



Whittier Elementary School

BLT Bylaws

Mission

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

- An advisory to shape school policy and facilitate cooperative decision-making
- A resource and advocate for staff, parents, and students at meeting, as required, and
- An advocate for school wide efforts

Guiding Principle

The Whittier BLT pledges its commitment to work for the good of all students, staff, families & community. The Whittier 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, parent community and the BLT.

Norms:

The Whittier Leadership Team will adhere to the principle that all business conducted under its guidance will be related to the issue at hand with specific focus on **instructional practice** and **student learning** following these norms of collaboration:

- Seek first to understand
- Speak your truth
- Encourage all voices to be heard
- Assume personal responsibility
- Engage respectfully
- Focus on what we can control

Membership

The Whittier Building Leadership Team shall consist of the following members:

Two Classroom Teachers	K-2
Two Classroom Teachers	3-5
One Certificated Specialist	(Art, Perf Arts, Library, P.E. Resource, Nurse, itinerate)
One SEA Represented Classified Building Principal	
Two Parents At Large	(Mix of grade levels, student learners, PTA members)
Whittier Kids/Community Member	

Terms

Membership on the Whittier BLT will follow a staggered schedule for bringing new members aboard. Tenure on the BLT shall be for a period of two years. New members will join the BLT through the election process or on a voluntary basis. K-2 and 3-5 representatives are voted on by their representative groups. Prospective parents will write a statement of interest to the

sitting parent representatives, and the PTA President. Community membership will be invited by the Principal.

Roles/Responsibilities

Members of the BLT will assume the following roles on a trimester basis in order to make meetings more effective.

Members: Each representative on the BLT has the responsibility to gather input from constituents and to represent his/her group as well as his/her own views in the best interest of the school as a whole community.

- Primary, Intermediate and Specialist representatives will meet once per month with their groups in order to discuss upcoming BLT agenda items and collect recommendations for future meetings. One team meeting per month will be designated for this on the PD Calendar. BLT reps may need to call additional emergency morning meetings for input and/or feedback on agenda items.
- Parent members at large represent the perspective of all parents and shall, solicit and represent input (i.e. BLT Newsletters, PTA Meetings, WildChat notices). They will share agendas ahead of time and if neither representative is a board member, shall strive to meet with PTA leadership monthly.

Facilitator: This position will rotate among the teacher representatives each meeting. This will be calendared out for the entire year.

- Communicate with the principal to develop and review the agenda prior to each meeting.
- Starts and ends the meeting
- Keeps discussion on target
- Provides opportunity for all voices to be heard
- Helps search for and suggest compromise solutions
- Helps resolve conflict between team members

Recorder/Time Keeper: This position will be the classified representative.

- Remains neutral to content
- Supports facilitator
- Records basic ideas; checks accuracy of perceptions
- Helps give a sense of direction and completion
- Distributes a written summary of the meeting via email within one week of meeting date; a copy to be filed in a notebook and posted on school website
- Periodically remind the team members of time constraints
- Identifies when more time is needed for discussion

Specific attendees may be invited in the event particular expertise is needed for agenda items.

Meeting Schedule

The Building Leadership Team will meet each month during the school year and are open for anyone to observe. During work on the budget or CSIP the BLT will meet more often. Emergency meetings may be called, if necessary. Meetings may be closed for observation on occasion due to confidentiality, or the sensitive nature of the discussion.

All meetings begin with an open forum in which anyone in the community can request time to discuss topics related to budget, PD, and C-SIP. The open forum occurs during the first 10 minutes of the meeting time in which presenters share and members may ask clarifying

questions. The meeting then proceeds with its agenda. A schedule of these meetings will be published to Allstaff and Whittier website.

Quorum

In order for an item, issue or action to be voted upon a quorum must be present at the BLT meeting. The minimum number of members in attendance must be seven (7) of ten (10) BLT members.

