

SALMON BAY Building Leadership Team (BLT) Minutes

September 16, 2014

Facilitator: Linda Illman
Timekeeper: Jeff Callahan
Minutes: Nancy Gruber

In attendance:

Administrator: Neil Gerrans	SpEd: Kevin Junker
IA Rep: Nancy Gruber	Office: Caitlin Racey
Specialists Rep: Markos Weiss	Library: Linda Illman
K/1 Team: Amy Gross	2/3 Team: Dave Middleton
4/5 Team: Brian Williamson	6 th Team: Katie Hayes
Olympics (7/8 th): Jeff Callahan	Cascades (7/8 th): Connie Gold
Parent Rep: A.J. Silva	Parent Rep: Jeannie Czesla

Linda brought meeting to order at 7:25am.

1) Allocation of Time: Group decided on allocating time: 5 minutes for previous meeting minutes discussion/approval; 5 for draft BLT Norms discussion, and up to 10 minutes for the bylaws. Brian suggested that we added 3-5 minutes after Bylaws and NORMS to see that they dovetail appropriately. Neil asked to add 10 minutes for principal updates. The remaining time was earmarked for committee allocation/work.

2. Minutes Discussion/approval: Previous minutes were handed out and reviewed. The minutes were approved with no corrections. In future, after emailing minutes to members, corrections will be submitted by email so we can approve the minutes more quickly without a call for corrections.

Action Item: Once approved, BLT meeting minutes will be sent to Beth Armitage for posting on the website for general parent and staff viewing. To make the notes most accessible, we will add the following norms to the minutes' format: 1) a consistent heading that includes 'Salmon Bay School BLT Minutes', the agenda, and follows a consistent format as one is developed.

3. Submittal of Bylaws for Approval – Brian handed out copies of the BLT bylaws. He and Linda contacted a number of schools to acquire and view additional bylaws that we might use (in addition to those Neil handed out at the retreat) as a jumping-off point. In discussion, the question came up about recording/storage of this- and other - BLT documents. Linda explained that the plan would be to have both a digital folder and hard-copy binder. The financial aspect of the BLT as it now stands, is a concern that Neil pointed out. With all staff members receiving a stipend, we will want to revisit that issue.

Action Item: A new group volunteered to make further refinements to the bylaws. Markos (new eyes), Neil and Brian (for continuity) will continue to revise this document and come back to the next BLT with a new draft.

4. Submittal of Norms for Approval: Copies of the proposed BLT norms were handed out. Using input from last meeting, Nancy and Brian created this draft norm proposal using both professional and educational models. The resulting hybrid is document that is more easily understood and less ‘jargon-y’ than previous Salmon Bay norms. Only the ‘Decision Making’ norm required slightly more explanation and, therefore, is more in-depth than the rest. Norms were approved, with one change: to add in ‘school environment’ to norm #2. It was suggested that meeting norms be reviewed annually at the beginning of each new school year. (Approved norms attached)

5) Dovetailing BLT norms and bylaws: Suggestion was made to make the “Purpose” language common to both documents. It was agreed to use the current ‘purpose’ language from the approved meeting norms on both documents.

6. Committee Work: Neil began the discussion about equity of BLT work distribution. How do we spread out the workload and what is our expectation for member participation? CSIP likely won’t drive committee formation, though the committees will support that work. There was a brainstorming discussion around different ways to make use of committees to support/enhance our school environment and student experience. Some potential committee suggestions were: Safety, Facilities, Gardens, Assessment, Technology, Events/Assemblies, Social Committee, Service Learning, MTSS, Associated Student Body (ASB), Out of School Experience, K-8 Integration.

Action Item: Linda, Amy, Caitlin, Jeff, Jeanie will meet to further discuss and create a draft list of committees based on this BLT brainstorm list.

7. Principal’s Update: Neil suggested using upcoming early release to do academic data review and planning. Dave suggested doing some scoring work/instruction for the new Amplify math program. Early release has been used very successfully for this kind of work before for DWA. Neil will come up with a plan. In closing, Neil reiterated his concern about budgeting for BLT stipends, etc.

Meeting Adjourned 8:20am.

Attachments: Approved Norm Document
Minutes Submitted by Nancy Gruber

Salmon Bay Building Leadership Team (BLT) **Meeting Norms 2014**

Focus:

As a representative leadership body, we tackle issues that affect our school's learning environments to continually improve our practice in order to best serve the needs of all our students.

We exhibit respectful, professional demeanor by engaging in constructive, honest discussions.

We maintain a focus on student benefit, a positive learning environment, and equity.

We listen to understand other's ideas, not to contradict them

We strive for transparency and open communication with the larger community, but maintain confidentiality when requested.

We share the workload of BLT equally among all members

We agree to openly share our experience/expertise to help create workable solutions

We honor time by communicating clearly, and working efficiently and effectively.

Decision Making:

We recognize that there are many potential solutions to any given problem and, therefore, we may not all agree on a specific course of action 100% of the time. Recognizing this, after thoughtful group discussion of an issue, we each agree to support the planned action/decision, understanding that no path is 'cast in stone' but must be given a fair chance to be effective. Review and reflection after implementation will be built in as part of our process.