



# Bylaws of The John Rogers Building Leadership Team

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## **John Rogers Vision**

**EVERY student *seen*, engaged, challenged and growing.**

## **John Rogers Mission**

**Nurturing and fostering an inclusive, positive and collaborative community of high-achieving learners and socially responsible citizens in an ever-changing world.**

According to the guidelines for Building Leadership Teams (BLT) adopted by the Seattle School District and pursuant to terms of the Collective Bargaining Agreement between the District and its teachers and staff, the following Bylaws of John Rogers BLT are hereby adopted as of May 12, 2016.

## **I. PURPOSE**

### **A. Purpose of the Bylaws.**

These Bylaws establish a set of rules and procedures approved by the John Rogers community to guide the governance functions of the John Rogers BLT.

### **B. Purpose of the Building Leadership Team.**

The primary functions of the John Rogers BLT are to promote and facilitate the collaborative decision making process which affects academic achievement. All decisions will be made in accordance with the Decision Making Matrix. The John Rogers-BLT serves as one of the governing bodies of John Rogers, with responsibilities for leadership, advocacy, financial stewardship, and strategic planning to assure the highest standards of educational excellence and an inclusive, supportive school community.

## **II. DUTIES AND RESPONSIBILITIES**

The John Rogers-BLT shall participate in the following aspects of school governance:

- To function as a forum for discussion and resolution of issues
- To work toward consensus building in the school community
- To set goals and implement plans for John Rogers that provide for family, staff, community and student involvement in appropriate aspects of school functioning
- To communicate to the John Rogers staff and parents suggestions and/or policy regarding the philosophy and focus of the instructional program at John Rogers, allowing the staff to plan final implementation steps
- To consider suggestions and concerns of the staff and parents in order to aid and advance the goals of John Rogers
- To oversee the facilitation and development of the John Rogers school budget in conjunction with staff. Budget will require both a staff and BLT vote for final approval

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- To coordinate advocacy for the interest of John Rogers with the District and larger community
- To work cooperatively with the PTA in furthering the goals and mission statement of John Rogers

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

## **III. MEMBERSHIP**

### **A. Expectations of John Rogers-BLT Members.**

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

### **B. John Rogers School Community.**

The John Rogers school community shall consist of the building Principal, all certificated and classified staff, all in-building program staff, all parents or legal guardians of the students enrolled at John Rogers, and all of the enrolled students.

### **C. Membership on the John Rogers-BLT.**

The John Rogers-BLT shall consist of at least seven members, each with one vote. 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 John Rogers-BLT will be determined as follows:

1. Staff Members - The John Rogers-BLT shall include at least seven staff members consisting of (a) the John Rogers principal; (b) three certificated staff from the following levels: one K-1 teacher, one 2-3 teacher, one 4-5 teacher; (c) one special education teacher (d) one classified staff member; (e) one specialist.
2. Parent/Guardian Members - The John Rogers-BLT shall include at least one parent member who represents the students at large.
3. General Criteria for Membership - John Rogers-BLT members must be willing to participate in the John Rogers decision-making process and to give the John Rogers-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. Of the John Rogers-BLT members, every reasonable effort will be made to ensure equitable representation of the demographics of the school population. A person seeking to run for a John

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Rogers-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.

4. PTA Participation - The John Rogers-BLT will strive to coordinate with the PTA as much as possible to meet the needs of the school and community. BLT meetings are open to all members of the community. One or more representatives of the PTA may participate in meetings of the John Rogers BLT as a non-voting member. These attendees are considered distinct from the elected sitting parent member(s) of the BLT.

## **D. Election of John Rogers-BLT Members**

### 1. Policy on Parent Representatives on the John Rogers Building Leadership Team

Elected parent representatives to the BLT serve for a term of two years, and have full voting power. If there are two parent members, it is preferred that their terms be staggered (as per staff guidelines – see Section E, below). Parent representatives are asked to commit to fulfilling both years of the term, in order to maintain continuity from one year to the next. Participation may continue beyond two years, but only after an opportunity for other interested parents to also seek election for that position. In order to ensure equal representation of parent involvement, a John Rogers-BLT parent member may not also serve as an elected member of the PTA board.

In Spring, the John Rogers principal will communicate to all families the open position for the following year, and will request that interested parents submit a statement of interest. If more than two parents are interested in the position, an election will be held that allows for all parents/guardians to participate in the election.

### 2. Staff Selection Process.

Subject to Section F below, and with the exception of the John Rogers Principal, school staff members on the John Rogers-BLT will be selected as required by this subsection.

