

## Pathfinder School Building Leadership Team

Overview

### Building Leadership Team's Purpose

- Keepers of the school's Transformation Plan and Professional Development Master Calendar
- Decision-making: We "Advise", "Defer" or "Decide"
- Communication "hub"
- Staff training and development

BLT Focus Area	Definition
<b>Keepers of the "Pathfinder Plan" (Transformation Plan + Key Focus Areas for the School), Professional Development Master Calendar</b>	<ul style="list-style-type: none"> <li>• Lead the refinement/development of Pathfinder's Plan. Assure specific outcomes and key strategies are identified for each (i.e., goals for parent involvement)</li> <li>• Organize and prioritize goal areas and key activities at Pathfinder</li> <li>• Clearly define ownership and accountability for each area as necessary (i.e, committees, staff, etc.)</li> <li>• Review and monitor progress of key components and associated action plans; coordinate and communicate with committees working on specific areas of the plan.</li> <li>• Guide staff/school in staying focused on the goals and priorities of the Plan</li> <li>• Planning draft Professional Development Master Calendar</li> </ul>
<b>Decision-Making. Advise, defer or decide</b>	<ul style="list-style-type: none"> <li>• Determine overall BLT decision-making process (consensus, consult, etc.)</li> <li>• Identify when the decision-making mode should be changed and communicate rationale accordingly to all stakeholders</li> <li>• Utilize research-based decision making when possible</li> <li>• Provide advise to staff decision-making (i.e., budget – share school priorities, goals, tradeoffs, impacts, etc.)</li> <li>• Assure understanding of decision-making guidelines and parameters with all stakeholders (staff, PTSA, etc.)</li> <li>• Advise, defer or decide decisions</li> </ul>
<b>Communication "Hub"</b>	<ul style="list-style-type: none"> <li>• Develop a standard communication process for sharing information, requesting feedback, communication decisions, etc.</li> <li>• Consider all constituencies, channels, frequency, format, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>Identify one or two BLT members to “own” this responsibility for consistency and accountability</li> </ul>
<b>Training &amp; Professional/ Leadership Development</b>	<ul style="list-style-type: none"> <li>Provide opportunities for BLT members to continually develop leadership skills</li> <li>Provide opportunities for parents to be involved in BLT activities and staff to be involved in parent activities</li> <li>Manage/oversee master schedule of professional development</li> <li>Plan staff retreat</li> </ul>

### Team Roles & Responsibilities

<b>Role</b>	<b>Representation</b>	<b>Responsibilities</b>
Team Leader	Principal	<ul style="list-style-type: none"> <li>Develops meeting agenda</li> <li>Facilitates and/or delegates facilitation of team meetings</li> <li>Manages team’s work</li> <li>Utilizes agreed-upon team decision-making processes</li> <li>Assures involvement/feedback from all team members</li> <li>Assures communication to all stakeholders is consistent and timely</li> <li>Tracks progress against goals</li> <li>Assures alignment with overall school goals, Transformation Plan, etc.</li> <li>Monitors team effectiveness</li> <li>Is primary point of contact for BLT</li> <li>Builds “team spirit”</li> <li>Liaison to the District</li> </ul>
Team Members – All	Principal Head Teacher Staff/Admin Others as below	<ul style="list-style-type: none"> <li>Attends all team meetings</li> <li>Follows-through on action items and commitments</li> <li>Provides feedback/input as required</li> <li>Supports team decision-making processes</li> <li>Serves as a representative for his/her “constituency”</li> <li>Gathers feedback from others as required</li> </ul>

		<ul style="list-style-type: none"> <li>• Contributes to team effectiveness by adhering to team operating principles, structures, and decisions</li> <li>• Works with Team Leader to plan agenda when assigned to facilitate</li> <li>• Adheres to “silence means agreement” ground rule; speaks up</li> <li>• Keeps the vision of Pathfinder as ONE school (K-8) in mind</li> </ul>
Team Members – Teachers  Max 4	Head Teacher Minimum of 1 each from grades K-5 and grades 6-8 and/or Specialists	<ul style="list-style-type: none"> <li>• provides communication/ feedback channel</li> </ul>
Team Members – Parents  Max 2	Reps from grades K-5 and grades 6-8	<ul style="list-style-type: none"> <li>• provides communication/feedback to and from parent community via PTSA and other channels</li> </ul>
Team Members – Blazing Trails	1 representative (Director or Head Teacher)	<ul style="list-style-type: none"> <li>▪ provides communication/feedback to BT staff and families</li> </ul>
Team Members – Classified Staff	1 representative	<ul style="list-style-type: none"> <li>• provides communication/feedback channel</li> </ul>
Note taker/ Timekeeper	Note taking will rotate for each meeting	<ul style="list-style-type: none"> <li>• Helps facilitator manage time in meetings</li> <li>• Captures outputs and decisions of each team meeting</li> <li>• Distributes to all team members in a timely manner</li> <li>• Provides to communication liaison as appropriate</li> <li>• Keeps record of all team documentation on file in the office</li> <li>• Notes will be distributed to Web Master to be posted on our Website and posted in the lobby of the school</li> </ul>
“External” Communications Lead	1 team member from above	<ul style="list-style-type: none"> <li>▪ Assures consistent and timely dissemination of information from the BLT to other “constituencies”</li> <li>▪ Develops and executes against overall</li> </ul>

		<p>communication plan</p> <ul style="list-style-type: none"><li>▪ Manages any feedback/input processes from external groups</li></ul>
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## **Team Meetings**

- Team size should be between 7-9. Processes will be in place to allow input from others to assure manageable team size.
- All meetings have clearly defined purpose, process, and outcomes
- Agenda developed and distributed 1 day prior to meeting; agenda is outlined to include purpose and timeframe for each item
- Meeting time should include for 1:1 time with other team members
- Team meeting schedule
  - Team meets twice/month
  - Meetings will be scheduled for 1 hour in the morning – every other Thursday of the month from 7:45-8:45
  - Meeting schedule will be posted in the Compass, on the Website and in all minutes
  - Consider occasional evening meetings
- Team members commit to completing all preparation work/action items prior to each meeting
- Meetings start and end on time
- Meetings are primarily focused on issue resolution and decision-making, with occasional focus on strategic planning and goal setting. Updates and status reports can be provided in writing along with the meeting agenda.

## **Selection Criteria for BLT Members**

- Must be “dedicated” to Pathfinder
  - Staff members here on a regular, daily basis
  - Parent/family members have children enrolled
- Knowledge of and interest in Pathfinder issues, concerns, activities, events
- Must have reviewed team purpose, roles and responsibilities and agreed to participate as outlined
- Must be willing and able to attend meetings as scheduled
- Should have a “manageable” work load to maintain adequate focus
- Preferable to have a diverse team (age, gender, race, longevity with Pathfinder, etc)

## **Selection Process**

- All interested receive a copy of team’s purpose, roles, team expectations, and criteria for selection. Interest should be confirmed after receipt.
- Staff members: BLT reviews each candidate according to criteria.
- Parent/family members: PTSA member to be determined by PTSA by end of school year.
- PTSA will provide information about BLT
- Additional information about BLT membership will be provided to the parent community at the back-to-school barbecue.