

## **Article 1 - School Leadership Team Mission Statement and Education Vision**

The mission of the School Leadership Team of Westside Elementary School

Improve

Enhance

Inform

Communicate

Collaboration

Innovate

Work to improve student learning by facilitating communication between all grade levels and departments through collaborative problem solving.

## **Article II - Team Composition**

### **Section 1      Size Team**

The total number of members shall not exceed 9 members.

### **Section 2      Mandatory Members**

The only mandatory members of the BLT are the school's principal and a process manager.

### **Section 3      Members at Large**

The remaining members of the team shall consist of teachers and other staff.

### **Section 4      Election of Team Members**

Members should be determined and voted upon by grade level or special area (i.e., special ed., counselors, etc). Those elected must then be approved by the principal. The team is composed of one person from each grade level and one special area representative.

### **Section 5      Leadership Roles**

Principal - The principal will be responsible for leading committee meetings to preserve agenda and maintain efficiency. He/she will actively work to make sure all voices are heard. The principal will post BLT updates in **\*\*\*ask Mr. Scott how he wants to communicate\*\*\***

Process Manager - The process manager is responsible for creating an agenda, sending BLT meeting notices, and entering data in the Indistar system. The process manager will also keep minutes during BLT meetings, which will then be made available for staff to view (**can Indistar do this??**), as well as, monitor time,

start/stop topics, keep team focused, call for tabling a subject or making a decision.

Communication Manager-The communication will be responsible for compiling information during BLT meetings and creating an informational newsletter, and distributing this to staff.

#### Responsibilities of Building Leadership Team Members

BLT members are responsible for working collaboratively by sharing their ideas and concerns and listening to the ideas and concerns of others: engaging in collaborative problem-solving and solution-seeking that will lead to consensus-based decisions.

Team members must communicate effectively with their constituent groups and share the views of their constituencies with the team.

Additionally, team members will be responsible for communicating all information from the BLT with their instructional team (i.e., grade level, special area). They will also serve as leaders on their individual instructional teams. This includes collecting input from team members, creating agendas for instructional team meetings, keeping minutes during instructional team meetings, and turning in copies of the agenda/minutes/sign in sheet to both the principal and the process manager.

\*\*\*Do instructional team needs different roles so this is not all on the BLT member (i.e, running the meeting and keeping the minutes)?\*\*\*

### Section 6 **Length of Term and Term Limits**

All members will initially serve a 2 year minimum term in order to establish continuity on the BLT.

Beginning in 2016-17 members will rotate 3 at a time on a two year rotation. However, members can be reelected if appointed by their grade level or special area.

\*\*\*Do we need to set in stone which groups go at which time. For example, do we want it be K, 2, 4 in 2016-17 and 1,3, special area in 2017-18? Then those groups will always rotate off together. \*\*\*\*

Administrative staff are permanent members and will not rotate off the BLT.

## **Article III - Team Meetings**

### Section 1 **Schedule of Meetings**

The Building Leadership Team shall meet twice a month for an hour each meeting. Meetings will be scheduled on the second Monday and fourth

Wednesday of each month. Group consensus and/or principal discretion will determine if and when schedule changes are made (due to short week, holiday, parent teacher conferences, etc). Additionally, the BLT will the same inclement weather policy as the school.

Section 2 **Notice of Team Meetings**

The Building Leadership Team will establish a yearly calendar which shall be posted on the Google calendar at the beginning of each school year.

Section 3 **Meeting Attendance**

\*\*\*\*\* **revisit** \*\*\*\*\*

Section 4 **Order of Business**

- Call to Order
- Celebrate Recent Successes
- Review and Respond to Coaching Comments
- Approval of Last Meeting Minutes
- Old Business
- Indicators to Assess/Plan/Monitor
- Discussion of New Business
- Adjournment

Should team members need additional items added to the agenda, they should notify the Process Manager more than one week prior to the next meeting.

To maintain efficiency, the meetings will follow the agenda as closely as possible. Non-agenda items that are brought up during the meeting can be scheduled for the next meeting agenda, unless they are of a time sensitive nature

\*\*\*\*\***THIS IS WHERE WE STOPPED LAST MEETING**\*\*\*\*\*

**Article IV - Decision-Making**

Section 1 **Input**

Stakeholders input is welcomed by the BLT (see “Non-member Input and Participation”). When a BLT member receives suggestions and/or concerns directly from non-BLT members, he or she should follow the protocol described below in order to maintain the efficiency of the group and open communication with the principal and committee.

- **If a non-member has a suggestion/concern, then they will fill out the BLT Topic Form, which is located on Google forms and in the office. Once the**

form has been completed, it must be discussed with a member and the form will be turned into the library.

- If the issue is related to the team's goals, the member should notify the principal of the issue and begin to research and develop possible solutions. The team should respond directly to the person submitting the input within a timely manner, even if just to inform the person that their suggestion was received. The team should maintain communication with the person(s) involved as the issue progresses.
- If the issue is not related to the team's goals, the member should refer the matter to the appropriate committee, if known, and notify the principal of the concern. **The member will then inform the person submitting the input which committee is handling the concern.**
- If it is not known which committee is directly affected by the issue, the member should forward the suggestion/concern to the principal who will determine the best course of action. **The principal will then inform the person submitting the input the course of action she has determined to best resolve the suggestion/concern.**

## Section 2 **Decision**

The team will review and discuss their assigned BLT goals, including gathering and reviewing relevant goal information and data and developing recommendations to further their goal.

As teams develop ideas for new activities and/or procedures, they should consult with the principal to determine its usefulness and appropriateness. It is important that all teams and committees should maintain open communication as to their activities in order to avoid duplication of efforts, conflicting interest, and/or potential obstacles.

Once a team/ committee has finalized plans for the implementation of a new activity or procedure, they should bring their recommendation to the BLT committee for their approval.

The team/ committee would present their final recommendation to the team during their next meeting. If there are no further objections or input by the team, the team/ committee can implement their recommendation.

## **Input and Participation**

The BLT strives to bring parent and staff concerns to the attention of the Westside Middle School community. The team welcomes suggestions and input as it relates to BLT activities.

Westside Middle school parents, staff, and community members may inform the team of suggestions and/or concerns through any of the following methods.

- Direct contact with the principal, either via phone, email, or letter\*
- Direct contact with the principal, who may refer the issue to the team.
- Contact with any BLT member, who will bring the matter to the team, or when applicable.
- Other (The BLT may decide to survey parents during the year to gain information about parent concerns.)

\*Please note that contacts made via email or in letter format may be provided to all team members for their review.

### **Attendance at BLT monthly meetings**

BLT meetings are open to the public. Individuals who wish to participate in monthly BLT meetings may do so within the following guidelines:

- The principal should be notified at least one week in advance of a meeting if a non-BLT member wants to attend a meeting and/or speak to the team about an issue or concern. If the latter, the topic must be specified.
- While BLT meetings are open to the public, it is encouraged that public comment be reserved for issues that specifically involve BLT activities. It is ultimately up to the discretion of the principal which matters will be brought to the group as a whole. Issues not deemed appropriate for monthly meetings may be addressed in other ways, such as referral to the principal.
- Public comments are reserved for the first ten minutes of a meeting and are limited to three minutes per person. Time may be extended if questions arise from the BLT.

The BLT will take great strides to respond to issues brought to the group in some capacity within one month of receiving it. If the person submitting the suggestion/concern provides their name and contact information, then they will be contacted directly within two weeks of receiving the input.