

BYLAWS OF THE BUILDING LEADERSHIP TEAM

(Previously Adopted Fall 2005)

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 Stanford International School (JSIS) BLT are hereby adopted as of December of 2014

I. PURPOSE

A. Purpose of the Bylaws.

These Bylaws establish a set of rules and procedures approved by the John Stanford International School community to guide the governance functions of the JSIS-BLT.

B. Purpose of the Building Leadership Team.

The primary functions of the JSIS-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 JSIS-BLT serves as one of the governing bodies of JSIS, 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 JSIS-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 JSIS that provide for family, staff, community and student involvement in appropriate aspects of school functioning
- To communicate to the JSIS staff and parents suggestions and/or policy regarding the philosophy and focus of the instructional program at JSIS, 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 JSIS
- To oversee the facilitation and development of the JSIS school budget in conjunction with staff. Budget will require both a staff and BLT will vote for final approval
- To coordinate advocacy for the interest of JSIS with the District and larger community
- To work cooperatively with the PTSA in furthering the goals and mission statement of JSIS

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

III. MEMBERSHIP

A. Expectations of JSIS-Members.

Members of the JSIS-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 JSIS-BLT shall be compensated for his or her service on JSIS-BLT. The members of the JSIS-BLT shall be elected or appointed as set forth in Sections D and F below.

B. JSIS School Community.

The JSIS 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 JSIS, and all of the enrolled students.

C. Membership on the JSIS-BLT.

The JSIS-BLT shall consist of at least 11 individuals. 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 JSIS-BLT will be determined as follows:

1. Staff Members. The JSIS-BLT shall include seven staff members consisting of (a) the JSIS principal; (b) three certificated staff from the following levels: one K-1 teacher, one 2-3 teacher, one 4-5 teacher; (c) one classified staff member; (d) one union representative; and (e) one specialist. (Representation of both English and immersion teaching staff members is strongly encouraged.)

2. Parent/Guardian Members. The JSIS-BLT shall include at least four parent members consisting of one parent/guardian of a child from each of the following levels (a) one parent/guardian of a K-1 student; (b) one parent/guardian of a 2-3 student; (c) one parent/guardian of a 4-5 student; (d) one parent/guardian which represents the students at large and; AND, if possible to find, (e) an additional one parent of an ESL student. Parent representation will include parents from both the Japanese and Spanish programs.

3. General Criteria for Membership. JSIS-BLT members must be willing to participate in the JSIS decision-making process and to give the JSIS-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 JSIS-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 JSIS-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. PTSA Participation. One or more representatives of the PTSA may participate as a non-voting member in the all JSIS-BLT meetings. The JSIS-BLT will strive to coordinate with the PTSA as much as possible to meet the needs of the school and community. In order to ensure equal representation of parent involvement, a JSIS-BLT parent member may not also serve as a PTSA elected board member.

D. Election of JSIS-BLT Members

1. Policy on Parent Representatives on the JSIS Building Leadership Team

Terms are 2 years. 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.

A maximum of 5 parent representatives will be on the BLT (see section C).

“Grade Band” representatives must represent their child’s grade band. Therefore, a grade-band representative might change grade bands for the 2nd year of their term. If this results in 2 representatives for a single grade band, one of the parent representatives will become the “At-Large” representative.

If a first-term 5th grade parent/guardian (i.e., 4/5 representative) has a younger JSIS student, the 2nd year of their term is as the At-Large representative.

In Spring, JSIS principal will communicate to all families the open positions for the following year and request interested parent to submit a statement of interest. If elections are needed, only the parents/guardians that will have students in that grade band the following fall will participate in the election. Representation of both Spanish and Japanese parents is required.

2. Staff Selection Process.

Subject to Section F below and except for the JSIS Principal, the JSIS staff member on the JSIS-BLT will be selected as required by this subsection 2. 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 JSIS-BLT.

E. JSIS-BLT Membership Terms.

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

F. Vacancies on the JSIS-BLT.

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

G. Attendance and Removal.

JSIS-BLT members will strive to attend all meetings. A JSIS-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 JSIS-BLT.

H. JSIS-BLT Members and Committees.

1. Chairperson. The principal will serve as the chairperson of the JSIS-BLT. The power and duties of the Chairperson will be to have general supervision, direction, and control of the business and affairs of the JSIS-BLT. These duties will include, but not be limited to, the following: setting the agenda for meetings, call meetings once a month and more often based on need, ensuring that meetings are open to all and publicized, presiding over JSIS-BLT meetings, and contacting other committees when necessary to facilitate decision-making. If the Chairperson cannot be present for the meeting, she/he is responsible for requesting another JSIS-BLT member to chair the meeting.

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

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

IV. MEETINGS.

A. General Provisions.

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

The JSIS-BLT will meet at least monthly from September 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 48 hours advance notice.

B. Meeting Agendas.

Throughout the school year, the JSIS-BLT Chair will prepare a tentative agenda for its future meetings. The final agenda for each JSIS-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 JSIS-BLT meeting, the proposed agenda will be (i) delivered to each member of the JSIS-BLT, (ii) posted on the BLT website and be available upon request at the main office.

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

C. Record Keeping.

The JSIS-BLT will appoint one of its members to be the recorder of minutes at the meetings. The Chair will review the minutes. The minutes will be posted on the BLT website. An archive of BLT minutes will be kept on the BLT website for one school year.

D. Decision Making.

1. Consensus Decision Making. The JSIS-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 Chair 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 JSIS-BLT will be entitled to vote when a vote is taken. Each member of the JSIS-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 JSIS-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 JSIS-BLT may ask for a call on the strength of the consensus on the proposal in question. At that time, the Chair shall ask the members to indicate their strength of agreement with the proposal. JSIS-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 Chair 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 JSIS-BLT members must be present in order for a decision to be made on any action item brought before the JSIS-BLT.

3. Conflict Resolution. If consensus cannot be reached on an issue, the JSIS-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 9 out of 11 JSIS-BLT members voting in favor required for passage

2. Restrictions. No decision made by the JSIS-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 JSIS-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 D of this document.

VI. EVALUATION

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