



Westside High School Building Leadership Team Bylaws

Article 1 - School Leadership Team Mission Statement and Education Vision

The mission of the Westside High School Leadership Team is to create a structure for school based decision making that will shape the path of our school. This will provide guidance for continuous improvement of student and faculty achievement to realize the Vision and Mission of Westside School District.

Committed to Learn ... Committed to Lead

MISSION:

The Westside Consolidated School District will strive for excellence by engaging learners, empowering minds, and educating all.

WE BELIEVE:

- Everything we do must be student-centered.
- The teacher is the single-most influential factor on student learning and achievement.
- All learners' needs are met through caring teachers and quality instruction.
- All learners achieve their fullest potential by being held to high expectations.
- The learning environment must provide everyone security, care, dignity, and respect.
- Innovative leadership will provide opportunities for our staff, students, parents, and communities to achieve excellence.

Article II - Membership

Members of the WHS-BLT represent and are expected to communicate with their constituency, but they vote in the best interests of the school as a whole. No staff member of the WHS-BLT shall be compensated for his or her service on WHS-BLT. The members of the WHS-BLT shall be elected or appointed as set forth in the bylaws.

WHS-BLT members must be willing to participate in the WHS decision making process and to give the WHS-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.

Section 1 **Team Size**

Eight members from the faculty with assistant principal and principal. One counselor shall be on the committee.

Section 2 **Election of Team Members**

Members should be determined by team recommendations, approved by the principal.

Section 3 **Leadership Roles**

The principal will serve as the chairperson of the WHS-BLT. The power and duties of the Chairperson will be to have general supervision, direction, and control of the business and affairs of the WHS-BLT. These duties will include, but not be limited to: setting the agenda for meetings, call meetings regularly scheduled meetings and meetings based on need, presiding over WHS-BLT meetings, and contacting other committees when necessary to facilitate decision making.

Other leadership positions may be elected as the WHS-BLT determines the need. These members will be elected by a majority vote of the voting members of the WHS-BLT. Members will serve for one year with an opportunity for renewal for one year.

The WHS-BLT chair may establish a committee, consisting of members or nonmembers of the WHS-BLT, to consider any issue before the WHS-BLT that requires consideration and analysis by a smaller group.

The Process Manager is responsible for creating an agenda, sending BLT meeting notices, and entering data into Indistar.

Section 4 **Length of Term and Term Limits**

The charter members of the WHS-BLT will hold a three year term. When the three year limit is reached, two members will be randomly selected to step down. New members will nominated by the WHS-BLT and voted on by secret ballot.

Section 5 **Responsibilities of School Leadership Team Members**

Team members, including those additional roles outlined in these bylaws, are responsible for working collaboratively by sharing their ideas, 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. When a consensus is not reached, any member may call for a vote.

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

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 at a time convenient for the team members.

Section 2 Notice of Team Meetings

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

Section 3 Meeting Attendance

All members shall strive to attend each meeting. Members shall not miss more than three meetings per year. If a member misses more than three meetings, he or she shall be dismissed with the discretion of the principal.

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.

Article IV - Decision-Making

Section 1 Input

- Stakeholders input is welcomed by the BLT.
- Suggestions from a non-member will be submitted through the BLT Feedback Form.
- WHS-BLT meetings are open to the public
- Parents and student feedback is encouraged

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.

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.

Section 3 **Evaluation**

Prior to the end of each school year, the WHS-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 minutes of the meeting and reported to the members of the WHS-BLT the next year.