

**ELLET BLT  
STANDING RULES  
2004**

Building Leadership Team Bylaws, Section 9.3, call for the establishment of Standing Rules to be used in the conduct of business during the year. The following guidelines are intended to clarify BLT responsibilities and common procedures.

**Guidelines for BLT Members**

- Responsibilities and duties of a BLT member
  1. Attend meetings.
  2. Represent constituency.
  3. Communicate to staff.
  4. Be a part of open discussion; question all items brought to the BLT.
  
- Responsibilities and duties of the BLT chairperson
  1. Chair meetings.
  2. Compile agenda items and distribute agenda.
  3. Review and initial all communications from the BLT.
  4. Sponsor the Social (Lounge) Fund.
  5. Call meetings as needed.
  6. Receive written requests to address the BLT.
  7. Represent the BLT in person and/or in communications to school groups and to the public.
  8. Chair staff meetings concerning BLT issues.
  
- Committees
  1. Program and Staffing Committee--This committee works with the principal, counselors, and central staff in reviewing and adjusting the programs and course offerings at Ellet High School to best meet the needs of students. This committee makes recommendations subject to BLT approval.
  
  2. Grant Committee--This committee reviews all requests for expenditures that are paid for with Ellet High School funds. This committee makes recommendations subject to BLT approval.
  
  3. Special Committee-- Any special committee addresses an issue that has been assigned to it and makes recommendations subject to BLT approval.
  
- Information gathering from or sharing with the staff

1. Any BLT agenda item or grant request should be submitted in writing, on the appropriate form, within the proper time frame.

2. BLT meetings are open to all. To address the BLT, an agenda item must be in place. Attendance is suggested for discussion of one's agenda item.

3. Information gathering can range from formal survey to informal discussion with staff. Any staff member may address the BLT.

4. Information sharing can range from memos to staff and BLT minutes to presentations at staff meetings.

- Information shared with BLT concerning issues peripheral to the BLT

1. All members of the BLT should make the BLT aware of any issue resolved or addressed by that member while acting in the capacity of a BLT member.

2. If a staff member seeks counsel from a BLT member concerning a possible BLT issue, the BLT member is responsible for defining proper protocol for BLT issues to the staff member.

- Rotation of the chair

Seated BLT members determine the position of the chair and the number of terms to be served.

### **Guidelines for Agenda Items**

1. A staff member submits an agenda item in writing to the BLT; all BLT members receive a copy immediately.

2. The party or parties who submitted the agenda item and any other parties involved with the agenda item are required to be at the BLT meeting when the item is discussed.

3. When the item comes to the BLT table, there are three possible outcomes. (Each BLT member is required to sign off on the chosen option.)

Outcome A: The BLT deals with the issue, and after hearing and discussing all sides of the issue, makes the decision by majority vote.

Outcome B: The BLT decides **not** to deal with the issue. This means that the issue immediately falls under the authority of the school administration.

Outcome C: The BLT decides to refer the issue back to the parties involved. The parties have fourteen (14) days to come to a resolution or compromise.

The agreement is put into writing. All parties involved sign off on the agreement. If no compromise is reached, the issue returns to the table, and the BLT makes the decision.

4. Staff members have a variety of appeal options:

- a. Filing a union grievance.
- b. Referring the matter to the Joint Professional Problems Committee.
- c. Using the BLT appeal process outlined in Section 15.0 of the BLT Bylaws.
- d. Seeking other legal means, including the securing of legal counsel.

### **Guidelines regarding Program and Staffing**

The BLT may only be involved with building-level decisions. Changes concerning staff additions and/or reductions and career education programming come from central administration.

- The principal has authority over the following matters for the teaching staff:

- Duty assignments
- Classroom assignments
- Class schedules
- Assignment of honors and/or advanced placement classes

The principal provides each department with a list of class offerings and allows departments to recommend appropriate staffing.

- The principal has authority over the following extracurricular matters:
  - Posting of supplemental contracts and openings
  - Final decision regarding non-coaching supplemental contracts
  - Final decision with the Athletic Director regarding coaching supplemental contracts
- The BLT has the authority over the following matters for the teaching staff:
  - Final decision when staff adjustments are required due to additions and/or reductions mandated by central administration.
  - Final review and approval of recommendations from the Program and Staffing Committee (principal, counselor(s), BLT members, and AEA representative(s)).
  - Any changes to staff and/or programs after the schedule is set must be brought to the BLT for review and approval.
  - Final review of new courses added to the curriculum. ( Initiatives to add courses come from a department to the principal and to the BLT for final review.)

