feelings on the issue in question; and

All members agree to take responsibility for the implementation of the decision; or Those members who disagree with the decision have indicated that they are willing to abide by the decision for a prescribed trial period.

2. Procedure. Any member of the Laurelhurst BLT may ask for a call on the strength of the consensus on the proposal in question. At that time, the Chairperson shall ask the members to indicate their strength of agreement with the proposal. BLT members who are firmly committed to the proposal shall so indicate, as will members who are firmly opposed; members who are neither firmly committed nor opposed indicate so by abstaining. Any member indicating opposition shall be encouraged to clarify his/her objection to the proposal and offer an alternative. The Chairperson shall determine agreement and so announce if the members are in agreement with the issue in question. A quorum of two-thirds of the voting BLT members must be present in order for a decision to be made on any action item brought before the BLT.

3. Conflict Resolution. If consensus cannot be reached on an issue, the Laurelhurst BLT shall by simple majority choose one or more of the following alternatives:

Continue discussion until consensus is reached.

Forward the issue to an ad hoc subcommittee representing all expressed points of view.

Vote on the issue, with 7 out of 9 BLT members voting in favor required for passage.

4. Restrictions. No decision made by the Laurelhurst BLT will be in violation of applicable laws and regulations, School District policy, collective bargaining or other legally binding agreements, or these bylaws. In the event that a decision might be in

violation of the above, the Principal will ask the Chairperson to table the decision and refer it to an ad hoc subcommittee for review and comment.

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V. AMENDMENTS TO BYLAWS

Proposed amendments to the bylaws will be presented to the Laurelhurst BLT in writing at a scheduled meeting. Copies of the proposed amendment(s), together with copies of the existing provisions to be amended, will be distributed for consideration. Adoption of changes or amendments to the bylaws will be made by the consensus decision-making process outlined in Section IV.D of this document. Changes to the BLT bylaws must be approved by the staff.

VI. EVALUATION

Prior to the end of each school year, the Laurelhurst BLT shall consider at one of its regularly scheduled meetings a review of its operations for the year and suggestions for improvement. Any suggestions for improvement shall be noted in the minutes of the meeting and reported to the members of the BLT the next succeeding school year.

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Licton Springs K-8 DECISION MAKING MATRIX

At Licton Springs K-8, one of our goals is to build community. We want to increase access and participation in school programs, activities, and decision making for all of our community members. We want to improve communication through frequent dialog, access to information, and open and honest participation

GROUP	BLT	PRINCIPAL	PRINCIPAL & COLLABORATION LEADERS	STAFF MEMBERS	STUDENTS	SITE COUNCIL	STEERING COMMITTEE/PARTNERSHIP COMMITTEE
DECIDES	1) Establishes academic achievement plan, professional development plan, and budget plan aligned with our CSIP plan(emphasize priorities and bottom lines) 2) Meets intensively as needed to complete plans Sept.—June. 3) Meets monthly to monitor implementation of all plans and suggest/decide on changes with additional meetings as needed. 4) Generally responsible for school direction, major issues, plans 5) Clearinghouse for all issues—decides which group will take up an issue; cluster leader rep attends this part of meeting 6) Approve C-SIP	1) Agenda for BLT with facilitator 2) Agenda monthly staff meetings 3) Budget implementation with necessary modifications and quarterly report to BLT 4) Hiring (with input) and staff evaluation 5) Student discipline 6) Master schedule (with input) 7) Emergency readiness/safety, Athletics; Support Services; Facility 8) Communicate district & state policies and mandates 9)Fund raising/PR	1) School operations and policies; calendar, curriculum, field trip policy, supplies, and the implementation of the CSIP plans, budget plan, and professional development plan 2) Monitor and promote student achievement 3) Curriculum implementation at cluster level 4) Make recommendations to BLT on modifications to current CSIP plan 5) Clearinghouse for cluster, collaboration, or grade level issues	1) Vote to approve CSIP, professional development plan, and budget as presented by BLT. 2) Classroom policies 3) Curriculum implementation at classroom level 4) Participate in hiring 5) Fund raising 6) Grading Policy committee 7) Student Discipline Management	1) Input on extracurricular activities 2) Classroom policies 3) Participate in hiring 4) Input into course offerings (Middle school) 5) Associate Student Body (ASB)	1) Sir Herbert Read expenditures 2) Fundraising 3) Classroom support (volunteers, etc.) 4) Initiative for and participation in outside of class activities (field trips, etc.) 5) Hiring Committee member 6) Equity Committee 7) Grading Policy committee 8) Makes recommendations to BLT on modifications to current CSIP, budget, and professional development plan.	1) Review data and all assessments in content area. 2) Participate Hiring 3) Professional Development 4) Grant-writing 5) Curriculum Choice/Development 6) Data Review 7)Hiring
DECISION MAKING METHOD	Gather input from constituents; consensus or simple majority	Solicit input and make decisions as needed	Input from staff, discussion, consensus as possible or direction from principal	Vote to approve major plans; vote for reps on BLT	Input Vote on student matter	As determined by parents	Determined by Partnership Committee

WORK IN PROGRESS: To Be Updated Upon Partnership Meetings

Building Leadership Team
Licton Springs K-8 Bylaws
2016-2017

Mission Statement

The mission of the Licton Springs K-8 Building Leadership Team is to address:

1. Continuous School Improvement Plan (CSIP)
2. Professional Development based on the CSIP
3. Budget matters related to the CSIP

Norms

The Licton Springs K-8 Building Leadership Team shall conduct its business based on the issues at hand with a specific focus on student learning and instructional practice following norms of collaboration:

- Begin and end on time.
- Be professional and respectful to one another.
- Put cell phones on silent/vibrate; keep use of electronics to a minimum.
- Have an open mind.
- Everyone provides input.
- Information that's discussed during the BLT meeting will not be discussed outside of the BLT meeting.
- Student achievement is a top priority.

Membership

The Building Leadership Team... shall consist of at least:

1. The principal
2. 3 staff members
3. 3 parents

It shall be the responsibility of each representative to gather input from constituents and to represent the interests of his/her group as well as his/her own views. Input from colleagues shall be obtained from colleagues at regularly scheduled meetings, and via e-mail.

Meeting Agenda

The Licton Springs K-8 BLT agenda will be made by the principal before the meeting. BLT members are to submit agenda items prior to the meeting. The agenda is approved at the beginning of the meeting and each item is considered according to its importance.

Meeting Schedule

- | | |
|--------------------------------------------------|-----------------------------------------------|
| • Tuesday, October 11 th 3:30-4:30pm | • Tuesday, March 14 th 3:30-4:30pm |
| • Tuesday, November 8 th 3:30-4:30pm | • Tuesday, April 14 th 3:30-4:30pm |
| • Tuesday, December 13 th 3:30-4:30pm | • Tuesday, May 9 th 3:30-4:30pm |
| • Tuesday, January 17 th 3:30-4:30pm | • Tuesday, June 13 th 3:30-4:30pm |
| • Tuesday, February 14 th 3:30-4:30pm | |

Decision Making

Decisions will be made via a simple majority.

Code: Approve

Nathan Hale Decision-Making Matrix

2016 - 2017

Group Issue	District	Admin	Staff	Athletic Director	Act. Coord.	Senate	Academic Teams	Dept. Chairs	School Resource Team	ASNH	Committees	PTSA	NH Foundation	All Sports Boosters	Music Boosters	CFG
Budget	A	SD	R,SD			R,A					R					
ASB Budget	A	A		R	R					D						
Hiring	A	D	R	R				R			R					
Transformation Plan	A	SD	SD			R	SD	SD		R						
Curriculum	A,R	SD	SD				SD	R	R							R
Assessment	A	SD	SD					R	R	R						R
Staff Goals / Eval.		SD	SD	R												
Professional Development	R	SD	SD	R,D	SD		R	R			R					D
Staff / Grade Assignments		D	R	R			R	R								
Building Use		A,D		R	R	R	R	R								
Students at Risk	R	D	D				SD		SD	R						
Daily Schedule		SD	R			SD	R	R								
Stipends / Extra Time	A	SD	SD			R										
Teacher Intern		D	SD				R	R								
School Wide Events		A	R	R	D	R				SD		R	R	R	R	
Discipline School Wide	A	D	R			R			R	R						
Safety	R	SD	R						R	R	SD	R				
Building Climate		A	SD		R	R	R	R	R	SD	SD					
Community Involvement	R	SD	R	R	R	SD			R	SD	SD	SD	R	R	R	
Attendance & Tardies		D,SD	SD			D			R	R						

Code: Approve

Nathan Hale Decision-Making Matrix

2016 - 2017

[illegible]

2016 Bylaws for Nathan Hale's Senate

(Amended 6/10/16)

Mission: The mission of the Nathan Hale Senate is to provide for a school and community wide collaborative decision making process that develops and sustains an organizational structure for the effective management of Nathan Hale High School in the service of our community.

Nathan Hale Senate Organization:

The goals and procedures of the Nathan Hale Senate (NHS) are in alignment with the Nathan Hale CSIP plan (appendix I), Seattle School District Strategic Plans and the Nathan Hale High School mission to educate our students to become honorable, skillful, thinking citizens.

NHS recognizes and is committed to observing existing policies and procedures, collective bargaining agreements, other District agreements and applicable laws as established under Seattle School District Policy F20.01 (April 1996)

NHS is guided by the principle of the Open Meetings Law in assuring that the meetings shall be open to the public unless otherwise advised under SSD F20.01 (April 1996)

NHS is mandated to set annual goals and develop plans for achieving its mission.

NHS Operating Procedures:

Voting Members: The Senate will consist of 28 members, one representative elected from each of the following areas (except for at-large). If no one is willing to run, the department head will be the representative. Student representatives will be chosen during class elections.

Career & Technical Education (Radio, Business, Graphics, Family and Consumer Science)

Fine Arts (Music, Photography, Art)

Special Needs SM I and ELL

Special Needs SM II and higher

Math

Science

Language Arts

Social Studies

World Languages

Counseling, library, nurse

Physical Education

Ninth Grade Academy

Tenth Grade Integrated Studies

SAEOPS

Parapros

Principal

Two grade 11-12 teachers at-large

Four Students (There would be no alternates just as there are none for teachers.)

Six Parents (one each from PTSA board, 9th, 10th, 11th, 12th and Special Needs)

Nathan Hale Foundation

Filling Vacancies: If a duly elected Senate member vacates his or her position, the department will be responsible for selecting a new member. At-large members will be filled at the recommendation of the Senate Chairperson. Student members will be replaced at the recommendation of their class cabinet.

Terms of office for Senate members: Elections will be held in late May and new members will officially take office on the completion of the last school day of each year. Freshman & Parent Senators would be elected by the end of September.

Officers: The Senate will select its own Chairperson to preside over the Senate and a recording secretary for a term of one year from its own voting members. If the chairperson is absent from a meeting, he/she will designate a replacement. The secretary will take attendance and notes for each meeting.

Duties of the Senate Chairperson

1. To chair each meeting of the Senate.
2. To appoint a chair to each of the Senate standing committees as designated below or to standing committees later created by the Senate.
 - a. Budget
 - b. Professional Development
 - c. CSIP
 - d. Senate Evaluation
3. To create special (ad hoc) subcommittees as needed or required from the Senate and the broader Hale community.
4. To request committee reports.
5. To set the agenda for each Senate meeting.
6. To insure consistent attendance of elected representatives and confer with departmental areas/when an elected representative from that department has missed two consecutive meetings.

7. The out-going Chairperson (or secretary in his/her absence) shall be responsible for calling the first meeting of the school year before the new Chairperson is to be elected.

Term Limit: The Senate Chairperson shall hold office for one year and may be reelected to serve a 2nd year in succession. A Senate chair may seek reelection after a two-year hiatus from his/her previous tenure as Senate chairperson.

