

SALMON BAY BUILDING LEADERSHIP TEAM (BLT) MINUTES 9/2/14
Katie's Room

Present:

Neil Gerrans, Interim Principal
Darren Frink, Assistant Principal
Linda Illman, Library
Amy Gross, Primary Team
Dave Middleton, 2/3rd Team
Brian Williamson, 4th/5th Team
Katie Hayes, 6th Team
Connie Gold, Cascades 7th/8th Team
Markos Weiss, Counselor/Specialists
Kevin Junker, Olympics 7th/8th Team
Jeff Callahan, SpEd Rep

The meeting began at 7:30am and minutes from the August retreat were approved. The group then jumped right into the nuts and bolts of building a functional, effective BLT. Most of the topics on today's agenda were continuations of strands started at the BLT retreat:

1) BLT Leadership Roles: After a short conversation about what our BLT leaders would need to do, Jeff Callahan volunteered to be the time-keeper, Nancy Gruber volunteered to continue taking minutes (though she noted that IAs haven't yet selected a rep and she might not be in that role), and Linda Illman volunteered to be Chairperson at least until October.

2) Location and Timing of Meetings: Brian suggested we continue to meet on Tuesday mornings, and all agreed that Tuesdays would be good and a bi-weekly schedule would work best to start. After a short discussion, the group set the next two meetings to be held: September 16th and 30th, 7:20-8:20am. Katie Hayes generously offered her room for the meetings.

3) Meeting Norms: Nancy and Brian reported that they had not gotten a chance in the rush of the last week to prepare norms. Nancy had done some research on various norms (various business, PLC, and education groups) that varied wildly in language and jargon use. After a short discussion the group came to an agreement that there should be no more than 5-10 guidelines, language used in the guidelines should be clear and jargon should be kept to a minimum. The group also gave guidance that it would be nice to have a clarifying sentence or two after each norm/guideline to help everyone understand the intent.

Action Item: Using this input and the samples gathered, Nancy and Brian will create a draft norm document to present at the 9/16/14 meeting.

4) By-Law Progress: Linda and Katie presented a rough draft BLT by-law document to the group. They did not include a decision-making matrix at this point, but are planning to move toward the Lawton model since that had received positive feedback at the retreat. The ensuing discussion about the document included a variety points, such as: Assuring that the principal will “work with” members to create by-laws (i.e. by-laws aren’t solely the principal’s job), adding a some kind of Assessment Committee to the committee list, and assuring that committees have “clear goals” to guide the members in their work. We closed this item with a brief discussion about defining a “quorum” for BLT votes/decisions; 70% of those present at a scheduled meeting was put forth as a working number and will likely be submitted in the next by-law draft.

Action Item: By-Law group (Brian, Katie, Linda, Neil) will continue their work and present another by-law draft at the next meeting.

Meeting ended at 8:20am.

Submitted by Nancy Gruber