

SALMON BAY Building Leadership Team (BLT) Meeting Minutes

Tuesday, May 26, 2015 - Principal's Office

Agenda: 2015/16 Exploratory Set Up, Professional Development (including PBL), New Staff Orientation, and Year End Staff Review Process.

In attendance:

Administrator: Neil Gerrans

IA Rep: Nancy Gruber

Nurse/Counseling Rep: Markos Weiss

2/3-Team: Dave Middleton

6th Team: Katie Hayes *

Cascades (7/8th): Jeff Callahan

Parent Rep: Jeannie Czesla

*Acting Chairperson

Office Rep: Caitlin Racey

Library/Specialist: Linda Illman

K/1 Team: Amy Gross

4/5 Team: Brian Williamson

Olympics (7/8th): Connie Gold

Parent Rep: AJ Silva

Asst. Principal: Darren Frink

1) MINUTES: Not done yet, will email for approval.

Action Item: Katie and Nancy finish Decision Making Matrix work from last meeting.

2) Katie brought the meeting to order at 7:25.

3) Initial Whip to Set Priorities for Today's Agenda... (comments shared have been added to the appropriate categories below)

4) Professional Development (including Project Based Learning -PBL) -Katie started off by reporting that the PBL discussion last week inspired her to start planning a new PBL project for next year, but it would be good to continue that conversation. Nancy reported that she attended the District-offered (SM4 required) Non-violent Crisis Intervention and Prevention (CPI) training last Saturday (and continuing next Saturday). She reiterated her belief that it would be great to offer the training for all staff here at Salmon Bay, perhaps as part of our Professional Development training schedule for next year. At the upcoming staff meeting we need to spend some time to work on student riser work, but we should be able to fit in a few minutes for PD conversation. In preparation, we took a few minutes to discuss how we will frame that discussion to cover some of the PD ideas we have talked about in BLT. Following up on our interest in Project Based Learning expressed at our last meeting, Neil has ordered some of the Buck Institute's materials (books, posters, etc.) that might be of use. How to gather staff ideas or information about what PBLs we are doing currently? There was a suggestion that we do a large format sign-up poster to catalog existing PBL (including unit of study, project, and presentation) and to collect ideas teachers have future potential PBLs. This would give us a school-wide visual and document that we could grow over the summer and continue as the new school year begins. Connie and Katie agreed to do the 10 minute PD presentation at the staff meeting, and Nancy volunteered to do the sign.

Action Item: Nancy will do large format sign up poster and Katie and Connie will do a ten-minute introduction of the PBL PD idea for next year.

5) Setting Middle School Exploratories for 2015/16 - Connie focused the group on getting exploratory choices down since it's getting late in the year! Although we have initial input sheets from Staff about what exploratory classes they could support, we still need to fine tune a selection process for students. The general plan is to return to mixing 6th, 7th, and 8th graders in these classes where possible (for the last 2 years the 6th graders have had isolated electives). Dena will need student exploratory choices as soon as possible since exploratory assignments tend to be very time-consuming. We reminded ourselves that the choice and assignment process must be thoughtfully implemented to ensure equity. It was pointed out that students enrolled in year long electives (such as Band and Study Skills) get few other elective opportunities. The conversation moved to student "Teaching Assistants" (TAs), which has generally been an elective choice for 8th graders only. Neil noted that depending on how the master schedule turns out, TA's opportunities might be able to be spread throughout the day. We reviewed the general guidelines for TAs: 8th grade, one-time only, need to get a signature from TA teacher before signing up. **To discuss exploratories effectively tomorrow during our All Staff Meeting, we will need: a list of currently known 2015/16 exploratory options, TA guidelines, and the old student choice form to revise.** Keyboarding is a quarter-long class, so there will need to be some adjusting around that. After submitting a student choice form (signed by their parents), exploratory classes will be able to be assigned and added to schedules students will get when school begins next fall.

Action Item: Neil/Darren/Dena will gather the needed items for the exploratory discussion tomorrow.

6) New Staff Orientation -Markos highlighted the need for a new-staff orientation of some kind so new staff members feel like they can get up to speed quickly. This prompted Nancy to ask how parents are currently informed about school policies, norms, etc. Neil suggested we revisit the Parent Handbook document that Robin Lofstrom made last year and asked for volunteers to take a look at that. Nancy, Jeannie and Darren volunteered. (After meeting addition: parent Robin Lofstrom has offered to assist as needed)

Action Item: Darren will send the existing parent handbook to Nancy and Jeannie to review and give revision input. (This will likely be worked on through the summer months)

7) End of Year Staff Reflection: As stated in our BLT Norms, it is time for us to look back and reflect on this past year. Darren volunteered to put a reflection document or process together so we can gather staff thoughts about how well PLCs worked this year as well as reflecting on important changes we made this year such as math and PE changes.

Action Item: Darren to create staff reflection/review document to gather staff thoughts/input about above items.

Next meeting is June 9th, 7:20am. (After meeting edit: This was moved to Tuesday, May 12, 2015.)

Submitted by Nancy Gruber