Compensation: A fund is established by the contract to pay staff that serves on the Senate. The Chairperson shall receive \$500.00 for each one year term served, the Secretary shall receive \$350.00 and the residual from the fund is to be distributed based on attendance to the rest of the staff Senate members. The Chairperson is responsible for the completion of all paperwork to get this done.

Quorum: A quorum is constituted by half plus one of the membership and must be present at the meeting for voting business to take place or to introduce new business. In the absence of a quorum, committee reports may take place. Absent members may send another member from their constituency to count as a quorum with voice and may vote the proxy only. Proxies may also be submitted to and to be voted by the Chairperson.

Meeting Times: The Senate will meet, normally, after school, starting fifteen minutes after completion of the school day, twice per month. The dates and location of meetings will be set by a vote of the Senate at the first meeting of the year. Meetings will last for one hour unless there is a motion passed to extend the time.

Open Meetings: Senate meetings are open to visitors who have voice but may not vote.

Agenda: The agenda is a proposed document that upon adoption by the Senate remains fixed for the meeting unless amended by a vote of the Senate. Members of the Senate, or of Nathan Hale's staff or student body must submit items for the agenda no later than 24 hours prior to the regularly scheduled meeting to the Senate Chairperson. During each meeting a printed agenda will be available.

Senate Proposals: Any new proposal must be submitted by a senator or a senate committee. All proposals will be vetted by the Chairperson to insure that they are not in violation of the SEA contract, district policy, and or state and federal law and are with the purview of the Senate to Act. Proposals to be considered by the Senate must be limited in scope to single agenda items. Complex proposals with numerous items that are submitted to the Chairperson should be referred to committee.

Voting: Voting shall be in accordance with Robert's Rules of Order. A simple majority of voting members will carry the motion. ~~The decision-making matrix determines voting rights.~~ The Senate chair will serve as a parliamentarian and a copy of Roberts Rules of order or an abridged version will be available at all meetings for reference.

By-laws Amendments

By-laws can be amended by the Senate at any time with a two-thirds majority vote of the members present, providing they constitute a quorum.

**Bylaws and Decision-Making Matrix,
Olympic Hills Elementary Building Leadership Team**

I. Authority

According to the guidelines for Seattle Public Schools Building Leadership Teams (BLTs) adopted by agreement between the Seattle School District (“District”) and the Seattle Education Association (“SEA”) pursuant to the terms of the Collective Bargaining Agreement 2015-2018 (“CBA”) between the District and its teachers and staff, the following Bylaws and Decision-making Matrix (“DMM”) are hereby adopted as of August 2014 and revised as of October, 2016. The CBA Article II(A)(4) is hereby incorporated by reference, and attached as Appendix A.

These Bylaws remain in effect and shall be revised each fall as needed, in response to needs of the OH BLT, in accordance with decision-making procedures outlined in Section V and the DMM.

II. Purposes

A. Purpose of the Bylaws

These Bylaws establish a set of rules and procedures approved by the Olympic Hills BLT to guide the governance functions of the BLT.

B. Purpose of the Decision-Making Matrix

The Olympic Hills BLT Decision-Making Matrix is attached as Appendix B and incorporated by reference. Its purpose is to guide equitable decision-making within the powers and authority vested in the BLT pursuant to Section I above. In carrying out its duties and responsibilities, the BLT promotes and facilitates collaborative decision-making. All OH BLT decisions shall be made in accordance with the DMM.

C. Purpose of the Building Leadership Team

The Olympic Hills BLT serves as one of the governing bodies of Olympic Hills, and works to advance school goals for academic achievement, financial stewardship of discretionary funds, and professional development for Olympic Hills staff. The BLT aims to ensure that Olympic Hills has the highest standards of educational excellence and an inclusive, supportive, equity-oriented school community. In addition, the BLT proactively communicates with the Olympic Hills school community and serves as an advocate on behalf of the school’s parents, staff, and students.

III. Duties and Responsibilities

The Olympic Hills BLT shall participate in school governance activities related to the following:

A. Annual Strategic Planning:

- To oversee the development of a Continuous School Improvement Plan (CSIP), including the establishment of annual strategic objectives and related performance indicators; and
- To monitor progress toward annual academic performance objectives, to the extent possible, and work to establish accountability across the school.

B. Financial Stewardship:

- To oversee the development of the Olympic Hills school budget, with specific emphasis on the allocation of discretionary funding received from the district.

C. Professional Development:

- To oversee the development of a school-wide professional development plan to support the annual objectives in the CSIP and professional development priorities identified by OH teachers and staff.

D. Communication and Advocacy:

- To productively communicate and solicit feedback on OH BLT activities and decisions with and from member constituencies and the school community;
- To function as a forum for discussion and resolution of issues and work toward consensus in the school community;
- To work cooperatively with the PTA and general parent community in furthering the goals and mission of Olympic Hills; and
- To advocate in the interests of Olympic Hills children and families with the District and larger community.

In considering matters brought before the BLT, members shall have as their primary focus the best interests of Olympic Hills students. District policies, collective bargaining and other agreements to which Olympic Hills or the District may be a party will be recognized and observed when formulating plans for Olympic Hills.

IV. Membership

A. Expectations of BLT members

Members of the Olympic Hills BLT represent and are expected to communicate with their constituency, and represent the best interests of the students and school as well. No non-staff member of the BLT shall be compensated for his or her service on the BLT. The members of the BLT shall be elected or appointed as set forth in Sections below.

B. Olympic Hills School Community

The Olympic Hills Elementary School community shall consist of the school leadership, all certificated and classified staff, all parents or legal guardians of the students enrolled at Olympic Hills, and all of the enrolled students.

C. Membership on the BLT

In alignment with equity and the CBA, to the extent possible, the Olympic Hills Building Leadership Team will reflect the racial and ethnic composition of the school/program staff and school community. In addition, BLT membership shall be recruited from diverse school constituencies, including Parents and Families, Primary, Intermediate, SPED, ELL, Classified staff (paraprofessional and SAEOP), SEA, and committees (e.g. Race and Equity, Safety, RULER, Levy, MTSS) as needed. BLT members may represent more than one of these categories. At the beginning of each school

year, the BLT will discuss which constituencies are represented and by whom, and make a plan to include any underrepresented constituencies.

Pursuant to the CBA, voting membership on the BLT shall consist of One (1) Administrator and at least Five (5) elected SEA-represented staff. One of the five (5) elected seats will be designated for and voted upon by classified SEA-represented staff. If the BLT exceeds 7 SEA members, representation of classified staff should at a minimum be two, ideally one paraprofessional and one SAEOP.

D. General Criteria for Membership

BLT members must be willing to participate in the OH decision-making process and to give the BLT a satisfactory level of priority and commitment. They must act fairly and be able to subordinate personal interests to the interests and well-being of the students and school community as a whole. Any person seeking to run for a BLT voting position will not be discriminated against on the basis of creed, color, national origin, race, gender, age, disability, marital status, sexual orientation, or economic status.

E. Election of BLT Members

1. Parent / Guardian Positions.

The Olympic Hills BLT will solicit, through newsletters, personal contacts, and other means, parents/guardians and community members who are interested in volunteering to serve on the BLT. The BLT or other community members may identify and nominate qualified candidates. To the extent possible, the solicitation will be translated into the different languages spoken by the members of the Olympic Hills school community, and existing members of the BLT will actively recruit parents/guardians from underrepresented OH communities. The OH BLT shall have 2 parent/guardians as voting members, including one representative designated by the PTA. If more than one additional parent/guardian is interested in serving, the BLT shall choose between candidates by majority vote, paying close attention to equity factors and communities represented. In any case, any interested parent or community member may attend in a non-voting role since OH BLT meetings shall be open to the school and family community.

2. Staff Positions.

Subject to Section IV(G) and except for the OH Principal, the OH staff members on the BLT will be selected as set forth in this subsection. Nominations for open positions will be sought at staff meetings or over email. Interested candidates will volunteer or may be nominated by others, either at a staff meeting or by responding to an email invitation. Voting for the certificated positions will be by certificated staff only, and voting for classified positions will occur by classified staff only. Voting will occur by paper ballot. In the event of an uncontested election, voting may occur by slate. Votes shall be counted by a building SEA representative.

F. BLT Membership Terms

Staff members of the OH BLT shall serve for up to 2 years, but may be called upon in an advisory role after that point to pass on knowledge and institutional memory of prior actions or discussions. If possible, terms will be staggered such that some new members are elected and join every year; in

May of each school year, members will be polled to ascertain whether they are willing/able to serve a second year, if eligible. Parent / guardian positions shall be reviewed also in May of each year, and re-opened for new parent / guardian members each September in accordance with Section IV(E)(1) above. In no event shall a parent / guardian serve more than two consecutive years on the OH BLT. In general, the OH BLT will conduct a self-evaluation in May of each year in order to determine, among other things, whether membership adequately represented and reflected the wider school community, and what if any actions can be taken as a result in the following September to adequately recruit and retain diverse members.

G. Vacancies on the BLT

In the event of an unexpected staff vacancy on the BLT, the BLT may appoint, by majority vote, an individual to fill the vacant position until the next general election of BLT members. In the event of a parent / guardian vacancy, the procedures in Section IV(E)(1) shall be followed.

H. Attendance and Removal

OH BLT members will strive to attend all meetings. A voting member other than the Principal may be removed for cause (including the failure to attend regularly scheduled meetings) by a 2/3 majority of the full BLT voting membership. If the child of a BLT parent/guardian leaves Olympic Hills, the BLT will reevaluate the eligibility of that member and decide by majority vote.

1. BLT Officers and Committees

1. Chairperson: The only elected officer of the OH BLT will be the Chairperson (may be co-chairs). The Chairperson will be elected by a majority vote of the voting members at the first meeting of the school year, for a term of one school year. The powers of the Chairperson are limited and include creating the agenda for meetings, with feedback from members, sending out meeting reminders, ensuring that meeting times and dates are posted for general community knowledge, facilitating BLT meetings, and contacting other committees as appropriate to share information or provide feedback (or delegating such duties as appropriate to other BLT members).

2. Other Officers. If the BLT determines there is a need, it may by majority vote of voting members designate additional officers, to serve for a term of one school year.

3. Committees. The BLT may establish a committee, consisting of members or nonmembers of the BLT, to consider any issue before the BLT that requires consideration and analysis by a smaller, more focused group prior to the submission to the BLT as a whole.

4. Recorder. The role of recorder shall rotate between members by equitable turn-taking, with each meeting's recorder keeping detailed notes which shall be shared electronically with other BLT members within one week after each BLT meeting. In addition, BLT notes shall be disseminated to the school community by being summarized in the school newsletters and posted on the PTA bulletin board in their entirety. BLT minutes shall be emailed to OH staff on the all-school email list within one week of each BLT meeting.

V. Meetings and Governance

A. General Provisions

Olympic Hills BLT meetings will be open to all interested persons. BLT members should encourage the wider school community (including staff and parents) to attend and/or provide input to the BLT and be involved in the business of the BLT.

The BLT will schedule regular meetings monthly from October through June, with a planning meeting in August, and will attempt to meet in September if at all possible. In addition, each May, the BLT shall establish goals and priorities for the following year, which may necessitate a sub-group meeting over the summer. The schedule of BLT meetings will be determined at the first regularly conducted BLT meeting and then provided in writing in multiple languages to the entire OH community. Emergency meetings will require at least 24 hours advance notice, unless waived because 100% of the BLT is available to meet with less notice. The BLT shall meet at least once a month October through June, and may meet more often as need arises.

B. Meeting Agendas

At the beginning of the school year, the OH BLT will prepare a tentative list of projects, priorities, and goals for the upcoming school year. Prior to each meeting the chairperson and the Principal will ensure that the agenda and a meeting notice are disseminated to the school staff, and when possible the entire community (condensed form acceptable).

