

SALMON BAY Building Leadership Team (BLT) Meeting Minutes

Tuesday, October 20, 2015 – Room 205

Agenda: Finalize 2015/2016 members,

In attendance:

Administrator: Neil Gerrans (phone)
IA Rep: Nancy Gruber for Megan Ratcliffe
Nurse/Counseling Rep: Jenny Brooks
2/3-Team: Bill
6th Team: Katie Hayes * (absent)
Cascades (7/8th): TBD
Parent Rep: Tess McShane
Asst. Principal: Darren Frink - not present
*Acting Chairperson

Office Rep: Caitlin Racey
Library/Specialist: Linda Illman
K/1 Team: Sally Massa
4/5 Team: Nicollette Jensen
Olympics (7/8th): Connie Gold
SpEd Rep: TBD
Parent Rep: John Barnhardt (phone)

1) MINUTES: There was some uncertainty about whether the last two BLT meeting minutes from last year were posted, or not.

Action Item: *Nancy will check on this and post if needed.*

2) MEETING NOTIFICATION: There was clearly a glitch in communication for this meeting as several members were not present at 7:20. As a result, Neil and John joined us by phone. This spurred a conversation about BLT leadership roles - Chairperson, who is in charge of the agenda; minutes keeper, who takes the official meeting notes and produces minutes for approval and dispersal to the community, and Time Keeper, who watches the clock. Sally volunteered for the role of Time Keeper and volunteered to send out meeting notices/reminders for all BLT meetings.

Action Item: *Sally will send out BLT meeting notifications.*

3) GETTING STARTED: Neil pointed out that there are 4 main foci of Building Leadership Teams (BLT): 1) Professional Development 2) CSIP, 3) Budget Work, and 4) Strengthening Communication. We accomplished some foundational work last year with meeting norms and bylaws, but there is still some fine-tuning of the bylaws to do.

Discussion:

- **Sally asked about access to the bylaw documents.** While there was some uncertainty about how 'final' the last version of that document was at the end of last year, the bylaws are malleable and will/can be work on more this year. Looking back at Connie's records, Linda/Katie likely have the most recent draft. We will need to pick up that work as we move forward this year.

Action Item: *Neil will locate and hone in on next steps for the bylaws with Katie and/or Linda.*

- **Connie brought up the need for a middle school scheduling committee** She noted that the subject had been raised/discussed in the 6-8 middle school staff meeting just yesterday, and there was clear support expressed for establishing a this kind of committee. This could

committee could be ad hoc, perhaps not year long, but very narrowly focused. Neil agreed this kind of committee would fall within the parameters of our group and is entirely doable, but will take perseverance and follow-through.

4) INTRODUCTIONS ROUND ROBIN: Why did each of us volunteer for BLT –

Connie is on the BLT ...to be “part of building something’. She referenced a quote in Neil’s office about how much more connected people are to things they have played a part in building.

Nicolette seconded Connie’s thoughts and expressed that she likes to be part of a smaller decision making groups.

Tess said she volunteered because she was ready to step up and be more involved. She had been intimately involved in a previous school her children attended and had given herself some time off when she first got to Salmon Bay. Now she feels like it’s the right time to step up and get involved.

Bill volunteered for BLT because he felt like he was becoming more of a ‘senior’ member of his team and was interested in stepping into a new role.

Caitlin – is here as a SAEOP rep in part because her work schedule and the timing for the meetings works well, but beyond that, she has been so involved in this school and wants Salmon Bay to be the best place it can be.

Sally has served on Salmon Bay BLT for many years in the past, but had not served recently. She clearly understands some of the work is tedious (CSIP, budget) and she knows from experience on the BLT that it’s real work, but she appreciated the work that Amy Coe did as rep and wants to keep her group informed.

Nancy – is here as a ‘stand in’ for Megan Ratcliffe, who will be the Parapro representative on the BLT this year. ..and to take these first meeting minutes.

Jenny – wanted to volunteer because she is new and is interested in learning about the school.

John (parent)– is volunteering to be on BLT because he sees this as an opportunity to step in and help improve communication and act as a conduit for communication. He hopes this will minimize stress within the community. John noted that he would like to see more conversation about what makes SB an ‘alternative’ school. He feels that clarifying and communicating our educational vision is important for our community and helps us understand how/why core decisions are made.

Neil – beyond being the principal at SB, Neil said he is sometimes daunted by larger issues/conversations and this kind of team makes it possible to address some organizational school topics. Neil noted that – for a variety of reasons – we are getting a late start on BLT. So there is a lot of work to do from here on out. He sees CSIP as a place where some areas of community needs might be addressed. Achieving our stated mission/goals while staying within the district guidelines will also be an important part of that work. CSIP currently has broad goals in literacy and math, as well as some social/emotional growth goals. Setting CSIP goals in non-statistical/academic areas (such as social/emotional) are important, but challenging. Budgeting will also play into those conversations. Our financial position is relatively good, but budgeting will certainly limit some of our options. Some of our core documents can act as a beginning for our BLT work this year.

5) OPEN DISCUSSION:

- **Nancy brought of the topic of meeting schedule** we might want to set up in order to get a strong 'push off the wall' for the year. Neil suggested monthly meetings, but after a bit of discussion, there was support for starting out scheduling meetings every two weeks for the remainder of this month and into November.

NEXT MEETINGS: will be Tuesday, November 3 and 17th at 7:20am in room 205. Sally will be the one to send reminders.

- **We are currently one BLT member short this year;** we are missing a SpEd BLT rep. Last year Kevin had that role but bowed out since Jeff Callahan, who was a SpEd teacher and Nancy Gruber, who is an SpEd IA were already on BLT. SpEd team needs to discuss representation further and select a representative. Nancy expressed the importance of having adequate SpEd representation on BLT since we have quite a number of IEP students and staff. In addition, Neil mentioned that we usually have at least one BLT rep (not including administration) at each FOSB meeting. John said he would be at all FOSB meetings as a parent to facilitate BLT/FOSB communication. It would be ideal to have at least one other BLT rep at the FOSB meetings to support that effort.

Action Item: SpEd team needs to decide on BLT representative.

Meeting Adjourned 8:25am

Minutes submitted by
Nancy Gruber 10/22/15