

Building Leadership Teams

Roles and Responsibilities

Informational

- Budget Allotment
- Developing Policy
- Staff Assignments
- Curriculum
- Personnel Evaluation Process
- Community Education
- Co-curricular Activities

Advisory

- Budget Allocation
- Staff Selection
- Curriculum-program
- Physical Plant
- Food Service
- Transportation
- Technology

Decision Making

- School Climate
- Staff Development
- Schedule D
- After Hours Scheduling



Definition

A Building Leadership Team is a decentralized process in which decisions and recommendations are made by collaborators, including ; building employees, parents and families, community representatives, students and others determined as appropriate members.

Purpose

The purpose of a Building Leadership Team is to improve the quality of education for all learners by addressing the uniqueness of each site through a shared decision-making process.

Building Leadership Team Goals

- Improve achievement for all students.
- Support professional opportunities for all site staff.
- Improve communication within a site and its community.
- Create ownership of the Building Leadership Team process among the collaborators.
- Utilize the expertise and contributions of collaborators.
- Promote a school climate that supports innovative thinking and problem-solving.

Communication

- Teams will publish an agenda and make it available to collaborators prior to the meeting.
- Teams will publish meeting minutes and make it available to collaborators following a meeting.
- Teams will develop a process for members to gather input for an agenda and to review site actions with collaborators.
- Teams will elect a Building Leadership Team Chair
- The Building Leadership Team Chair and Principal should communicate regularly to plan agendas and review school issues.
- Problems unsolved by Building Leadership Teams will be brought to District Administration and UTSWC.

Revised Aug. 2023

Building Leadership Teams

The Building Leadership Team (BLT) shall be responsible for making decisions. While deliberation and reaching consensus is encouraged, if consensus cannot be reached, a vote shall be taken. Each member of the BLT receives one (1) vote.

Meetings

Building Leadership Team (BLT) meetings shall be held monthly with the exception of June, July and August. BLT meetings shall be held within the teacher duty day. With administrative approval, if a majority of BLT representatives agree to meet outside of the duty day the hourly voucher rate of pay will apply. With administrative approval, if a majority of BLT representatives agree to meet in June, July or August the hourly voucher rate of pay will apply.

Election Terms

By May 1 of the preceding year, building administration will notify all staff at their site, by email, to submit their name if they want to serve on the Building Leadership Team (BLT) the following school year.

If more staff respond than the number that can be represented in a category, a secret ballot vote shall be held for those staff represented in that category. The staff member with the most votes will serve on the BLT the following year.

Every attempt will be made to have a full representation in all categories (see a-f in "Representatives" section). However, the BLT shall proceed with not all categories represented if attempt to fill that position were unsuccessful.



Revised Aug. 2023

Representatives

The term for representatives on the BLT will be no more than two years. There are no term limits. The term begins on June 1 and ends on May 31. At each site, the BLT shall consist of:

- A. Up to two (2) licensed administrator representatives.
- B. One (1) ATPPS Site Coordinator/Advisory Staff Development committee (ASDC) representatives.
- C. Up to two (2) licensed special education/related services representatives.
- D. One (1) licensed teacher at the elementary level in each of the following categories:
 - a. Early Learning (if at an elementary site)
 - b. Grades K-1
 - c. Grades 2-3
 - d. Grades 4-5
 - e. Teacher in the specialist rotation
 - f. EL or Intervention
 - g. TOSA Dean
- E. Teachers at the secondary level will be represented by their Department Leads or Team Leads.
- F. One (1) additional licensed teacher who does not meet the criteria in letters B-E above.
- G. If possible, up to two (2) representatives from non-licensed staff.
- H. If possible, up to two (2) parent/community representatives