

ELLET SENIOR HIGH SCHOOL  
309 Woolf Avenue  
Akron, Ohio 44312

BUILDING LEADERSHIP TEAM  
BYLAWS

Scope of Authority and Responsibility

1.0 Statement of Professional Ethics for the Ellet Building Leadership Team

The Ellet Building Leadership Team members acknowledge that the school belongs to the public they serve for the purpose of providing educational opportunities to all. However, the Building Leadership Team assumes responsibility for providing professional leadership in the school and community. This responsibility requires it to maintain standards of exemplary professional conduct. To these ends, the members of the Building Leadership Team subscribe to the following statements of standards. The members of the Ellet Building Leadership Team:

- 1.1 Make the well-being of the students the fundamental value in all decision making and actions.
- 1.2 Fulfill professional responsibilities with honesty and integrity.
- 1.3 Support and protect the due process, civil, and human rights of all individuals whom their decisions may affect.
- 1.4 Obey local, state, and national laws as they apply to Akron Public Schools and Ellet High School.
- 1.5 Implement Akron Board of Education policies and administrative rules and regulations where exceptions have not been sought and granted.
- 1.6 Pursue appropriate measures to correct those laws, policies, and regulations that are not consistent with sound educational goals.
- 1.7 Shall not use their positions for personal gain in political, social, religious, economic, or other areas.
- 1.8 Maintain the standards and seek to improve the effectiveness of the education profession through research and continuing professional development.
- 1.9 Honor building related contracts until fulfillment or release.
- 1.10 Shall not knowingly make false or malicious statements.
- 1.11 Shall not disclose information about students or other employees obtained in the course of professional service on the Building Leadership Team, unless disclosure serves a compelling professional purpose or is required by law.
- 1.12 Shall support and implement policies and decisions the Team makes.

2.0 General Principles

- 2.1 Any decision normally made by the principal may be made by the Building Leadership Team (BLT).
- 2.2 The BLT may choose areas for which it wishes to assume the authority and responsibility.
- 2.3 The principal retains the areas of authority and responsibility not covered by the BLT.

3.0 Number of Members

- 3.1 The BLT shall consist of twelve (12) members.
  - 3.2 Six (6) members shall be elected by the certificated staff.
  - 3.3 The principal or his/her designee will be a member.
  - 3.4 The AEA representatives or their designees will be a member.
  - 3.5 The current and immediate past PTA presidents or their designees will be members.
  - 3.6 One (1) member shall be selected by and shall represent the Support Staff. The Support Staff includes the secretaries, the cafeteria staff, the custodial staff, and the educational assistants.
- 4.0 Length of Term
- 4.1 The length of term for elected BLT members shall be two (2) years.
  - 4.2 The members' terms shall be staggered so that only one-half the elected team shall be elected each year.
- 5.0 Representation and Constituency
- 5.1 The six (6) elected members shall be elected at-large from the certificated staff.
  - 5.2 Certificated staff members may submit their names in writing to the principal or the AEA representative to be on the ballot.
  - 5.3 At the first meeting each year, the BLT shall establish a randomly selected constituency for each non-parent member based upon the staff roster. Staff members should give their opinions regarding upcoming votes or their Constituency Ballots to their representatives.
- 6.0 Elections
- 6.1 Election shall be conducted by the AEA representatives and the principal during the last week of September.
  - 6.2 All certificated staff members of Ellet are eligible to vote.
  - 6.3 The Support Staff shall be responsible for electing their representative.
- 7.0 Replacement of Members
- 7.1 If a vacancy on the BLT occurs after the election but before June 1, this position shall be offered to the candidate with the next highest vote count from the previous election. If no candidate is available or interested, an election shall be held to fill the vacancy for the unexpired term.
  - 7.2 If a vacancy occurs after June 1 but before the next September election, the vacancy shall not be filled until that election. If this vacancy is for a position having a year left in its term, then the person receiving the fourth highest number of votes shall fill that position for the unexpired term.
- 8.0 Officers and Duties
- 8.1 The BLT shall elect a chairperson, a recording secretary, and other officers as deemed necessary, at the first meeting following the September elections.
  - 8.2 The chairperson, with input from other team members, shall set and distribute the agenda.
  - 8.3 An agenda must be posted by the chairperson at least 20 hours prior to the meeting.
  - 8.4 All communication coming from the BLT shall be initialed by the chairperson.
  - 8.5 A BLT secretary shall keep minutes of the BLT meetings and distribute to the

