

Thurgood Elementary School Building Leadership Team Bylaws 2017-18

Mission Statement

The mission of the Thurgood Marshall Building Leadership Team is to address:

- 1) CSIP (Continuous School Improvement Plan)
- 2) Professional Development Plan
- 3) School Budget
- 4) School Climate
- 5) School Vision and Mission

Norms

The Thurgood Marshall 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

- Consistent and Committed.
 - Start and end on time.
 - Follow the agenda.
 - Come prepared / Do your part.
- Remember we are here as representatives; be respectful of the diverse groups we represent, and communicate with constituents regularly.
- Listen actively and intentionally without formulating a response to be sure we hear others' ideas in their entirety.
- Share ideas respectfully and allow air time for others to share.
- Work intentionally towards consensus.
- Assume positive intent and be aware of your impact.

Guiding Principle

The Thurgood Marshall BLT shall at all times 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 Thurgood Marshall BLT pledges its commitment to work for the good of all students and staff.

Membership

The Thurgood Marshall Building Leadership Team shall consist of the following members:

- 1) The Principal and/or Assistant Principal
- 2) One primary classroom teacher (K-2)
- 3) One intermediate classroom teacher (3-5)
- 4) One self-contained special education teacher
- 5) If #2 and #3 are from the same program, we will add another teacher from the unrepresented program.

- 6) One specialist (including the resource teacher)
- 7) One classified staff member
- 8) One SEA representative
- 9) Three parent representatives, one representing each of our three programs (special education, scholars and highly capable cohort).
- 10) The *BLT (with input from the PTA President(s))* may also choose to appoint a parent as a Representative-at-Large if it is determined that school community ethnic/racial groups are not represented in the make-up of the BLT.

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 via e-mail or meetings.

BLT Members must be willing to participate in the Thurgood Marshall 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.

Election of BLT Members

1) **Parent/Guardian Positions:**

- a. **Solicitation of Candidates:** The Thurgood Marshall BLT will solicit, through the weekly PTA Pup Press 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 Thurgood Marshall community. The BLT may also form a nominating committee to identify qualified candidates. The nominating committee may also include current BLT members and 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 Thurgood Marshall 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 current 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) **Staff Selection Process:** Except for the Thurgood Marshall Principal and/or the Assistant Principal, the staff members on the BLT will be selected by the groups

they represent. Interested candidates will submit in writing or state orally why they want the position. 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 in 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.

BLT Membership Terms

Members of the Thurgood Marshall 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 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.

Roles/Responsibility

Members of the Thurgood Marshall Building Leadership Team shall assume the following roles and responsibilities in order to make meetings more effective. The Facilitator will be the Principal or Assistant Principal unless otherwise decided at the start of the year. The Note Taker position will rotate each meeting.

1. **Facilitator**
 - Remains neutral to the content; refrains from dominating the meeting
 - Focuses group energy; Directs processes
 - Encourages everyone to participate and makes sure ideas are valued
 - Contributes to agenda planning
 - Elicits clarity regarding meeting follow-up
 - Keeps group on task

2. **Note Taker**
 - Remains neutral to content
 - Supports facilitator
 - Records basic ideas
 - Asks groups what not to record
 - After the meeting types the minutes and emails to the group within one week.

3. **Temperature Taker**
 - Notifies the reactions of group members, both verbal and non-verbal
 - May suggest a pause in the proceedings to give members time to respond or ask questions
 - May check-in with team members to make sure they are able to share their views

Meeting Schedule

The Thurgood Marshall Building Leadership Team shall meet ten times during the school year (i.e. September to June). Meetings schedule will be determined at the retreat at the start of the year. Emergency meetings of the BLT may be held, if necessary. The meeting

schedule will be posted on the Thurgood Marshall PTA website and the staff shared folder. A Building Leadership Team Retreat will be held at the beginning of each school year.

Meeting Agenda

Thurgood Marshall BLT will prepare a tentative agenda for its future meetings. The final agenda for each BLT meeting will be determined and sent out to members at least 24 hours in advance. In the event that an emergency meeting is called, the agenda will be sent out at the time that the meeting is announced.

Any community member can bring business before the Thurgood Marshall BLT by contacting the appropriate representative in writing. That representative has the discretion to address the matter through another forum if it is determined that the issue does not fall within the BLT's scope of work. Non-BLT Members may observe the discussion process and submit questions for the group in writing before or after the meeting.

Decision Making

The role and/or responsibilities of the Thurgood Marshall BLT as outlined in the decision making matrix is based on the following norms and agreements:

The Thurgood Marshall BLT accepts that the principal must make some decisions related to scheduling, budget accountability, personnel (workloads, work location, income), assignment of students, professional performance, discipline, student retention and curriculum based upon Seattle School District directives, state or federal laws or timeline.

Consensus Decision Making

The Thurgood Marshall 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 Facilitator is responsible for moving the group towards, and listening for consensus. While others may be present at a meeting, only those named as voting members of the BLT are entitled to vote. 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 current member in attendance at that meeting or a substitute constituent that s/he designates.

Conflict Resolution

If consensus cannot be reached on an issue, the Thurgood Marshall BLT shall by simple majority choose one or more of the following alternatives:

- Continue the discussion until consensus is reached
- 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 voting in favor required for passage.

Restrictions

Decisions made by the Thurgood Marshall BLT will be in alignment with 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.

Quorum

In order for an item/issue or action to be voted upon a quorum must be present at the Building Leadership Team meeting. The minimum number of members in attendance must be two-thirds of the membership for a quorum.

Record Keeping

BLT notes will be posted on the Thurgood Marshall PTA website and to a shared folder accessible to Thurgood Marshall Staff. Bylaws will also be posted on the PTA website and in a shared staff folder.

It shall be the responsibility of the Thurgood Marshall 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.

Amendments to Bylaws

The by-laws will be reviewed annually at the first BLT meeting and may be edited or revised as determined by the group. Subsequent proposed changes to the Thurgood Marshall Building Leadership Team Bylaws must be presented to the BLT for discussion and in writing at a scheduled meeting. Copies of the proposed amendment, 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 under the “Decision-Making” section of this document.

Evaluation

Prior to the end of each school year, the Thurgood Marshall 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.