

Acme Elementary School
Acme Leadership Team (ALT) Bylaws
A Decision Making and Communication Plan

I. AIM STATEMENT:

Acme Elementary provides educational opportunities in a safe, nurturing community in which individuals achieve high standards, reach their potential and love learning.

II. PURPOSE

- A. The purpose of the Acme Leadership Team (ALT) is to ensure a stable, safe, enriched, and positive learning environment for children by:
1. Providing guidance in the school improvement efforts for the school;
 2. Representing constituent groups through ongoing communication with constituency.
 3. Analyzing input and reaching decisions based on staff and student needs.
 4. Establishing processes to solicit ideas and input regarding school procedures and goals;
 5. Establishing working groups (Teams) annually, based on school improvement goals and action plan;
 6. Providing input to the Principal in administrative decisions.
- B. Areas of decision-making in which the ALT shall be involved include student activities, student safety or discipline, student achievement, professional development, student and staff support, school safety and parent/community involvement.
- C. Areas of decision making in which ALT may *not* be involved will include such items as: staff disciplinary actions, school facility maintenance, employee evaluations, and other areas of administrative responsibilities as delineated by Mt. Baker School District policy and negotiated agreements.

III. ALT MEETINGS

- A. Meetings will be held one Wednesday each month from 4:00 p.m. to 5:30 p.m. These will be calendarized at the beginning of the year. Additional meetings will be scheduled as needed.
- B. Meeting norms shall be established at the first meeting of the new term.
- C. Meetings are open to anyone interested in attending. Input from non-voting members will be valued; however, non-voting members will not participate in reaching agreement on issues before the group.
- D. Critical Mass processes shall be established at the first meeting of the new term. (Section V)

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IV. MEMBERSHIP

- A. The membership of the ALT will consist of one representative from each of the following groups:

Constituent Groups- to which all staff, by virtue of being on staff, will have representation on ALT.

-Each Grade Level Band (K-1-2, 3-4, 5-6)

-Classified staff

-Special Programs/ Specialists (Special Education, SLP, Counselor, Music, Librarian, Instructional Coach, C & C Teacher)

-Administrator

Parent group- The PTA shall be the parent group for ALT representation.

Action/Study Team chairs (or designee) - See Section VII of by-laws, shall attend ALT to give update reports and/or as needed.

-In the event that representative group is unable to select a representative, exceptions will be made.

- B. Each group will select at least one representative and one alternate by June 10 of each year. If the representative can not fulfill responsibilities, the alternate shall become the representative and a new alternate shall be selected by the group.
- C. Each member of the ALT will represent one group only. (The exception will be the Implementation Team or Study Team Designee.)
- D. The ALT Chair shall be elected by the ALT during the first meeting and shall serve one year.

V. DECISION-MAKING PROCESS

- A. Decision-making shall be based upon the Shared Problem Solving Form. (Appendix D) Critical Mass exists when 2/3 of the members are willing to accept, support and abide by a decision.
- B. Members of ALT shall have leadership training as needed to create and manage the School Improvement Plan. Training will be provided by the administration on the following concepts and protocols: Data Driven Research Based Decisions and Shared Decision Making, Second Order Change, Creating Norms, Critical Mass, Collaboration, Drivers/Barriers, SMART Goals, Agenda Guidelines and Prioritization.

VI. TERM

- A. Term length for members will be two years.
- B. Term length may change based on the health or other personal issues that may arise for an ALT representative. The representative and/or constituency group may request a waiver of term length from ALT.
- C. Each staff member is encouraged to serve on ALT in turn.

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VII. ACTION PLAN/STUDY TEAMS AND OTHER AD HOC COMMITTEES

- A. The ALT shall establish Action Plan and/or Study Teams by June 10 of each year.
- B. The Teams shall be determined by the School Improvement Plan and other needs.
- C. ALT shall determine the appropriate grade-level team representatives and/or other staff as the need arises.
- D. Action Plan and Study Team representatives will be selected by the group which the person represents by June 15 of each year.
- E. Each Team shall remain in place for one year or until their goal is complete (June 15 through May 30) based on school/student needs.
- F. Each Team shall report to the ALT on a regular basis. This report will be a part of the ALT minutes.
- G. Teams shall determine their own norms.
- H. Teams shall develop draft action plans each year by October 1 and present the draft action plan to ALT in October regular meeting.
- I. Teams can establish ad-hoc committees as needed.

VIII. COMMUNICATION PROCESS

- A. Constituency groups will meet as needed prior to regularly scheduled ALT meetings.
- B. ALT members shall report to their constituents within one week after each ALT meeting. Input shall be solicited regarding issues which require decisions. This shall be accomplished in writing.
- C. Minutes of the ALT meetings shall be posted in the staff room and distributed via e-mail no later than one week following the meeting.
- D. The working agenda shall be posted in the Staff Room and distributed via e-mail no later than one week following the meeting.
- E. The principal shall be responsible to communicate with parents regarding issues and decisions via the Acme **Monday Notes**.
- F. ALT Minutes and **Monday Notes** will be posted to the Acme Web Page.
- G. Issue Concern Forms will be used to provide all constituents access to the ALT.
(Appendix A)

IX. BYLAW REVISION AND APPROVAL PROCESS

- A. The ALT Bylaws shall be presented to the staff at a meeting and approved by a 2/3 vote of the total staff present.
- B. The Bylaws shall be reviewed annually by the ALT.

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