C. Record Keeping

As stated in Section IV(I)(4) above, the role of recorder will rotate. A notebook containing all prior and present minutes and any materials submitted to the BLT in connection with any meeting or issue will be kept in the front office. A summary of minutes will be included in school newsletters, with important items clearly explained in multiple languages. Recorded minutes shall state the date, who was present, describe any discussion and action, as well as any future calendar items / action steps and any task owners. At the beginning of each meeting, the BLT will approve minutes from the previous month's meeting.

D. Decision Making

1. Consensus Decision Making. The Olympic Hills BLT will make decisions empowered to it under the DMM through a process of open dialogue in which issues are presented, defined, discussed, and resolved with the goal of reaching consensus. The Chairperson is responsible for moving the group towards, and listening for, consensus. While everyone present at a meeting is eligible to participate in the discussion, only those elected as voting members of the BLT will be entitled to vote when a vote is taken. Each member of the BLT will have one vote. A member who has given advance notice that she/he will not be able to attend a meeting may vote by proxy through another member in attendance at the meeting.

A decision of the BLT by consensus will be declared when:

- All members have had a free opportunity to contribute or to clarify the issue in question; and
- All members have had the opportunity to express their feelings on the issue in question; and
- All members agree to take responsibility for the implementation of the decision; or
- Those members who disagree with the decision have indicated that they are willing to abide by the decision for a prescribed trial period.

2. Procedure. Any member of the OH BLT may ask for a call on the strength of the consensus on the proposal in question. At that time, the Chairperson shall ask the members to indicate their strength of agreement with the proposal. BLT members who are firmly committed to the proposal shall so indicate, as will members who are firmly opposed; members who are neither firmly committed nor opposed may so indicate by abstaining or stating their position of ambivalence. Any member indicating opposition shall be encouraged to clarify his/her objection to the proposal and offer an alternative if possible. The Chairperson shall determine agreement by voice vote and so announce if the members are in agreement with the proposal, and the minutes shall reflect any agreement, disagreement, consensus, or lack thereof. A quorum of 2/3 of the voting BLT members must be present in order for a decision to be made on any action item brought before the BLT.

3. Conflict Resolution. If consensus cannot be reached on an issue, the OH BLT shall by simple majority choose one or more of the following alternatives:

- Continue discussion until consensus is reached; or
- Forward the issue to an ad hoc subcommittee representing all expressed points of view;
- Vote on the issue, with 2/3 of the BLT members present voting in favor required for passage.

4. Restrictions. No decision made by the OH BLT will be in violation of applicable laws and regulations, SPS policies, collective bargaining or other legally binding agreements, or these bylaws. In the event that a decision may be in violation of the above, any member may ask the Chairperson to table the decision and refer it to an ad hoc subcommittee for review and comment.

Appendix A

Collective Bargaining Agreement Provisions regarding Building Leadership Teams,

Article II(A)(4)

4. Building Leadership Teams/Program Leadership Teams

a. For purposes of collaborative site-based decision making, each building/program will establish its own committee structure. However, at a minimum, each school/program must form a Building Leadership Team/Program Leadership Teams and determine a decision-making process that meets the needs of the school/program. The collaborative decision-making process will be communicated to the entire staff through a written document, which will include a decision-making matrix.

b. The Building Leadership Team/Program Leadership Team for each building/program shall consist of at least:

- 1) The principal/supervisor, and

- 2) Five (5) elected SEA-represented staff. One of the five (5) elected seats will be designated for and voted upon by classified SEA-represented staff. If the BLT exceeds 7 SEA members, representation of classified staff should at a minimum be two, ideally one paraprofessional and one SAEOP.

- 3) To the extent possible, the Building Leadership Team/Program Leadership Team will reflect the racial and ethnic composition of the school/program staff and school community. The Building Leadership Team/Program Leadership Team must be selected by a process that is supported by the SEA-represented staff at the school. The structure of the BLT/PLT will be reviewed with the staff each year. The documents created will be provided to the SEA and Executive Director of Schools with a copy forwarded to the Assistant Superintendent of Human Resources.

c. The primary function of a Building Leadership Team/Program Leadership Team is to promote and facilitate the collaborative decision-making process which affects academic achievement and to identify how to support the needs of students and staff in buildings. The more specific responsibilities of the Building Leadership Team/Program Leadership Team are to oversee the facilitation and development of:

- 1) For BLTs, a Continuous School Improvement Plan (CSIP) including the configuration and structure of the school's classes and/or program offerings, and the school's efforts to ensure equity in discipline, learning, and opportunity for all students.. For PLTs, a plan of moving and improving program delivery including the configuration and structure of the program's offerings.

- 2) A school-wide/program-wide professional development plan to support the CSIP/plan.

- 3) The school's /program's budget.

- 4) Creation/review of the Decision-making Matrix (DMM).

d. Because one of the shared beliefs is that those impacted by decisions must be given an opportunity to be involved in the decision making, the parties recognize that extra effort may be required to provide opportunity for representatives of the paraprofessional and office professional staff to participate in the work of the Building Leadership Team/Program Leadership Team.

Buildings/programs will examine the possibilities of altered work week scheduling, shared office coverage, limited use of voice mail coverage, and other strategies that encourage and enable the participation on behalf of paraprofessional and office staff representatives. Schools will also make an effort to provide an opportunity for itinerant staff to participate in decisions impacting them, as appropriate.

e. The scheduling and assignment of teachers, the assignment of students to classes, and the daily schedule of classes and activities shall be made with staff participation and be consistent with the CSIP, while recognizing that the principal has the right to make the final decision. In May of each year, employees may submit three choices in priority order for assignment of grade level/subject area for the following year. If the choice cannot be honored, a conference will be held to discuss why an employee will be placed in an area that was not requested. Programs will carry out assignments and transfers as outlined in their procedures and/or Policy and Procedures Manuals.

f. To ensure staff participation in collaborative decision making, buildings/programs need to establish processes for that involvement. Buildings/programs may wish to identify committees or other means to accomplish the work of the school/program (e.g., health, safety, hiring, and budget) and assist with the responsibilities assigned to the Building Leadership Team/Program Leadership Team.

g. Processes for establishment of building/program committees and the membership of the committees must be approved by a majority of staff at the school/program. Failing such support, the building/program committees and membership shall be determined by the Building Leadership Team/Program Leadership Team.

h. The Building Leadership Team/Program Leadership Team and building/program committees shall include parent/family members, students, and community representatives as appropriate. Building-based committees will seek input from other organizational structures (e.g., PTSA, site council) as appropriate.

i. If there is a conflict between a decision made by the BLT, or building/program staff, (within the responsibilities set out above) and an instructional council or other faculty representative body (per 5 below), the decision of the BLT or staff will take precedence.

j. When a staff, following the school's/program's decision-making matrix, cannot reach consensus or at least a 2/3 vote on budget, the professional development plan, or CSIP, a representative from SEA and a representative from SPS will meet with the staff involved in an attempt to resolve the issues. If after a reasonable attempt the issues remain unresolved, the issues will be forwarded to the Superintendent's designee for a final decision. Members of the decision-making body may submit a statement to the Superintendent's designee before a final decision is made. SEA and SPS will strive to have a final decision within five (5) work days from the date that the issues are initially raised.

Appendix B: Draft Olympic Hills Decision-Making Matrix

Area	WHO IS INVOLVED IN THE DECISION MAKING?	WHO MAKES THE FINAL DECISION?
Development of the School Improvement Plan	Levy team, facilitators of the development process, MTSS. Principal, staff via departments, parents via BLT	BLT
Professional Development Plan	BLT, Principal, Career Ladder team staff via departments	BLT
School Budget	District, Principal, BLT, Budget Committee (if any), Staff	Staff via vote on BLT proposal / Budget Committee Proposal; Principal and District
Levy Budget	Levy Team/Principal/District/City of Seattle	City of Seattle office of Education
LAP budget/Plans	Principal / BLT / Levy Team / MTSS Team/District/State	Administrative Team (BLT input)
Safety	Safety Committee	Administrative Team, District
Behavior Support Policies	Staff via MTSS and PBIS, BLT, Administrative Team	BLT, Administrative Team, District, PBIS / RULER teams, MTSS Team (Principal final decision)
Waiver, TRI Days	BLT with staff input; Principal	BLT; Principal (re waiver)
Assemblies/Special Events	Principal, BLT, PTA	Administrative Team
Fundraising/Grants	PTSA, BLT	PTSA, BLT, Administrative Team
Field Trips	Principal, Staff	Administrative Team
Staff Hiring	Staff/parents via hiring teams	Hiring team selects 3 candidates. Administrative team makes final decision
Master Schedule	District, Staff, BLT	Administrative Team
Budget Allocations	Staff, BLT, Administrative Team	Principal
Room Assignments	Administrative Tea, Staff	Administrative Team
Common Instructional Strategies	Career Ladder, District, Administrative Team, Staff	Administrative Team
Curriculum	District, Administrative Team, Career Ladder, Staff	District, Administrative Team
Bell Schedule	District, Administrative Team	District, Administrative Team

Appendix C: Sample Minutes Template

Olympic Hills Building Leadership Team

Meeting date:	Present:
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1. Approval of Minutes: The Olympic Hills BLT voted to approve the minutes from _____ with _____ in favor, _____ opposed, and _____ abstaining.

2. Old Business:

Agenda item	Task Owner / Responsible Person / Committee	Discussion recorded, BLT votes recorded

3. New Business:

Agenda item	Task Owner / Responsible Person / Committee	Discussion recorded, BLT votes recorded

4. Next meeting dates, other calendar items:

Levels of Decision Making Authority Olympic View Elementary School

In building a school based on collaboration and trust, we believe in the concept of shared leadership: that each of us is responsible for communicating decisions with stakeholders and that, while the principal is ultimately responsible, no one will make any unilateral decision that is not in the best interest of the whole community.

<u>Level of Decision Making</u>	<u>Examples</u>
Level One: The entire faculty makes the decision together by using processes designed to achieve consensus. If unsuccessful, a majority vote will be taken. Prior to the vote, "majority" (i.e. simple, super, etc.) will be defined. <u><i>If unsuccessful, the decision would become a level 4 decision.</i></u>	<ul style="list-style-type: none"> ○ Dates for school events ○ Adopting texts and teaching materials
Level Two: A committee is formed to make the decision. Prior to making the decision, the committee will make a good faith effort to identify and solicit input from the stakeholders.	<ul style="list-style-type: none"> ○ Safety procedures ○ Assemblies ○ Celebrations (graduation, etc.)
Level Three: The BLT narrows the field of options, brings limited choices to the faculty and uses processes designed to achieve consensus. If unsuccessful, a majority vote will be taken. Prior to the vote, "majority" (i.e. simple, super, etc.) will be defined.	<ul style="list-style-type: none"> ○ Budget ○ Staffing ○ Transformation goals and objectives
Level Four: The BLT makes the decision after consulting with their constituents.	<ul style="list-style-type: none"> ○ Determining staff development priorities ○ Determining agenda items for staff development days
Level Five: The principal makes the decision with staff and/or community input.	<ul style="list-style-type: none"> ○ Hiring ○ Student retention ○ Assignment of teaching duties ○ Student placement ○ Discipline
Level Six: The principal makes the decision	<ul style="list-style-type: none"> ○ Confidential personnel issues ○ Safety ○ Day-to-day operations

Notes:

- Level of decision will be made in advance of the decision and communicated with stakeholders. The examples will provide guidance as to the level of decision.
- The decision that was made and an explanation why will be communicated to stakeholders.
- At times, decisions may need to be made that may preclude following the decision-making agreement (e.g. summer staffing decisions or things that require an immediate response). In such cases, the principal will make a good faith effort to contact constituent groups, and the decision will be made that is student focused, aligned with transformation goals, and represents the principal's understanding of the thoughts and feelings of the school community.