Committees

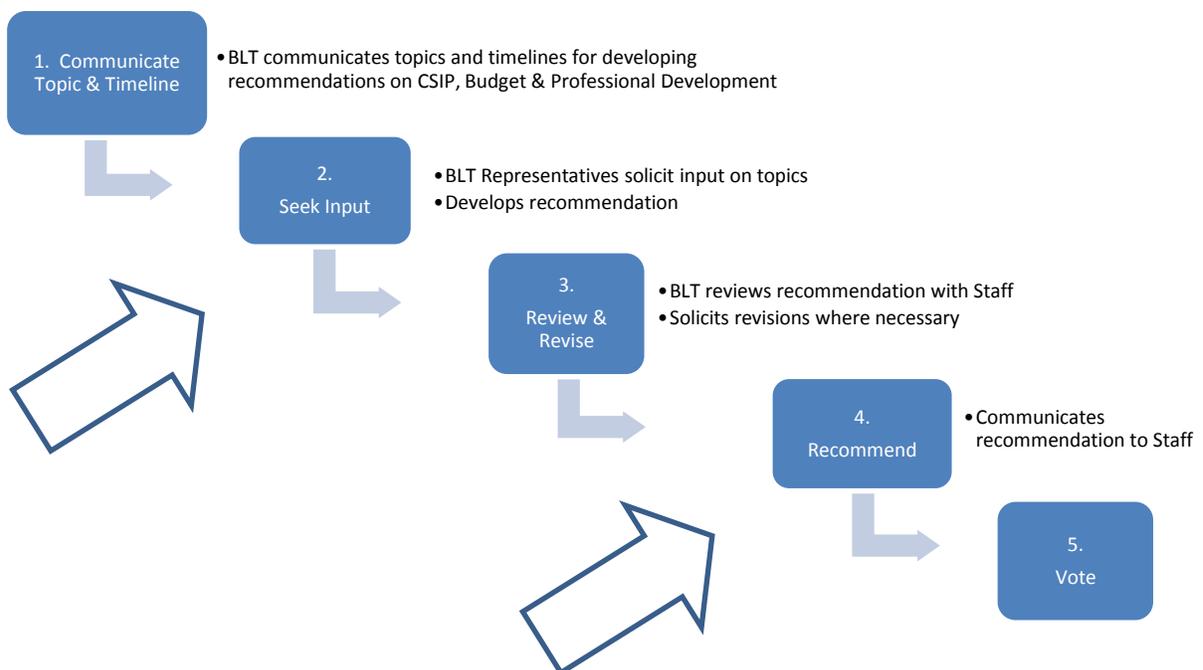
The Whittier BLT shall serve as the Professional Development Committee for the school. Other committees that may be established will serve as advisory work groups to the BLT. It is the responsibility of each committee to work on processes, plans, and proposals to present to the staff for final decisions with input from the BLT.

Input Process

As outlined in the Decision Making Matrix, the BLT provides input for CSIP, Professional Development and Budget topics. Staff and the principal retain decision-making authority.

General BLT Input Process:

- BLT representatives communicate upcoming agenda topics and timelines, provide relevant background information (e.g., draft documents)
- Representatives solicit input on agenda topics
- Representatives share input with BLT; BLT considers input, develops recommendation
- Recommendation and applicable documents provided to staff in advance of meetings
- Representatives review recommendation with staff, staff provides input
- BLT considers new input, forms final recommendation for staff vote
- Staff votes on final recommendation



Timelines

The purpose of this input process is to provide constituents with adequate time and opportunity to consider topics under discussion, permit a thoughtful exchange of ideas, and build consensus. There may be timeline constraints that reconfigure the process (e.g., short timelines from SPS). Constituents will be notified in these instances and an avenue for input (e.g., additional optional meetings) will be provided, or constituents may defer to the Building Leadership Team for resolution.

Timelines and background information (e.g., draft recommendations) for topics under discussion will be provided to constituent groups as they become available, preferably no less than 48 hours in advance of meetings (e.g., BLT rep meetings, staff meetings, etc.), to permit “think time”.

How the BLT solicits information

BLT representatives share monthly agendas and topics under discussion with constituent groups. Information may be shared during in-person meetings or via email, newsletters, etc., as agreed to between BLT representatives and their constituent groups. Constituents are invited to provide input using these same methods. BLT representatives will strive to share input across constituent groups (e.g., between staff groups—primary, intermediate and specialists) during staff meetings, BLT rep meetings and/or via email summaries. BLT representatives are responsible for gathering and confirming input, and sharing the information with the BLT.

How the BLT forms recommendations

The BLT supports collaborative decision-making through the process of collecting, consolidating and reflecting constituent input to form its recommendations. In forming recommendations, the BLT strives for consensus. If consensus is not achieved, the BLT will take a thumb vote; those who do not agree or abstain from voting will be given the opportunity to explain their position. The BLT will take another vote to see if they have addressed concerns and can reach a consensus. If the BLT cannot achieve a consensus, they may make a recommendation with a 70% majority.

How the BLT communicates recommendations

BLT representatives will share recommendations with their constituent groups, explaining how the recommendation responds to constituent input, what alternatives were considered, and the rationale for the recommendation. Constituent groups will have an opportunity to provide additional input and feedback on BLT recommendations, which will be shared with the BLT. If the input requires additional action, the BLT will revise the recommendation in advance of a staff vote. If additional changes are required after a staff vote has taken place, there will be a revote to confirm the change.

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, notes, and any other pertinent business of the BLT. A notebook hardcopy is kept in the main office and an electronic version will be saved on a shared folder as well as on the school website.

Amendments

~~Any proposed changes to the Whittier BLT bylaws must be presented in writing to the BLT for discussion. The proposed change(s) would then be taken to a staff meeting 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 with the school.