



One Classroom Teacher	2-3
One Classroom Teacher	4-5
One Certificated Specialist	(Art, Music, Library, P.E. etc.)
One Certificated SPED	
One Paraprofessional	
One SEA Represented Classified	
Building Principal	
Two Parent Representative (s)	
One from General Education	
One from Special Education	

Each representative on the BLT has the responsibility to gather input from constituents and to represent the interest for his/her group as well as his/her own views. The parent representative is a voting position. Parent representation on the BLT is limited to two (2) members. An effort will be made to find a balance between the Contemporary and Montessori members.

### **Terms**

Membership on the Bagley 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. 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
  - 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 team 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; 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 time constraints
  - Keeps team members focused on the tasks 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 CSIP the BLT will meet 2x per month. Emergency meetings may be called, if necessary. All meetings are open to the entire staff. A schedule of these meetings will be available to staff.

### **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 (10) members.

### **Committees**

The Bagley building Leadership Team shall incorporate the existing CSIP committee structure into its by-laws. The Bagley BLT shall serve as the Professional Development Committee for the school. These committees shall be advisory work groups with some limited decision-making authority. It is the responsibility of each committee to work on processes, plans, and proposals to present to the staff for final decisions.

### **Decision Making**

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

The Bagley 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.

Whenever possible the BLT members shall strive for consensus, to the point where everyone can live with the decision made. If even one member cannot agree, a vote will be taken. A thumbs vote will be taken; those who do not agree or abstain from voting will be given the opportunity to explain their position. Another vote will then be taken to see if concerns have been addressed and consensus can be reached. If consensus cannot be reached, the group must decide if majority will rule and the percentage is 70%.

**For decisions that must go to the entire staff, and that affect only certificated teachers or both certificated and classified,** complete consensus is the desired outcome. Should total consensus not be reached, the decision can be processed by a vote, in which a **sufficient consensus of 70%** of the qualified voters is required. A process will be in place whereby written ballots are to be returned by those voting to verify if a sufficient consensus of 70% has been achieved. In a non-ballot vote, a nose count will be made to ensure that 70% of the staff is present before a vote is taken. When time allows, a paper vote will follow the meeting to allow time for staff to digest the information and options.

If a 70% majority vote cannot be achieved, then the principal may select from among the options voted upon. The principal will give rationale for the choice made.

Qualified voters include the principal and all SEA represented staff.

### **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 Bagley 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 includes a 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

### **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 School Improvement Plan
- Providing orientation for new members