Olympic View Elementary Decision Making Matrix November 2013

Topic	SPS	BLT	PTA	Staff	Committees	Principal	Principal/Staff
CSIP	*	Proposal	Input	Input			Vote
Budget	*	Proposal	Input	Input			Vote
PCP		Input	Input	Input	Proposal	Decision	
Student Assignment				Input		Decision	
Staff Assignment				Input		Decision	
Committees				Input	Proposal		Consensus
Hiring			Input	Input	Consensus	Consensus	
Assemblies			Proposal/Consensus	Input	Proposal	Consensus	
Fundraising			Proposal/Consensus	Input		Decision	
Events			Proposal/Consensus	Input		Decision	

- At least one contracted day prior to decision making the BLT will inform the staff of a potential vote.
- Only one vote per job share is allowed.
- Consensus: We are committed to making the time for face-to-face discussion. Olympic View defines consensus as coming to a compromise, within the contracted day, where everyone can live with the decision. We will commit to reserve the last 5 minutes for a vote if consensus can't be reached.
- Vote: 2/3 majority of the ballots cast. Abstentions are not counted.
- Process: As members submit ballots they will cross their name off of the school roster. The BLT will count and report out results.

*As per the 2013-2015 Collective Bargaining Agreement Article II, Section 4J: "When a staff, following the school's/program decisions-making matrix, cannot reach consensus or at least a 2/3 vote on budget, the professional development plan, or CSIP, a representative from SEA and a representative from SPS will meet with the staff involved in an attempt to resolve the issues. If after a reasonable attempt the issues remain unresolved, the issues will be forwarded to the Superintendent's designee for a final decision. Members of the decision-making body may submit a statement to the Superintendent's designee before a final decision is made. SEA and SPS will strive to have a final decision within five (5) work days from the date that the issues were initially raised."

ROOSEVELT HIGH SCHOOL

Decision Making Model

History and Context:

I. Decision Making Committee Members and Process Overview

Representatives from the Roosevelt BLT, IC, Site Council, SAEOP, Local 609, students, parents and administration came together in four separate meetings to review current decision making documents, determine a criteria for evaluating a new decision making protocol, and to create a new decision making protocol proposal for Roosevelt High School.

The agenda and minutes for each of the four meetings are attached. An outside consultant facilitated the meetings. Meetings took place on 11/3/04, 11/17/04, 11/30/04 and 12/9/04 and on 2/01/05 following presentations of the draft to the BLT and IC.

The decision model was reviewed and changes recommended by BLT, 1/2011

II. Criteria Used

The following twelve criteria are used for evaluating a successful model for Roosevelt HS:

1. Easy to understand and well understood by all
2. Not contradictory
3. Durable
4. Roles are clear and distinct
5. Efficient (as opposed to circular)
6. Consistent and compatible (format of the documents)
7. Allows for open communication between all groups
8. Offers flexibility for amendments and updating
9. Inclusive of all constituents in the building
10. Widely accepted by staff and students
11. There is a defined role for students
12. There is ample time to digest the information before making a decision

III. Proposals

Proposals can come from any one or any group in the Roosevelt community. Proposals are given to the Agenda Committee (the BLT or IC Chair or the Principal). Proposals forwarded by the Agenda Committee must go on to either the BLT or IC agendas, or both. Decisions will be communicated directly back to the originating person/group within 30 days. When a difference of opinion exists between the BLT and the IC regarding either the budget, Continuous School Improvement Plan (CSIP), or professional development, the decision will move forward to a staff vote if there is an

agreement between a majority of the non-administrative members of BLT and the building principal.

IV. Standing Committees

The following committees are “standing committees” at Roosevelt.

Committee Name	Roles & Responsibilities	Should there be By-Laws?
Budget	To make school budget recommendations	Yes (already exists).
Technology	To plan for appropriate school technology	Yes.
Safety	To develop the school’s emergency plan	No.

V. BLT and IC responsibilities

BLT and IC members are expected to meet on a regular basis. Committee bylaws will outline consequences for member non-attendance.

VI. By-Laws

After the staff approves a new decision-making model, the Decision Making Committee assumes the revision of each committee’s by-laws to be consistent with the decision making document. Issues that are under the auspices of BLT and IC will be written directly in their by-laws.

VII. BLT and IC Member Composition

Composition of the BLT and IC Committees should ensure broad representation and reflect, to the extent possible, the gender, racial, and ethnic composition of the Roosevelt Community. According to the SEA contract, the BLT should have one Classified and one Paraprofessional on the committee.

VIII. Staff Voting

In accordance with SEA regulations, the SEA building representatives will be in charge of all staff voting procedures, including ballot writing, collecting, counting and reporting. Roosevelt will adhere to the SEA contract. A two-thirds majority is contractually required on professional development issues and the budget. A simple majority vote will be used for all other non-contract issues that go to a staff vote. All staff will be notified about what type of vote will pass each proposal in advance of voting. Additionally, the type of vote that passes will be printed on each ballot. Two-thirds represents the amount of people that actually voted. The quorum is 60% of the eligible voters.

IX. Decision Making Model Amendments

This document can be amended through the proposal process (Article III) and will ultimately require a simple majority by the staff for change.

**BY-LAWS
ROOSEVELT BUILDING LEADERSHIP TEAM**

SECTION 1: PURPOSE

The Roosevelt High School Building Leadership Team consists of representatives who participate in the governance of Roosevelt High School. It concerns itself with the areas of Staff Development, Academic Achievement, School-wide Events, Building Discipline, Attendance, Student Activities, School Goals and Improvement, School Climate, and other areas as needed.

SECTION 2: MEMBERSHIP

The Roosevelt High School Building Leadership Team (BLT) will be composed of:

- 6 Certificated representatives, nominated and elected at large by the faculty.*
- 1 Classified Staff representative elected by their constituent group.
- 1 Paraprofessional representative elected by their constituent group.
- 1 Local 609 representative elected by their constituent group.
- 2 Parents/Community representatives
- 1 ASR
- 1 Building Principal
- * Faculty connotes certificated employees

SECTION 3: TERMS/ELECTION PROCESS

BLT members will serve for two-year terms, with the exception of the ASR representative, who will serve only one year. Elections will be held in May, with both incoming and outgoing members serving during the month of June. The chair(s) of the BLT will be elected in June by the members of the BLT and will serve one year. The Building Principal and the ASR representative will not serve as the chair. The chair(s) will be elected by majority vote or by consensus.

SECTION 4: DUTIES

The Chair of the BLT, in cooperation with the Agenda Committee, will produce an agenda for each bi-weekly meeting, will provide for the scheduling and storing of minutes for the BLT meetings, and will provide for the storage of the BLT official documents. Each member, with the exception of the principal, the chair, and the ASR representative will keep the minutes on a rotating basis. The BLT, with the Professional Development Committee, will organize sessions and workshops related to school goals and improvement, academic achievement, and staff development. Professional Development remains a BLT contractual responsibility and as grant funding ends will be brought back under BLT auspices. As a member of both BLT and a Standing Committee, members must act as a liaison between both bodies. Standing committee assignments shall be done by either: 1) election; 2) volunteer; or 3) lottery.

SECTION 5: MEETINGS/VOTING

The BLT will meet bi-weekly or as needed. Attendance by members is mandatory. The BLT may replace members for non-attendance. All meetings will be open.

Decision making will be by majority vote. In reaching a decision, the BLT will undertake open dialogue in which all opinions are shared and issues presented, discussed, examined and resolved.

Decision making will follow Robert's Rules with a motion, second, discussion and vote in favor, opposed or abstention. The decision will then be based on a simple majority vote. This majority is based on the total amount of actual sitting members, because the number of representatives each year can vary if no one in that constituency decides to run. There shall be no proxy voting. Two-thirds of all standing members present shall constitute a quorum.

The BLT will work for consensus among the staff. The BLT may also ask for a staff vote. The voting process will be consistent with the Decision Making Model.

SECTION 6: COMPENSATION

All elected staff representatives will be compensated based on equal division of the district stipend for BLT chair.

SECTION 7: AMENDMENTS

These by-laws may be amended by a two-thirds majority vote of the BLT and approved by a simple majority of the staff of Roosevelt High School.

Sacajawea Elementary School Decision Making Matrix

Subject	Input and Review	Decision
BLT Bylaws	BLT members, SEA represented staff	2/3 SEA represented staff vote on BLT recommendation
Budget – BLT and Admin review budget allocations and stakeholder input, create scenarios and present to staff	BLT, Teachers, Classified staff, PTSA, all stakeholders*	2/3 SEA represented staff vote on BLT recommendation
Committees – Process for establishing building/program committees & membership of the committees	All stakeholders*	Staff simple majority BLT decision if staff majority is not reached
CSIP – Plan, distribute and review with staff each year, use plan to guide	BLT, Admin, PTSA, All Staff, Stakeholders*	2/3 SEA represented staff vote on BLT recommendation
Curriculum (non-mandated)	GBT, T	Team/Admin
Discipline implementation	SPED staff for IEP students, Stakeholders*	Admin District discipline matrix
Facilities	Stakeholders*, Custodians	Admin
Field trips Field trip approval packet, funding approval, chaperones, volunteer checks	T, Stakeholders*	Team Admin – final approval as per district procedures
Fundraisers Determine	Stakeholders*	Admin/PTSA
Grant requests Donors choose, opportunity grants, district grants, etc.	Stakeholders*, PTSA Grant committee	Admin, PTSA, district approval
Hiring Interview team, job description, job posting language	Staff, Admin, Parents	Consensus of hiring team **
Master Schedule/Room Assignments	Any staff	Admin
Professional Development Selecting topics for PD, conduct needs assessment, budget for PD	Admin, BLT, GBT, T, CS, stakeholders	2/3 SEA represented staff vote on BLT recommendation
Safety	Stakeholders*	Safety Committee
School norms/Charter –	All staff, Admin	Staff simple majority
School Wide Events Schedule, content, etc.	Stakeholders*, event planners, Staff, PTSA	Admin

*A stakeholder is defined as anyone who directly impacts or is impacted by a decision.

**Hiring team chosen by Admin

Admin – Administration, BLT – Building Leadership Team, GBT – Grade Band Teams, T – Teams, PTSA – Parent/teacher/student Association. CS – Classified staff

Sacajawea Elementary School Decision Making Matrix

Stage 1: Issue/Idea/Proposal

The issue, idea or proposal is brought from any individual to the decision making person or group. Note that when a person or group makes a proposal to the decision making body, this person or group is responsible for following the proposal throughout the process and communicating relevant information to stakeholders.



Stage 2: Recommendation/Input/Review

Decision making body creates a recommendation to address the issue, idea or proposal presented. Person bringing issue, idea or proposal is welcome to attend and give input during the recommendation process.

Designated input/review group reviews the recommendation of the decision making body.

Individuals will have the opportunity to give input on the recommendation through the following means, as indicated by the decision making body:

- All staff meeting
- BLT Meeting
- Ad hoc meeting
- Timely e-mail



Stage 3: Decision

Decision making body reviews input collected.

Decision is made by decision making body.

If necessary, a vote will be taken by those who decide.

Person who makes proposal will communicate results.

Building Leadership Team
SACAJAEWEA ELEMENTARY SCHOOL BLT NORMS AND BYLAWS
2016-2017

Mission Statement

The mission of the Sacajawea Elementary Building Leadership Team is to address:

- 1) Continuous School Improvement Plan (CSIP)
- 2) Professional Development based on the CSIP
- 3) Budget matters related to the CSIP

In keeping with the spirit of mutual cooperation and respect, the Building Leadership Team will consist of teacher representatives from K/1, 2/3 and 4/5 general education classrooms, specialists, classified staff, special education continuum services, career ladder, a preschool representative, a K-2 parent, a 3-5 parent and administration. When relevant issues arise, the BLT will make an effort to consult with appropriate members of the broader community.

