

## SALMON BAY Building Leadership Team (BLT) Meeting Minutes

Friday, March 6, 2015 - Principal's Office

**Agenda:** Minutes (not quite ready), Meeting Norm Review, Stipends for 2015/16 Budget, Fund-a-Need Items for Auction

### **In attendance:**

Administrator: Neil Gerrans

IA Rep: Nancy Gruber

Specialist Rep: Markos Weiss/absent

2/3-Team: Dave Middleton

6<sup>th</sup> Team: Katie Hayes \*

Cascades (7/8<sup>th</sup>): Jeff Callahan

Parent Rep: Jeannie Czesla/absent

Office Rep: Caitlin Racey

Library: Linda Illman

K/1 Team: Amy Gross

4/5 Team: Brian Williamson

Olympics (7/8<sup>th</sup>): Connie Gold

Parent Rep: AJ Silva/absent

\*Acting Chairperson

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**Katie called the meeting to order at 7:25am.**

**1) Minutes:** from Wednesday 3/4/15, not quite ready yet. Will be approved via email.

**2) NORMS:** Reviewed previously approved BLT Norms created earlier in the year, before we continue our budget conversation. (see below)

### **3) BUDGET and Stipends:**

Neil handed out a preliminary draft Salmon Bay 2015/16 school budget, showing how we might use the remaining ~\$100,000 of funds to greatest effect. Since both 'stipends' and 'extra hours' are indicated on the budget, Linda asked for clarification of these terms. Basically, "Stipends" are stipulated funds used for 'on-going' needs, where as funds used under "extra hours" are often one-time or as-needed fund allocations. There are also more SPS rules around stipend uses and allocations, for instance, certificated teachers can only receive two stipends a year (example: a teach might get 1 stipend for BLT, and 1 for coaching a sport, but can not get any more than that.) Extra hours are more flexible.

### **Stipend Discussion:**

Today's meeting focus is 'Stipends', so we jumped into discussing the pluses and minuses of current stipends, and what we might want/need to add for next year. Neil indicated that all stipends should have a job description to insure clarity, understanding and transparency. Neil also reminded us that some stipend positions, such as 'Demonstration Teacher' and 'Mentor Teacher', which are not on the list below, are paid by the school district.

### ***Some stipends discussed were:***

**BLT Service**– stipends were discussed earlier this year, at which time the stipends for BLT members were reduced down to about \$600/year per member to be more in line with typical school budgets for BLTs.

**BLT Chair** – suggested that this member receive an extra \$500/yr for additional work

**BLT Secretary** – would receive an extra \$500/yr for additional time to prepare minutes

**WEP Coordinator** – While it was acknowledged that coordinating WEP activities takes a lot of committed time (particularly for ski/boarding), it likely will not be a stipend position.

**SpEd Lead** - As our SpEd department continues to grow, there was a general consensus to keep this stipend for now.

**Team Leads** – There was a discussion of what this entails and how it has been handled in the past. There was general approval for middle school stipends. Darren brought up the equitability issue for elementary. If MS has team leads, how about the elementary. Is this too middle school centric? Still needs more discussion.

**ASB Coordinator/Lead**– The school is required to have an ASB, so it must have an adult lead. This can be achieved in lots of different ways – class? Lunch meetings? Administrator lead? It was noted that Glyde is planning to step back from this position next year, so we will likely keep the stipend to help a new adult get up and running.

**GSA Coordinator/Lead** – this organization is optional to have at a school, but we want one, so there will likely be a stipend for next year.

**Camp Coordinator**– what would this cover? Is it for coordinating, nursing, IA support, Vol. Coordinator? As opposed to having one person who takes on all camp activities, in the current model, all staff take on a team role (at middle school) or the burden for his/her class camp experience (at elementary), so the work load can be pretty equitably distributed through all certificated staff. IA coverage and medical coverage is a separate issue and will likely be managed through ‘extra hours’ budgeting. Nancy reminded the group that increased SpEd programs in our school will require us to establish funds for hourly camp/outdoor ed support.

**SIT Coordinator**- This position is currently filled by counselor and is time consuming.

**504 Coordinator**- This position is currently filled by counselor and is time consuming.

#### **Possible Proposed Stipend Additions:**

**Technology Coordinator?** Jeff wondered aloud if this could be done differently since it is inconvenient to have to go through one person to buy apps, etc. Perhaps this could be spread across teams? Neil thought that Carrie (office staff) might be able to take on some of these responsibilities since she works with funds allocation. Linda added that nearly all staff members need more tech training, particularly the hands on piece.

**Medical/Nursing?**- With District changes and increased student medication/health needs, camp and other outdoor/Field trip activities take a lot of extra time to ensure student well-being. Some of these costs could be covered with extra hour funds for nurse helpers (such as Caitlin and Nancy) or possibly with a stipend for the nurse....Maybe, a combination of both.

**Testing coordinator?**– would probably be covered by ‘extra hours’ since most of the hours required are needed during the school day, so additional hours put in could be tracked for compensation. Linda noted that this does take time and has both a time and money cost because normal work responsibilities (for librarian and other staff involved) get pushed outside the working day during testing windows.

#### **4) Auction FUND-A-NEED Ideas?**

We had a brief conversation about how best to work with our generous parent group (FOSB) around funding items for next year. Generally, it was agreed that we should move away from asking FOSB to help fund professional development items. Instead, we would like to partner with FOSB **to share** the costs of more exciting and tangible K-8 projects/programming. The top three suggested items were: 1) LIBRARY improvements – better tables, furniture, and *skylights!* 2) MARY KAY/MUSIC programs, and 3) more art education.

**Meeting adjourned at 4:45. Next meeting: Tuesday morning 7:20am 3/10/15**  
Submitted by Nancy Gruber

**Salmon Bay Building Leadership Team (BLT)  
Meeting Norms 2014/15**

**Focus:**

As a representative leadership body, we tackle issues that affect our school's learning environments so that we can continually improve our practice and 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.**