3. Nominations for open positions in the categories described in section C above will be sought at a staff meeting. Voting for the staff positions will take place at a staff meeting, 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 John Rogers-BLT.

## **E. John Rogers-BLT Membership Terms.**

Members of the John Rogers-BLT will serve for two years, and efforts will be made to stagger terms so that that some positions of each type will be elected each year. The goal is to have approximately one half of its membership remaining in the next year for the sake of stability and continuity. The John Rogers-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

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John Rogers-BLT shall conduct the voting processes described above so as to assure that the first John Rogers-BLT meeting of a new school year fills all open John Rogers-BLT board positions.

## **F. Vacancies on the John Rogers-BLT.**

In the event of an unexpected vacancy on the John Rogers-BLT of any position held by a parent/guardian, the John Rogers-BLT by majority vote may appoint an individual to fill the vacant position until the next general election of the John Rogers-BLT members. In the event of a vacancy of a staff position on the John Rogers-BLT, the Principal may appoint a staff member to fill the vacant positions until the next general election of staff John Rogers-BLT members.

## **G. Attendance and Removal.**

John Rogers-BLT members will strive to attend all meetings. A John Rogers-BLT voting member may be removed for cause (including the failure to attend regularly scheduled meetings) at the discretion of the principal after consultation with the John Rogers-BLT.

## **H. John Rogers BLT Members and Committees.**

1. Facilitator - The role of the facilitator will be to engage the BLT in understanding their common objectives and assisting them to plan how to achieve those objectives. Facilitators will rotate once a month and each BLT staff member will facilitate at least one BLT meeting. These duties will include, but not be limited to, the following: gathering agenda items from BLT members, setting the agenda for meetings, call meeting on their month and more often based on need, ensuring that meetings are open to all and publicized, and contacting other committees when necessary to facilitate decision-making. If the facilitator cannot be present for the meeting, she/he is responsible for requesting another John Rogers-BLT member to facilitate the meeting.

2. Committees - The John Rogers-BLT may establish a committee, consisting of members or nonmembers of the John Rogers-BLT, to consider any issue before the John Rogers-BLT that requires consideration and analysis by a smaller, more focused group prior to submission to the John Rogers-BLT as a whole.

## **IV. MEETINGS.**

### **A. General Provisions.**

John Rogers-BLT meetings will be open to all interested persons. John Rogers-BLT members should encourage the larger John Rogers community to provide input to the John Rogers-BLT and to be involved in the business of the John Rogers-BLT.

The John Rogers-BLT will meet at least monthly from August through June on a standard day and time to be decided on the first meeting of the school year. The meeting schedule will also be posted in the weekly bulletin. Meeting reminders will be published in the weekly newsletter preceding each meeting. Emergency meetings will require at least 24 hours advance notice.

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## **B. Meeting Agendas.**

Throughout the school year, the John Rogers-BLT monthly facilitator will prepare a tentative agenda for its future meeting. The final agenda for each John Rogers-BLT meeting will be determined in advance of the meeting. In the case of an emergency session, the agenda for the meeting will be announced at the time the meeting is announced. Three days in advance of each regular John Rogers-BLT meeting, the proposed agenda will be (i) delivered to each member of the John Rogers-BLT (ii) delivered to all staff and the BLT parent representative.

Any community member can bring business before the John Rogers-BLT through a John Rogers-BLT member, in writing or via email to the facilitator.

## **C. Record Keeping.**

The John Rogers-BLT will rotate the role of minutes-recorder at meetings. After each meeting, the designated recorder will send a draft of the minutes out to all BLT members. The BLT members will provide feedback. The recorder will then make any necessary revisions, and distribute minutes to the staff within one week. The BLT parent rep will distribute to the PTA community.

## **D. Decision Making.**

1. Consensus Decision Making - The John Rogers-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 principal 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 John Rogers-BLT will be entitled to vote when a vote is taken. Each member of the John Rogers-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 John Rogers-BLT by consensus will be declared when:

- All members have had a free opportunity to contribute to 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 John Rogers-BLT may ask for a call on the strength of the consensus on the proposal in question. At that time, the principal shall ask the members to indicate their strength of agreement with the proposal. John Rogers-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 principal 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 John Rogers-BLT members must be present in order for a decision to be made on any action item brought before the John Rogers-BLT.

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3. Conflict Resolution. If consensus cannot be reached on an issue, the John Rogers-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 majority of John Rogers-BLT members voting in favor required for passage

4. Restrictions - No decision made by the John Rogers 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 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 John Rogers-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 outline in Section IV.D of this document.

## **VI. EVALUATION**

Prior to the end of each school year, the John Rogers-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 John Rogers-BLT the next year.