Norms

The Sacajawea Building Leadership Team shall conduct its business based on the issues at hand with a specific focus on student learning and instructional practice following norms of collaboration

- Stay goal focused and make our purpose clear.
- Stick to an agenda that puts students first.
- Establish and honor the time.
- Limit side conversations.
- Come prepared.
- Be active listeners and ensure all voices are heard.
- Be inclusive of school community.
- Use an equity lens in decision-making.

Membership [from SPS Contract]

The Building Leadership Team...shall consist of at least:

- 1) The principal/supervisor and
- 2) Five (5) elected SEA-represented staff. One of the five (5) elected seats will be designated for and voted upon by classified SEA-represented staff. If the BLT exceeds 7 SEA members, representation of classified staff should at a minimum be two, ideally one paraprofessional and one SAEOP.
- 3) To the extent possible, the Building Leadership Team will reflect the [Diverse] composition of the school/program staff and school community. the Building Leadership Team must be selected by a process that is supported by the SEA-represented staff at the school. The structure of the BLT will be reviewed with the staff each year. The documents created will be provided to the SEA and Executive Director of Schools with a copy forwarded to the Assistant Superintendent of Human Resources.

It shall be the responsibility of each representative to gather input from constituents and to represent the interests of his/her group as well as his/her own views. Input from colleagues shall be obtained from colleagues at regularly scheduled meetings, and via e-mail.

Roles/Responsibilities

Members of the Sacajawea Elementary Building Leadership Team shall assume the following roles and responsibilities in order to make meetings more effective. Members of the BLT shall assume each of these roles for the duration of the school year.

1. **Facilitator**
Remains neutral to the content; refrains from dominating the meeting
Clarifies role with group
Focuses group energy; Directs processes
Encourages everyone to participate
Protects participants and ideas from attack
Contributes to agenda planning
Elicits clarity regarding meeting follow-up
Tests consensus
Keeps group on task
2. **Timekeeper**
Monitors the time per discussion
Keeps group on task
3. **Recorder**
Remains neutral while recording content
Supports facilitator
Records basic ideas
Keeps eyes on charts
Clarifies items for recording
After the meeting types the minutes including action steps
4. **Conscientious Representative**
Discusses upcoming issues with stakeholders
Represents views of stakeholders in BLT meetings and votes
Uses/Facilitates multiple avenues of communication to keep others informed
5. **Engaged Participant**
Monitors own adherence to meeting standards
Sets and test working agreements
Seeks and provides data
Clarifies decision-making processes and levels of authority
Opens the door for others to speak
Listens for understanding
Is conscious of own assumptions and knowledge

Organization of Meetings

The Sacajawea Building Leadership Team Facilitator shall communicate with the administrator prior to the meeting to identify district or school issues and concerns that need to be discussed at the meeting. Each representative presents agenda items elicited from their team. Discussion and recommendations follow the presentation. A designated note-taker takes minutes of the meeting on a rotating basis and makes the minutes available to all staff and community members.

Meeting Agenda

The Sacajawea BLT has an open-agenda system with items prioritized by members. The agenda is approved in advance of each meeting and each item is considered according to its importance. Between BLT meetings, members will keep track of agenda items brought to them by their constituents and will communicate them to the principal. On the Wednesday prior to each meeting, the facilitator will consult with the principal and will publish a draft agenda for members and staff to review. The Agenda will include an opportunity for summarizing and synthesizing at the end of the meeting, and the agenda format, with an added section to track action items, will provide a framework for the note-taker.

Meeting Schedule

The Sacajawea Building Leadership Team shall meet 2 times per month. Meetings are scheduled on the **first and third Thursdays of each month from 2:15 – 3:15 PM**, unless preempted by holidays, district or school events. Emergency meetings of the BLT may be held, if necessary. All meetings are open to public and are held in the school. An annual BLT retreat will be held each summer. This may be held off campus, but is still open to the public.

Decision Making

The BLT will strive for consensus around the recommendations we bring to the staff and will follow the Sacajawea Decision Making Matrix and Flow Chart. In order for an item/issue or action to be decided upon, a quorum must be present at the Building Leadership Team meeting. The minimum number of members in attendance must be **five (5)**.

Record Keeping

It shall be the responsibility of the Sacajawea Building Leadership Team to retain, within the school building, records of its meetings and actions for a period of six (6) years, after which these records shall be forwarded to Seattle School District Archives. These records will include agendas and minutes of meetings, and any other pertinent business of the BLT. These will be kept electronically on staff-share, and will be updated by the note-taker after each meeting, **sent out to all staff, posted to our website and linked in the community news.**

Amendments

Proposed changes to the Sacajawea Building Leadership Team Bylaws must be presented to the BLT for discussion and in writing. The proposed changes would then be discussed and would be accepted or rejected by consensus or majority decision of the BLT members.

Sand Point Elementary School Decision Making Matrix

Subject	Input and Review	Decision
School Improvement Plan (CSIP)	Admin, Staff, PTA, CP	2/3 SEA represented staff vote
Budget	Admin, Staff, PTA, CP	2/3 SEA represented staff vote
Professional Development	Admin, CLT, CP	2/3 SEA represented staff vote
School Wide Events	C, PTA, CP	BLT 2/3 vote
BLT By Laws	Staff, PTA	BLT 2/3 vote
School norms	Staff	Staff 2/3 vote
Discipline implementation	Staff	Admin
Curriculum (school based)	Admin, CLT, CP(Levy Consultant only)	BLT 2/3 vote
Fundraisers	BLT, PTA, CP	BLT 2/3 vote
Hiring	Staff, Admin, Parents	Consensus of hiring team volunteers**
Master Schedule/Room Assignments	Staff	Admin
Safety	C, Admin, BLT, PTA, CP	Admin
Facilities	Staff, PTA, CP	Admin
Staffing	Staff, BLT	Admin
Classroom Placement	Staff	Admin

**Hiring team chosen by Admin

Admin- Administration

BLT- Building Leadership Team

GLT- Grade level teams

PTA- Parent-Teacher Association

CLT-Career Ladder Teachers

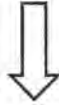
CP- Community Partners (also includes Levy Consultant)

C- Committee

Stage 1: Issue/Proposal

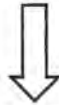
Any member of the Sand Point community may present an issue and proposal to BLT. They will share any necessary information with the BLT. The members of the BLT may have follow questions, which they will direct to the person presenting the issue and proposal.

Sand Point Elementary School Decision Making Matrix



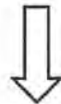
Stage 2: Discussion and Deliberation

The BLT will ask discuss the issue and proposal including benefits and drawbacks the presented proposal. BLT members may also discuss other proposals for solving the issue. The BLT members are each responsible for fully understanding issue of concerns and possible proposals for solving the issue.



Stage 3: Review/Input

The BLT member will discuss the issues and proposals with their designated input/review constituent group. They will bring the recommendation of their input/review constituent group back to the BLT. If the input/review constituent groups require further deliberation to come to a recommendation, then further deliberation can occur during an additional meeting.



Stage 4: Decision

The BLT members will share recommendations from their designated input/review constituent group. If necessary, the BLT members will discuss the issues and proposals further. The BLT of the designated decision making body will make the final decision.

It is preferable for decisions to be made by consensus but when consensus is not possible, a vote will be taken.

Each BLT member will communicate decisions to the constituent group. The BLT notes will be emailed out to the staff and posted on the website after each BLT meeting.

Sand Point Elementary Building Leadership Team By-Laws

Vision: At Sand Point Elementary, we are a community of lifelong learners, responsible global citizens, and champions of our own success.

According to the guidelines for Building Leadership Teams (BLT) adopted by the Seattle School District and pursuant to terms of the Collective Bargaining Agreement between the District and its teachers and staff, the following Bylaws of Sand Point BLT are hereby adopted as of October 3, 2016.

I. PURPOSE

A. Purpose of the Bylaws.

These Bylaws establish a set of rules and procedures approved by the Sand Point community to guide the governance functions of the Sand Point BLT.

B. Purpose of the Building Leadership Team.

The primary functions of the Sand Point BLT are to promote and facilitate the collaborative decision making process which affects (self defined) student success. All decisions will be made in accordance with the Decision Making Matrix. The Sand Point BLT serves as one of the governing bodies of Sand Point, with responsibilities for leadership, advocacy, financial stewardship, and strategic planning to assure the highest standards of educational excellence and an inclusive, supportive school community.

II. DUTIES AND RESPONSIBILITIES

The Sand Point BLT shall provide leadership and governance the following aspects of school governance:

- To provide a forum for discussion and resolution of issues and opportunities
- To provide a forum for discussion, filtration and support of opportunities (delete opportunities above if separate item)
- To develop strategies for consensus building in the school community
- To prioritize, plan for and generate student, staff, family and community involvement in school operations
- To consider and communicate to Sand Point staff and families suggestions and/or policy regarding the philosophy and focus of the instructional program at Sand Point, allowing the staff to plan final implementation steps
- To oversee the implementation and development of the Sand Point school budget in conjunction with staff. Budget requires both a staff and BLT vote for final approval
- To coordinate advocacy for the interest of the Sand Point with the District, city, state and larger community
- To work cooperatively with the PTA in furthering the goals and mission statement of the Sand Point

In considering matters brought before the Sand Point BLT, the members shall have as their primary focus the best interests of the Sand Point students. District policies, collective bargaining and other agreements to which Sand Point or the District may be a party will be recognized and observed when formulating plans for Sand Point.

Sand Point Elementary Building Leadership Team By-Laws

III. MEMBERSHIP

A. Expectations of Sand Point BLT Members.

Members of the Sand Point BLT represent and are expected to communicate with their constituency, but they vote in the best interests of the school as a whole. No non-staff member of the Sand Point BLT shall be compensated for his or her service on Sand Point BLT. The members of the Sand Point BLT shall be elected or appointed as set forth in Sections D and F below.

B. Sand Point School Community.

The Sand Point school community shall consist of the building Principal, all certificated and classified staff, all in-building program staff, all parents or legal guardians of the students enrolled at Sand Point and all of the enrolled students.

C. Membership on the Sand Point BLT.

The Sand Point BLT shall consist of at least seven members, each with one vote. Efforts will be made to recruit members who are representative of the entire school population, especially with regard to ethnic and economic diversity. The membership of the Sand Point BLT will be determined as follows:

1. Staff Members - The Sand Point BLT shall include at least seven staff members consisting of (a) the Sand Points principal; (b) three certificated staff from the following levels: one K-1 teacher, one 2-3 teacher, one 4-5 teacher; (c) one teacher on the MTSS team (d) one classified staff member; (e) one specialist.
2. Parent/Guardian Members - The Sand Point BLT shall include at least one parent member who represents the students at large.
3. General Criteria for Membership – Sand Point BLT members must be willing to participate in the Sand Point decision-making process and to give the Sand Point BLT a satisfactory level of priority and commitment. They must be fair and objective and able to subordinate personal interests to the interests and well-being of the students and the school community as a whole. Of the Sand Point BLT members, every reasonable effort will be made to ensure equitable representation of the demographics of the school population. A person seeking to run for a Sand Point BLT voting position will not be discriminated against on the basis of creed, color, national origin, race, gender, age disability, marital status, sexual orientation or economic status.

D. Election of Sand Point BLT Members

1. Policy on Parent Representatives on the Sand Point BLT Elected parent representatives to the BLT serve for a maximum term of two years, and have full voting power. If there are two parent members, it is preferred that their terms be staggered (as per staff guidelines – see Section E, below). Parent representatives are asked to commit to fulfilling both years of the term, in order to maintain continuity from one year to the other. Participation may continue beyond two years, but only after an opportunity for other interested parents to also seek election for that position. In Spring, the Sand Point principal will communicate to all families the open position for the following year, and

Sand Point Elementary Building Leadership Team By-Laws

will request that interested parents submit a statement of interest. If more than two parents are interested in the position, an election will be held that allows for all parents/guardians to participate in the election.

