



BYLAWS of Building Leadership Team Lawton 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 Lawton Building Leadership Team (“Lawton BLT”) are hereby adopted as of January 2009 and revised as of May 2013.

I. PURPOSE

A. Purpose of the Bylaws.

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

B. Purpose of the Building Leadership Team.

The Lawton BLT serves as one of the governing bodies of Lawton, and works to advance school goals for academic achievement, financial stewardship of discretionary funds, and professional development for Lawton staff. The BLT aims to ensure Lawton has the highest standards of educational excellence and an inclusive, supportive school community. In addition, the BLT proactively communicates with the Lawton 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 Lawton BLT shall participate in school governance activities related to the following:

1. 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.

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 Lawton 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 Lawton 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 Lawton 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 Lawton.

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

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

III. MEMBERSHIP

A. Expectations of BLT Members.

Members of the Lawton BLT represent and are expected to communicate with their constituency, and represent the best interests of the school as a whole. 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 III.D and III.F.

B. Lawton School Community.

The Lawton 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 Lawton, and all of the enrolled students.

C. Membership on the BLT.

The Lawton 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 Lawton BLT shall include six staff members consisting of (a) the Lawton 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 Lawton BLT shall include two parent/guardian members representative of the Lawton parent/guardian community.

3. At-Large Member. The Lawton BLT at-large member is designed to strengthen the linkage with organizations actively involved in the Lawton 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 Lawton 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.

a. Solicitation of Candidates. The Lawton 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 Lawton 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 Lawton 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 Lawton BLT meetings.

3. Staff Selection Process. Subject to Section III.F and except for the Lawton Principal, the Lawton 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 Lawton 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.

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.

Lawton 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 Lawton, 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 Lawton 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.

IV. MEETINGS

A. General Provisions.

Lawton BLT meetings will be open to all interested persons. BLT members should encourage the larger Lawton 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 Lawton community members. The meeting schedule will also be posted on the Lawton 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 Lawton 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 Lawton BLT through a BLT member, in writing or via email.

C. Record Keeping.

The Lawton 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. Decision Making.

1. Consensus Decision Making. The Lawton 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:

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 Lawton 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 Lawton 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 Lawton 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.

V. AMENDMENTS TO BYLAWS

Proposed amendments to the bylaws will be presented to the Lawton 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 Lawton 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.