

## BLT Meeting

6/16/16

Facilitator - Tom

Note Taker - Laura

Time Keeper- no one

Present: Tom, Beth, Deedee, Lisa, Josh, Debby, Laura, Sarah, Bethany, Tina

### Agenda:

#### Bylaws

Intervention Block Discussion- not discussed at this meeting due to lack of time, will be discussed at Scheduling Committee meeting

### Notes:

#### Bylaws:

- Reviewed current membership of BLT and other Seattle Public Schools' bylaws. Proposal to increase from 1 parent to 3 parents. One parent would be a K-2 representative (voting member-non PTA) , 3-5 representative (voting member, non-PTA), and one PTA board member representative (non-voting member).
- Purpose: CSIP, Budget, PD planning, work towards consensus building, see John Stanford duties  
[http://stanfordes.seattleschools.org/UserFiles/Servers/Server\\_11771/File/School%20Involvement/Building%20Leadership%20Team%20%28BLT%29/Bylaws%20BLT%20-%20revised.pdf](http://stanfordes.seattleschools.org/UserFiles/Servers/Server_11771/File/School%20Involvement/Building%20Leadership%20Team%20%28BLT%29/Bylaws%20BLT%20-%20revised.pdf)
- BLT Member Terms: 2 years with option of 3rd, talk to grade level group and if needed take a vote. All staff must approve BLT membership each year. Parent members will be decided by parent community.
- Roles: Facilitator sends out agenda to all BLT members 1 week before meeting. Note taker will take notes during meeting, make sure notes are posted to Laurelhurst website, and email the link to notes (posted on Laurelhurst website) to all staff. Timekeeper keeps time during meeting. Jobs rotate each month.
- Set-up: Last 5 minutes of each BLT meeting to discuss nuts and bolts (next meeting date and time, agenda items, roles for next meeting).
- Communication: BLT tab on Laurelhurst website with meeting dates, agenda items, notes from meetings, bylaws, decision making matrix and process. Agenda will also be posted in outlook calendar. (Additional training for Outlook calendar will be made available by Sarah)
- Quorum: Need 8 members for voting purposes.
- Attendance: If member cannot attend a meeting then they will pick a reasonable replacement
- Meeting times: First Thursday of every month at 8-9am.

Next meetings:

1. Electronic meeting to discuss PD for next year-Sarah will send out proposed schedule to BLT members
2. Tuesday, June 21 at 8am. Bethany will be facilitator, Laura will be timekeeper, and Sarah will be the notetaker.