2. **Staff Selection Process.** Subject to Section F below, and with the exception of the Sand Point Principal, school staff members on the Sand Point BLT will be selected as required by this subsection.
3. **Nominations for open positions** in the categories described in section C above will be sought at a staff meeting. Voting for the staff positions will take place at a staff meeting, after all staff members entitled to vote are advised of the candidates. In the event that there is only one candidate for a particular category, no vote by the staff will be required and that candidate will be deemed elected to the open position in that category. If there is more than one candidate for a particular category, the candidate with the greatest number of votes in his or her category will be elected to represent that category on the Sand Point BLT.

E. Sand Point BLT Membership Terms.

Members of the Sand Point BLT will serve for two years, and efforts will be made to stagger terms so that that some positions of each type will be elected each year. The goal is to have approximately one half of its membership remaining in the next year for the sake of stability and continuity. The Sand Point BLT will conduct an annual review of its membership needs to determine if the number and/or constituencies of members needs to be altered or improved.

Sand Point BLT shall conduct the voting processes described above so as to assure that the first Sand Point BLT meeting of a new school year fills all open Sand Point BLT board positions.

F. Vacancies on the Sand Point BLT.

In the event of an unexpected vacancy on the Sand Point BLT of any position held by a parent/guardian, the Sand Point BLT by majority vote may appoint an individual to fill the vacant position until the next general election of the Sand Point BLT members. In the event of a vacancy of a staff position on the Sand Point BLT, the Principal may appoint a staff member to fill the vacant positions until the next general election of staff Sand Point BLT members.

G. Attendance and Removal.

Sand Point BLT members will strive to attend all meetings. A Sand Point BLT voting member may be removed for cause (including the failure to attend regularly scheduled meetings) at the discretion of the principal after consultation with the Sand Point BLT.

H. Sand Point BLT Members and Committees.

1. **Facilitator** - The role of the facilitator will be to engage the BLT in understanding their common objectives and assisting them to plan how to achieve those objectives. Facilitators will rotate once a month and each BLT staff member will facilitate at least one BLT meeting. These duties will include, but not be limited to, the following: gathering agenda items from BLT members, setting the agenda for meetings, call meeting on their month and more often based on need, ensuring that meetings are

Sand Point Elementary Building Leadership Team By-Laws

open to all and publicized, and contacting other committees when necessary to facilitate decision-making. If the facilitator cannot be present for the meeting, she/he is responsible for requesting another Sand Point BLT member to facilitate the meeting.

2. Committees - The Sand Point BLT may establish a committee, consisting of members or nonmembers of the Sand Point BLT, to consider any issue before the Sand Point BLT that requires consideration and analysis by a smaller, more focused group prior to submission to the Sand Point BLT as a whole.

IV. MEETINGS.

A. General Provisions.

Sand Point BLT meetings will be open to all interested persons. Sand Point BLT members should encourage the larger Sand Point community to provide input to the Sand Point BLT and to be involved in the business of the Sand Point BLT.

The Sand Point BLT will meet at least monthly from August through June on a standard day and time to be decided on the first meeting of the school year. The meeting schedule will also be posted in the weekly bulletin. Meeting reminders will be published in the weekly newsletter preceding each meeting. Emergency meetings will require at least 24 hours advance notice.

B. Meeting Agendas.

Throughout the school year, the Sand Point BLT monthly facilitator will prepare a tentative agenda for its future meeting. The final agenda for each Sand Point BLT meeting will be determined in advance of the meeting. In the case of an emergency session, the agenda for the meeting will be announced at the time the meeting is announced. Three days in advance of each regular Sand Point BLT meeting, the proposed agenda will be (i) delivered to each member of the Sand Point BLT (ii) delivered to all staff and the BLT parent representative.

Any community member can bring business before the Sand Point BLT through a Sand Point BLT member, in writing or via email to the facilitator.

C. Record Keeping.

The Sand Point BLT will rotate the role of minutes-recorder at meetings. After each meeting, the designated recorder will send a draft of the minutes out to all BLT members. The BLT members will provide feedback. The recorder will then make any necessary revisions, and distribute minutes to the staff within one week. The BLT parent rep will distribute to the PTA community.

D. Decision Making.

1. Consensus Decision Making - The Sand Point BLT will make decisions through a process of open dialogue in which issues are presented, defined, discussed and resolved with the goal of reaching consensus. The principal is responsible for moving the group towards, and listening for, consensus. While everyone present at a meeting is eligible to participate in the discussion, only those named as voting members of the Sand Point BLT will be entitled to vote when a vote is taken. Each member of the Sand Point BLT will have one vote. A member who has given advance notice that she/he will not be able to attend a meeting may vote by proxy through another member in attendance at the meeting.

Sand Point Elementary Building Leadership Team By-Laws

- A decision of the Sand Point BLT by consensus will be declared when:
- All members have had a free opportunity to contribute to or clarify the issue in question
- All members have had the opportunity to express their feelings on the issue in question and
- All members agree to take responsibility for the implementation of the decision OR
- Those members who disagree with the decision have indicated that they are willing to abide by the decision for a prescribed trial period.

When consensus is not possible a decision can be made with a 2/3 majority vote.

2. Procedure - Any member of the Sand Point BLT may ask for a call on the strength of the consensus on the proposal in question. At that time, the principal shall ask the members to indicate their strength of agreement with the proposal. Sand Point BLT members who are firmly committed to the proposal shall so indicate, as will members who are firmly opposed; members who are neither firmly committed nor opposed indicate so by abstaining. Any member indicating opposition shall be encouraged to clarify his/her objection to the proposal and offer an alternative. The principal shall determine agreement and so announce if the members are in agreement with the issue in question. A quorum of two-thirds of the voting Sand Point BLT members must be present in order for a decision to be made on any action item brought before the Sand Point BLT.

3. Conflict Resolution. If consensus cannot be reached on an issue, the Sand Point BLT shall by simple majority choose one or more of the following alternatives:

Continue discussion until consensus is reached

Forward the issue to an ad hoc subcommittee representing all expressed points of view

Vote on the issue, with majority of John Rogers-BLT members voting in favor required for passage

4. Restrictions - No decision made by the Sand Point BLT will be in violation of applicable laws and regulations, School District policy, collective bargaining or other legally binding agreements, or these bylaws. In the event that a decision might be in violation of the above, the Principal will table the decision and refer it to an ad hoc subcommittee for review and comment.

V. AMENDMENTS TO BYLAWS

Proposed amendments to the bylaws will be presented to the Sand Point BLT in writing at a scheduled meeting. Copies of the proposed amendment(s), together with copies of the existing provisions to be amended, will be distributed for consideration. Adoption of changes or amendments to the bylaws will be made by the consensus/decision-making process outline in Section IV.D of this document.

VI. EVALUATION

Prior to the end of each school year, the Sand Point BLT shall consider at one of its regularly scheduled meetings a review of its operations for the year and suggestions for improvement.

Sand Point Elementary Building Leadership Team By-Laws

Any suggestions for improvement shall be noted in minutes of the meeting and reported to the members of the Sand Point BLT the next year.

THORNTON CREEK DECISION MAKING MATRIX

	INDIVIDUAL STAFF MEMBER	AFTER-SCHOOL PROGRAM	PLCS	FACULTY/ STAFF	ADMIN WITH INPUT	ADMIN	BLT	SITE COUNCIL-COMMUNITY	UNIONS
	<ul style="list-style-type: none"> ✓ Implementation of district and building procedures and policies. ✓ Establish classroom management plan ✓ Implement Building grading policy ✓ Determine individual grades ✓ Participation in staff development ✓ Takes instructional issues to BLT ✓ Votes 	<ul style="list-style-type: none"> ✓ Supervision ✓ Permissions ✓ Transportation ✓ Scheduling ✓ Evidence of student impact 	<ul style="list-style-type: none"> ✓ Collaboration (disseminate info share ideas) ✓ Align grading practices ✓ Draft, implement and evaluate PLC goals ✓ Inventory of instructional resources ✓ Instructional materials ✓ Design action plans and ✓ Action plan evaluation ✓ Curriculum integration aligned with district standards 	<ul style="list-style-type: none"> ✓ Approves revisions to Decision Making Matrix and BLT by-laws ✓ Sit on hiring committees ✓ Establishes procedures and policies ✓ Approves vision, goals, C-SIP and budget 	<ul style="list-style-type: none"> ✓ Each issue will designate whose input is needed) S=Staff K=Students P=Parents C=Community D=District ✓ Hiring (S) ✓ Master Schedule (S, D) ✓ Consider new schedule structures ✓ Curriculum Offerings/Building usage (S,K,P,C) ✓ Establishes building policy regarding late work and releases ✓ MDT /SIT (S,D) ✓ Establish student behavior expectations and building policies for enforcement ✓ Emergency/safety/security policies (All) ✓ Staffing (S, D) ✓ Articulates vision and goal setting 	<ul style="list-style-type: none"> ✓ Provides Instructional leadership ✓ Emergency (incident response) ✓ Safety (incident response) ✓ Facilities support and maintenance (staff help to execute improvements) ✓ Operations ✓ Confidential matters ✓ Fiscal responsibility ✓ Cert. /Class. Evaluations ✓ Handles legal issues ✓ School publicity ✓ Implement district discipline policies 	<ul style="list-style-type: none"> ✓ Participates in building budget process ✓ Participates in analysis of school C-SIP ✓ Acts on recommendations from all committees & staff ✓ Gives input on building vision and goal setting ✓ Plans and implements professional development ✓ Evaluates student academic performance through C-SIP data ✓ Decision Making Matrix 	<ul style="list-style-type: none"> ✓ Brings proposals to staff for action ✓ Fund raising ✓ Community outreach ✓ (FSWS input) ✓ Grant support (FSWS input) 	<ul style="list-style-type: none"> ✓ Contract Issues ✓ Yearly calendar ✓ Conduct votes
Feedback/ Review decision method	Student council (simple majority)	Consensus	Clear majority (60% of those voting unless agreed prior to vote)	Administration with Input	Administration	Consensus, then BLT recommends issue to staff for the next course of action, which may be a vote.	Consensus or simple majority	Per bargaining agreement	Feedback/Review decision method
Appeals and Questions made to	Principal	Principal	Depending on type of appeal: BLT Union Dept. Chairs Admin.	Administration Union Rep SEA Contract	Administration Union Rep SEA Contract	BLT – to get appeal on agenda	Principal PTSA President	Per bargaining agreement	Appeals and Questions made to

(BLT = BUILDING LEADERSHIP TEAM – ELECTED STAFF, PARENT REP, PRINCIPAL)

TOPS K-8: Building Leadership Team Bylaws & Decision Making Matrix (DMM)



Mission

We are committed to educating our students by using an anti-bias, multicultural approach in a safe and stimulating environment. We help all students to learn, to understand and honor diversity, to respect and care for themselves and others, to be responsible, and to achieve a high level of academic excellence. By eliminating the achievement gap, we include students historically underserved by the public school system and help all students to meet or exceed standards.

Vision

We are creating a school that empowers students to be active participants, leaders, learners, and contributors to social justice.

SEA Charge

The SEA and the Seattle Public Schools continue to strive for a relationship that is focused on providing the best possible learning environment for students. The organizational structure described below will help to advance collaborative site-based decision making as we work toward this goal.

TOPS K-8 BLT Meeting Norms

- All voices, perspectives, and opinions are valid and should be respected
- Allow time for all voices to be heard
- Assume positive intent
- Create and adhere to a purpose driven agenda
- Follow through with action steps

ARTICLE I. MEMBERSHIP

Section 1. Members. Members of the Building Leadership Team (BLT) shall include at least one Principal, one teacher representative each from K-2, 3-5, and 6-8 for a total of three, two classified staff (ideally includes one SAEOP), one interventionist (ELL, SPED, Intervention), one Specialist (PE, Art, Music, Technology, Library), and one parent/guardian representative each from K-4 and 5-8.