- staff. The secretary may enlist clerical assistance.
- 8.6 When feasible, the chairperson and recording secretary will be given a duty-free free period to conduct BLT business.
- 9.0 Parliamentary Procedures
- 9.1 The BLT will use Roberts Rules of Order to settle any dispute over procedures.
- 9.2 Unless otherwise stated herein, the “year” shall be defined as beginning with the first meeting after the September elections and ending with those elections the following September.
- 9.3 At the first meeting after the September election, the BLT shall establish Standing Rules including, but not limited to, the determination of a regular meeting day.
- 10.0 Meeting Time
- 10.1 The BLT must meet at least once each month during the school year on a day determined by the BLT.
- 10.2 The BLT chairperson shall call meetings as needed or at the written request of four (4) BLT members.
- 10.3 BLT members will be notified by the chairperson of a meeting at least 48 hours in advance with the exception of a meeting which is to be continued the following day (as determined by the chairperson).
- 10.4 In an emergency situation, advance notice will be waived.
- 10.5 The BLT chairperson shall call a meeting at the written request of 1/5 of the certificated staff.
- 11.0 Quorum, Majority and Motions
- 11.1 Business may be conducted when two-thirds (2/3) or more of all BLT members are present.
- 11.2 A simple majority of the members present is necessary to pass any motion.
- 11.3 Record shall be kept of the votes cast by each member.
- 11.4 All motions shall include the person(s) who will be responsible for its implementation.
- 11.5 For any motion under consideration, a majority of the BLT may agree to a postponement of the vote on that motion in order to conduct a constituency vote. The vote on that motion will take place after a one-week postponement or at the next scheduled meeting after that postponement.
- 11.6 The ballot for a constituency vote will offer the constituent three choices in voting: in the affirmative, in the negative, or at the discretion of the BLT representative. The Constituency Ballot will be distributed with the minutes of the meeting. The BLT representative will bring a tally sheet to the meeting showing the vote of his constituency. Those results become binding at the time of the representative’s vote on the motion. The minutes of the meeting will report the votes cast by each BLT representative.
- 11.7 Any motion under consideration that would alter the work schedule and/or work-load will be put on a ballot for a staff vote. It will require a two-thirds (2/3) majority of valid ballots turned in for passage.
- 11.8 If the outcome of any motion that requires a staff vote directly impacts one or more of the support staff groups, then said group shall have the opportunity to vote along with the certificated staff on said issue.

12.0 Sunshine Law

- 12.1 All BLT meetings are open to the public.
- 12.2 The BLT reserves the right to enter into executive session for any exception to Ohio's Sunshine Law. No voting shall take place in executive session.
- 12.3 The discussion of business in executive session shall remain confidential to the BLT members and guests. (Guests in an executive session are invited by a simple majority of the BLT members.)

13.0 Finances

- 13.1 All current and future accounts at Ellet High School are under the supervision of the BLT.
- 13.2 The Student Activity Account (General Fund)—At the beginning of each school year, the BLT and the principal shall establish a monetary limit that may be spent at the principal's discretion. The principal will be authorized to make expenditures and transfers as is necessary and proper to the operation of Ellet High School. Transfers or expenditures exceeding the set limit must have prior approval of the BLT
- 13.3 All other Student Activity Accounts-Expenditures will be made as requested by the sponsor with the principal's approval. Disapproval by the principal may be appealed to the BLT by the sponsor.
- 13.4 The Ellet Social (Lounge) Fund—All expenditures must have prior approval of the BLT and must have been requested by either the social committee or the lounge committee. The BLT chairperson or designee shall serve as sponsor of this account.
- 13.5 The school treasurer and the principal are hereby charged with the responsibility of overseeing the adherence to these instructions of the BLT and reporting to the BLT any discrepancy which may occur between the instructions of the BLT and actual fact.

14.0 Input

- 14.1 Any staff member who wishes to address the BLT must submit a request in writing to any member of the BLT. (See Guidelines.) The chairperson shall honor the request as soon as the agenda permits.
- 14.2 Others who wish to address the BLT must submit a written request to the BLT chairperson which must be approved by a simple majority of the BLT members.

15.0 Appeal Process

- 15.1 Any certificated staff member may initiate an appeal on a decision made by the BLT.
- 15.2 To appeal a decision, a petition stating the decision to be appealed must be signed by 50% of the certificated staff and be presented to the BLT chairperson.
- 15.3 The certificated staff will consider the issue during a staff meeting to be held within two (2) weeks of the next BLT meeting.
- 15.4 The petitioning group will have up to ten (10) minutes to address the staff.

15.5 Within one week, the certificated staff will then vote on the issue by secret ballot. A two-thirds (2/3) majority of the certificated staff must be attained to overturn a BLT decision.

16.0 Recall and Impeachment Process

16.1 Any elected, certificated BLT member may be recalled by a two-thirds (2/3) majority vote of the certificated staff. Such action will be initiated in a petition containing the signatures of 50% of the certificated staff. The vote will be by secret ballot and will be counted by the AEA representative(s) and the principal.

16.2 The chairperson of the BLT may be impeached by a two-thirds (2/3) vote of the BLT members. Such action shall be initiated by a motion to that effect.

17.0 Bylaws - Ratification and Changing

17.1 Before taking effect, these bylaws shall be ratified by a two-thirds (2/3) majority vote of the certificated staff who turn in ballots.

17.2 Bylaws and policies of the BLT shall be reviewed every three (3) years by a committee appointed by the chairperson during the month of October. Results are to be reported to the BLT and staff within three (3) months.

17.3 After acceptance, changes to these bylaws may be initiated by the recommendation of the BLT or by petition of 50% of the certificated staff. Changes in the bylaws must be ratified by a two-thirds (2/3) majority of votes returned by certificated staff members.

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