Section 2. Racial and Ethnic Composition. To the extent possible, BLT membership will reflect the racial and ethnic composition of the school staff and community. Efforts to create a membership that genuinely represents the TOPS community in socioeconomic status, racial, and ethnic composition will be actively sought by existing members. Careful thought will be put into methods of membership recruitment that are equally accessible to all members of the TOPS community.

Section 3. Election, and Term of Office. Up to two Members may share one position on the BLT. Members sharing one position shall share one vote between them. Classified staff and staff members representing grade bands shall be elected by members of their respective grade bands. Interventionists and specialists shall be elected by the entire staff at the May Staff Meeting. Parent/Guardian Members shall be elected by the parents/guardians at the Spring Site Council elections. The term of each Member shall be for two (2) years and staggered such that the terms of one-half of the Members shall end each year.

Section 4. Resignation and Vacancies. Any Member, by notice in writing to the Chair, may resign at any time. In the event an elected staff member resigns during his/her term, the staff will revert to its normal nomination and voting process in an effort to fill the vacancy. A parent/guardian vacancy may be temporarily filled at a BLT meeting by a majority vote of the remaining members. A Member so elected shall hold membership for the term of his or her predecessor.

Section 6. Quorum. Except with respect to the filling of a vacancy on the BLT, a majority of the entire membership shall constitute a quorum for the transaction of business at any meeting.

TOPS K-8: Building Leadership Team Bylaws & Decision Making Matrix (DMM)



Section 7. Meetings of Members. The BLT shall meet not less than twice monthly during months when school is in session at a time and place to be set by the Members. Special meetings may be called by the Chair or any two members.

ARTICLE II. DUTIES

Section 1. Decision Making. Determine a decision-making process that meets the needs of TOPS K-8. The collaborative decision-making process shall be communicated to the entire staff through a written document, which will include a decision-making matrix.

Section 2. CSIP. Oversee the facilitation and development of a Continuous School Improvement Plan (CSIP) including the configuration and structure of the school's classes and program offerings.

Section 3. Professional Development. Oversee the facilitation and development of a school-wide professional development plan to support the CSIP.

Section 4. Budget. Oversee the facilitation and development the TOPS K-8 budget.

Section 5. Communication. Disseminate information to the staff and to Site Council. Review, refine and respond to initiatives from the staff and Site Council.

Section 6. Decision Making.

- A. Each representative on the BLT is responsible for gathering and sharing input from constituents, in order to represent their views in meetings as well as his/her own.
- B. The BLT recognizes that the principal must make some decisions related to scheduling, budget accountability, personnel (workloads, work locations, income), assignment of students, professional performance, discipline, student retention, and curriculum based upon Seattle School District directives, state or federal laws, or timeline.
- C. The BLT may decide to appoint a committee (e.g. budget committee, IC) or an individual (e.g. principal, department chair) to develop a proposal for action, but in order to satisfy the Decision Making Matrix the BLT must approve that proposal via consensus or vote.
- D. The BLT will reach collective decisions by voting. Each non-administrative member of the BLT has one vote. Administrative members may use one vote each to break a tie among the regular voting members.
- E. In all matters the BLT will strive for consensus, through a shared commitment to the TOPS mission and vision. If any Member disagrees or abstains from voting on an item, the team will give them an opportunity to explain their position. If a subsequent vote still does not achieve a consensus, the group can overrule objections with a supermajority of at least 2/3 (two thirds).
- F. In situations where a 2/3 (two thirds) majority vote cannot be achieved, the principal may independently select from among the options voted upon. The principal's rationale for the choice will be recorded and made available in the BLT's records.

Section 7. Staff Participation. Establish a process, such as forming committees, to ensure staff participation in collaborative decision making and allow for assistance with the responsibilities assigned to the Building Leadership Team.

ARTICLE III. OFFICERS

Section 1. Elections. Officers will be nominated and elected by the BLT Membership.

Section 2. Chair. Prior to a BLT meeting the Chair will notify the Members of the upcoming meeting date, time and location and provide and agenda. During a BLT meeting the Chair will, start and end the meeting, facilitate respectful, purpose driven discussion, suggest compromise solutions, and assist in resolving conflict among members.

TOPS K-8: Building Leadership Team Bylaws & Decision Making Matrix (DMM)



Section 3. Note Taker. During a BLT meeting the Note Taker will records basic ideas, check accuracy or perceptions. After a BLT meeting the Note Taker will distribute a written record of the meeting to the BLT members.

Section 4. Time Keeper. The Time Keeper will periodically remind the team of time constraints, keep the team focused on the agenda, and ask whether people are ready to end discussion and move to the decision making process.

ARTICLE IV. COMMITTEES

Section 1. Establishing Committees. Processes for establishment of building committees and the membership of the committees should be approved by a majority of staff at the school. Failing such support, the building committees and membership shall be determined by the BLT.

ARTICLE V. RECORD KEEPING

The BLT will retain, on the staff share drive, records of its meetings and actions for a period of six years, after which these records will be kept in Seattle School District Archives. These records will include agendas, minutes, and any other pertinent documentation of the BLT's work.

At the beginning of each meeting, the BLT will approve minutes from the previous month's meeting for public posting on the school's Fusion page.

ARTICLE VI. Amendments

Proposed changes to the TOPS BLT bylaws or DMM must be presented in writing to the BLT for discussion. The BLT chair will be responsible for presenting the proposed amendment(s) in a staff meeting for discussion and voting (or designating another BLT member for this). Amendments must be approved by a 50%-or-more majority of present SEA-represented staff.

ARTICLE VII. Efficacy

The BLT shall engage in an annual self-evaluation process that will include a survey of the staff in order to gather feedback and data that the BLT can use to inform its priorities and vision.

TOPS K-8: Building Leadership Team Bylaws & Decision Making Matrix (DMM)



Area	Who is involved in the decision making? (Input, recommendations, etc..)	Who makes the final decision?
Assemblies/Dances	ASB/BLT	Administrative Team
Behavior Support Policies (PBIS, Falcon Four), Discipline Matrix	Staff via BLT, Climate Committee, Administrative Team, ASB	BLT, Principal, District
Bell Schedule	Staff via BLT	BLT and Administrative Team
Common Instructional Strategies	BLT, District, Administrative Team, Teaching and Learning Committee	BLT
Core Instructional Materials	District, Staff via BLT	Administrative Team
Course Offerings/Electives	BLT/District/Administrative Team/Site Council	Administrative Team
Development of the School Improvement Plan (CSIP)	Principal, staff via grade level bands, parents via BLT	BLT
Field Trips	Admin team/Staff via BLT	Administrative Team
Fundraising	Staff via BLT, Friends of TOPS (FOT), Raise the Paddle	Administrative Team/FOT
LAP budget/Plans	MTSS Team/District/State?	MTSS Team?
Master Schedule	Staff via BLT, registrar, district, state, administrative team, MTSS	Administrative Team
Professional Development Plan	Staff via BLT, grade level bands, Administrative team	BLT
Room Assignments	Administrative Team/Staff Input	Administrative Team
Safety	Safety Committee	Administrative Team, District
School Budget	District, Principal, BLT, Budget Committee, Staff	Staff via vote on Budget Committee Proposal.
Staff and Student Handbooks	Staff via BLT, Site Council	BLT and Administrative Team
Staff Hiring	Staff/students/parents via hiring teams, Site Council	Hiring team recommends candidates. Administrative team makes final decision
Waiver, LID, TRI Days	Staff via BLT	Administrative Team

VIEW RIDGE SCHOOL DECISION MAKING MATRIX

	District	Principal	Staff	Affected Staff	BLT/ Governance	Bldg. Comm.	Grade Level Teams		SIT	PTA	SEA
Budget	A	D / SD	SD		A / R	R					A
Hiring	A	D				R Hiring Team					A
CSIP	A	D / SD	SD		SD	SD				R	
Curriculum	A / R	SD	SD			R	SD				
Assessment	A / R	SD	SD				SD				
Staff Evaluation		D		R							
Staff development/PD	R	SD	SD		SD	R	R				
Staffing/Grade level assignment		D / SD		SD			R				A
Classroom Location		D / SD		R	SD						
Classroom Configuration	R	D / SD		SD	SD		SD				A
MTSS	R	D / SD		SD			SD		R		
Daily Schedule	A	D / SD	R	SD	SD						A
Yearly Calendar	D	D / SD	SD		SD		SD			R	
Student Teachers		SD		SD			R				
School wide events / assemblies		SD	SD		SD		R			R	
PBIS	A	D	R	R	SD						
Safety	R	SD	SD	SD	SD	R				R	
RULER		SD	SD	SD	SD					R	
Community Involvement		D / SD	SD	SD	SD					R	
Attendance	R	D	D Office						R		
After School Program		SD	SD	SD						SD	
Grants	R	D / SD	R	SD	R	R	R			R / SD	
Technology	D / R	SD	SD		SD	R				R	
Tours	R	D / SD		SD	SD		SD			SD	
Fund Raisers		D / SD	SD	SD	SD					SD	
Facilities & Maintenance	D	D	R	R						R	

A = Approval ~ May approve or recommend modifications

D = Decision ~ Decides plan of action, establishes policy, and may need to present to other groups for approval

SD = Shared Decision Making ~ More than one group participates in the decision-making process. Parties must come to a consensus

D / SD = Decision / Shared Decision Making ~ Intent is to reach a shared decision (consensus, majority, etc.), but if no decision can be made we defer to the final decision maker (D).

R = Recommended Input ~ Valued input, suggestions, or proposals may come from this group

BYLAWS
of the
Governance and Building Leadership Teams
View Ridge Elementary School

(revised October 2016)



Article I

Mission

Members of the View Ridge School community collaborate and take responsibility to ensure success of all View Ridge students. Academic skills are taught through the use of guided practice, independent exploration and creative expression. Students will be critical thinkers and good listeners while developing respect and appreciation for themselves and others.

Article II

Vision

The View Ridge School community provides a safe, positive learning environment where our multicultural diversity is respected, appreciated, and nurtured. View Ridge School community members will become life-long learners and achieve their highest academic and social potential.

Article III

Purpose

The purpose is to provide recommendations to the principal for the design and implementation of an academically, socially, emotionally, culturally nurturing safe environment that supports the district's motto "Every Student. Every Classroom. Every Day."

Section 1.

- a.) The View Ridge Governance Team is a partnership of the Building Leadership Team (BLT), parents and community. The specific role and duties are to steer, advise, coordinate, and evaluate for the best possible educational program.
- b.) The View Ridge BLT is a representative staff council. The specific role of the BLT is to steer, advise, coordinate, and empower the View Ridge School community to design and implement the best possible educational program.

Section 2.

The View Ridge Governance Team and the View Ridge Building Leadership Team will:

- Establish guidelines to address curriculum, social development, staff development and parent training.
- Be advisory in decisions for use of monies allocated to View Ridge by the school district as is allowed by law, regulations and contracts.
- Provide input in the determination of curriculum, materials selection, special programs, school safety, and other matters related to the improvement of the education of students.
- Participate in school personnel decision to the extent allowed by law, regulations and contracts.
- Update View Ridge CSIP plans at least yearly, more if needed.
- Communicate information to the View Ridge School community.

Section 3 Communication

Communication from surveys, through Governance Team and BLT representatives, committees and Principal.

Communication of Governance Team and BLT decisions will be through Otter Know and open meetings.

Each Governance Team member and each BLT member is to bring input from constituents, participate in decision-making and report back to their constituency.

Article IV ***Membership and Duties***

Section 1. Constituencies

a.) The View Ridge Governance Team shall be composed of the following constituents and will meet on the last Friday morning of the month as needed:

View Ridge Governance Team Membership

- Principal
- Assistant Principal
- Grade-level Representatives (6)
- Certificated Specialist
- Instructional Assistant (Parapro)
- Office (SAEOP)
- Support Staff
- Governance Team Chairperson (if any)
- PTA (2)
- Parent At Large (2)
- Community (1)

b.) In keeping with the spirit of share decision-making and respect for all members of the View Ridge School community, the BLT shall be composed of the following constituents and will meet twice a month in the morning as needed.

View Ridge Building Leadership

- Principal
- Assistant Principal
- Primary Cert (2)
- Intermediate Cert (2)
- Instructional Assistant
- Office
- Support Staff (OT/PT, SLP)

c.) The BLT and Governance Team will not discriminate on the basis of race, gender, language, income, marital status, sexual orientation and other criteria as identified in already existing Seattle School District contracts.

Section 2. Duties and Responsibilities of Members

Each Governance and BLT member is to bring input from constituents, participate in decision-making and report back to their constituency.

Section 3. Selection Process

a.) View Ridge Governance Team Selection Process

Parents of the PTA will select their representative. Volunteers will fill the Parent-at-large positions. If there are more than two parent volunteers, the position will be filled by lottery. A community member can be recruited.

b.) View Ridge Building Leadership Team Selection Process

Certificated, classified, special education and specialist staff representatives will be selected by their constituents.

c.) Committees/Task Force Groups

Each Committee/Task Force Chairperson will organize their committee/task force, set up meeting dates, and design a communication network that is effective for the committee. When appropriate, information will be communicated to the Governance Team and/or the BLT.

Section 4. Attendance at Meetings

A representative must be present from each constituency at each meeting. The representative must appoint a substitute to carry out all the duties of the representative if he or she is unable to attend. The View Ridge Governance Team chairperson or principal should be notified prior to meetings.

Section 5. Term

Each member shall serve for a term of two years in accordance with the needs of the constituents.

Article V

View Ridge Governance Team Officers

Section 1. Chairperson

The principal will be the chairperson. The chairperson will conduct the Governance Team meetings.

Section 2. Recorder

Meeting minutes will be recorded and distributed by the following week.

Article VI

Meetings and Quorum

Section 1. The Governance Team will meet on the last Friday of the month as required. The Chairperson shall determine time and place. Emergency meetings may be held if each member is informed in a timely manner.

Section 2. Quorum

Two thirds of the members shall constitute a quorum for the transaction of business of the Council.

Section 3. Decision Making

Decisions will be made by consensus when appropriate. On matters put to a vote, each member shall receive one vote. A two-thirds majority of those members present and voting is required to pass a measure.

Section 4. Conflict Resolution

For any unresolved conflicts, the View Ridge Governance Team will utilize the current District complaint/issue resolution process to resolve the problem.

Article VII

Committees

Section 1.

View Ridge will have committees as needed to achieve the mission, vision and purpose.

As needed, a written update will be sent to the parent/community members. Each BLT rep will notify their represented constituency members post BLT meeting.

Organization framework and/or committees needed for the safety and consistency of the View Ridge School community can include:

- Curriculum (Grade Level Teams with Special Program reps)
- Professional Development (BLT)
- Special Programs (Related Special Education programs and Support Services)
- Student Intervention Team (MTSS/SIT)
- Parent Program (PTA/Governance Team)
- Safety Committee
- Technology Committee
- Social Committee
- Mentor Groups
- Green Team

Section 2.

The above organizational framework and/or committees will have the authority to propose decisions and recommendations to the View Ridge Governance Team, BLT or Staff at staff meetings.

Article VIII

Self-Evaluation

In April of each year, the View Ridge Governance Team, with the BLT may appoint a committee to evaluate, the survey of performance for the preceding year. The committee will consist of the principal, Governance Team chairperson, a community of representative and a parent representative. The results of the evaluation will be used to determine areas of success and areas for improvement and goals for the coming year.

Article IX

Compliance

The View Ridge Governance Team, the BLT and committees will recognize and observe all laws, regulations, district policies, collective bargaining and other agreements in their operation. Any person may observe View Ridge meetings. Participation of observers will be through their constituency representative.

Article X

Standing Rules

Section 1. Meetings

Regular View Ridge Governance Team meetings will be held once a month on the last Friday of the month, from 8:30 – 9:15am unless otherwise designated. Regular Building Leadership Team meetings will be held twice a month, from 8:30 – 9:15am unless otherwise designated. Emphasis will be placed on starting and ending on time. The Principal will handle notification of cancelled meetings.

Section 2. Agendas

a.) Agendas will be distributed to staff 24 hours prior to the meetings.

b.) The chairperson will set time limits for agenda items for the Governance Team; the Principal will set time limits for agenda items for the Building Leadership Team. Agenda items time limits can be extended by the chairperson or principal, based on urgency of the matter, or by a consensus of the members present.

c.) Agenda items must flow through constituents and will be set by the chairperson and facilitator for the Governance Team and by the principal for the BLT.

Section 3. Code of Cooperation

Governance and BLT members will adhere to this code of cooperation.

- Attend all Council meetings and be on time.
- Listen to and show respect for the view of other members.
- Pay attention and avoid disruptive behavior such as side conversations.
- Carry out assignments on schedule.
- Resolve conflicts constructively.
- Always strive for a win-win situation.
- Take responsibility for the team's progress and success.
- Keep a sense of humor.

Wedgwood Elementary Decision Making Matrix (Updated: January, 2016)

	SPS	BLT	PTA	STAFF	COMMITTEES	PRINCIPAL	PRINCIPAL/STAFF
SCHOOL							
C-SIP	**	P/D	I	I			? V
PD Calendar	**	P	I	I			C/V
■ PD Content		I		I	D		
Budget to be determined	**	P	I	I	I		V
■ PCP Content		P	I	I			C/V
Master Schedule (PCP)				I	P*	D	
STAFF/STUDENTS							
Hiring (Cert & Hour)					D		
Staff assignments				I		D	
Student assignments				I		D	
Staff Committees/Stipends				I	I		C/V
Sub Reimbursement Plan		P		I			C/V
COMMUNITY							
Master Calendar		D	I		P		P/I
■ Assemblies		D	I				P/I
■ School Events		D	I		I		I
■ PTA Events		I	P/D*as submitted in yearly calendar			I/D	
School Fundraising			P/C	P		C/D	

KEY: P=Proposal C=Consensus D=Decision I=Input V=Vote

At least 1 contracted day prior to decision making the BLT will inform the staff of a potential vote. If a member is not able to attend the meeting they may cast their vote prior to the meeting by submitting the vote to the ballot container located with the building administrative secretary.

Consensus: We are committed to making the time for face-to-face discussion. Wedgwood defines consensus as coming to a compromise, within the contracted day, where everyone can live with the decision. We will commit to reserve the last 5 minutes of a meeting for vote if consensus can't be reached.

Vote: 2/3 majority of the ballots cast. Abstentions are not counted. Process: As members submit ballots they will cross their name off of the school roster. The BLT will count and report out results.

*The Master Scheduling Committee will be comprised of Admin (or Admin Designee), PCP teachers, Librarian, and other teachers or staff who choose to participate.

**As per the Collective Bargaining Agreement Article II, section 4J: "When a staff, following the school's decision making matrix, cannot reach consensus or at least a 2/3 vote on a budget, the professional development plan, CSIP, a representative from SEA and a representative from SPS will meet with the staff involved in attempt to resolve the issues. If after a reasonable attempt the issues remain unresolved, the issues will be forwarded to the Chief Academic Officer for a final decision. Members of the decision making body may submit a statement to the Chief Academic Officer before a final decision is made. SEA and SPS will strive to have a final decision is made. SEA and SPS will strive to have a final decision within 5 working days from the date that the issues are initially raised."

Approved

Building Leadership Team
WEDGWOOD ELEMENTARY SCHOOL BYLAWS
2016-17

Mission Statement

The mission of the *Wedgwood* Building Leadership Team is to serve as the overseer of the Comprehensive School Improvement Plan, its Professional Development Program, and as facilitators for the development of the budget. The *Wedgwood* BLT according to the Decision Making Matrix shall define the budget development process using students' academic achievement and social and emotional well being as a guide. The BLT shall be composed of representatives including an administrator, certificated and classified staff, and parent consultation. In addition, the group will act as

- A governance body to shape school policy and facilitate cooperative decision-making
- A resource and advocate for staff, parents, and students at meetings, as required and
- A motivator to promote school wide efforts

Guiding Principle

The *Wedgwood* BLT shall at all times follow to the greatest extent possible the *Wedgwood Responsibilities* and will respect the confidentiality of students, staff and parents in the conduct of its business. In order to function at the highest level of professionalism mutual trust and collegiality must exist among the school staff and the BLT. To this end, the *Wedgwood* BLT pledges its commitment to work for the good of all students and staff.

Membership

The *Wedgwood* Building Leadership Team shall consist of the following members:

- One Classroom Teacher K-1
- One Classroom Teacher 2-3
- One Classroom Teacher 4-5
- One Certificated Specialist (Art, Music, Library, P.E., SPED)
- One SEA Represented Classified
- Building Principal
- One parent representative to consult on CSIP; Budget; PD; and as needed
- One Classroom Teacher Spectrum K-5

Each representative on the BLT has the responsibility to gather input from constituents and to represent the interests of his/her group as well as his/her own views.

Terms

Membership on the *Wedgwood* BLT will follow a staggered schedule for bringing new members aboard. Tenure on the BLT shall be for a period of three years providing they represent same constituency. At the end of year staff will vote/review BLT composition. New members will join the BLT through the election process or on a voluntary basis. Parents will determine their own selection process for its representatives to the BLT.

Roles/Responsibilities

Members of the BLT will assume the following roles on a trimester basis in order to make meetings more effective. It shall be the responsibility of the facilitator to meet with the principal to develop and review the agenda prior to each meeting.

1. Facilitator

- Starts and ends the meeting
- Reminds staff of next meeting
- Establishes agenda items

Calls on team members or starts round robin process
Keeps discussion on target without dominating the conversation
Helps search for and suggest compromise solutions
Helps resolve conflict between members

2. Recorder

Remains neutral to content
Supports facilitator
Records basic ideas; checks accuracy of perceptions
Helps give a sense of direction and completion
Distributes a written record of the meeting in a timely manner; a copy to be filed in a notebook and available for those who wish to review them.

3. Time Keeper

Periodically remind the team members of the time constraints
Keeps team members focused on the task at hand
Asks whether people are ready to move to decision
Identifies when more time is needed for discussion
Recommends time allocation for future agendas

Meeting Schedule

The Building Leadership Team will meet each month during the school year. During work on the budget or Transformation Plan the BLT will 2x per month.
Emergency meetings may be called, if necessary.
All meetings are open to the entire staff. A schedule of these meetings and meeting minutes will be sent electronically to the entire staff.

Quorum

Quorum will be established as 70% participation by BLT members in BLT meeting. BLT does not vote on items but brings suggestions to the staff for a staff vote.

Decision Making

The role and/or responsibilities of the *Wedgwood* BLT as outlined in the decision making matrix.

Record Keeping

It shall be the responsibility of the BLT to retain, within the school building, records of its meetings and actions for a period of six (6) years, after which these records will be forwarded to Seattle School District Archives. These records will include agendas, minutes, and any other pertinent business of the BLT.

Amendments

Proposed changes to the *Wedgwood* BLT bylaws must be presented to the BLT for discussion and in writing. The proposed change(s) would then be taken to a staff member for presentation, discussion, etc., and voting when ready to be accepted or rejected by consensus or majority decision. See section on **Decision Making**.

Efficacy

The BLT shall engage in an annual self-evaluation process that include survey submitted to the staff to gather feedback and data that the BLT can use internally to inform its priorities and effectiveness within the school.

BLT Retreat

A building Leadership Team Retreat will be planned in the spring of each year to be held during the summer of the same year for the purpose of;

Reviewing the BLT Bylaws

Reviewing the Comprehensive School Improvement Plan

Providing orientation for new members

New Member Orientation

The Building Leadership Team shall plan and provide an annual orientation for new staff each Fall of the new school year.