

Minutes for BLT Meeting  
Thursday, October 25, 2007

In attendance: Bruce Bivins, Janne Endreo, Pam Hering, Marguerite Jones, Craig Richardson, Cheryl Sylanski, Martha Tonkin, Regina Walker

Approval of Minutes for 10-09-07

The first point raised by Hering was an all staff e-mail from James Couture (10-23-07) regarding staff development. In response, the BLT believes there is a misunderstanding among some staff about the reading of *College Knowledge*. The BLT wants to clarify that the book is not our focus for the year. Our purpose was to form a study group (with department members) with the “end in sight” to begin a discussion of departmental curricula and its relevance for college-ready skills. Some departments still need to report (fill in here Tech Ed, Business, PE, SPED) to the staff about their observations.

A second point in Couture’s letter was the content of Professional Development for early release and late start days. Principal Bivins was unaware of the history of the October Professional Day at WSHS. Discussion ensued about district groups for some academic disciplines, meetings of professional associations, DOE grant cohort workshops and principal-approved smaller study groups in the past, not a building in-service for all.

Bivins reported that the SPS has three areas of focus that should be part of Professional Days: cultural competency, the reduction of failure, and interdisciplinary data teams.

Discussion ensued about overall staff stress with these mandates. Bivins said fall partners are optional. We can *take them off the plate*. Quarterly partners are an administrative idea to aid collaboration.

The remaining late arrival days are February 27, December 5, and May 14. The remaining early release days are October 31, February 6, March 5, and May 21. The remaining professional days are March 21 and June 18. With our building’s vision in sight (!) we should focus on the student outcomes of on-time graduation and personalization and on our professional learning community. Some topics to consider for professional development are data teams, the move from the 4 to the 6 period day, the recognition of staff excellence, and the sharing of effective practices.

The BLT has decided that the October 31 Early Release will center on departmental meetings to plan for the transition from 4 to 6 periods. Departments will discuss course offerings and materials needed. The focus for the December 5 late arrival will be DATA teams. Bivins mentioned that the Superintendent would like to see public data in the buildings, perhaps a data wall which includes information like WASL scores, graduation rates, Honor Roll, etc.

Current work in our building addressing on-time graduation are SMART goals and the use of Planners. Current work addressing personalization is the incorporation of

SEGWAY in language arts and social studies classes and *College Knowledge* discussions among staff. Current work in our building on personalization includes the RSVP program for the ASB. Discussion ensued about the number of outside organizations that would like to help our school.

The current focus for the BLT is the renewal of the Transformation Plan. We must maintain alignment with our target goals.

BLT would also like to take the input from our last staff meeting on how to conduct and participate in meetings to develop a meeting protocol. Appreciation was given for the material forwarded by Mr. Hurley. Bivins suggested that institutional norms for a meeting protocol can be three simple ones: talk to, not about; be inclusive not divisive; and focus on student achievement. Suggestion was also made to remind staff of e-mail protocol.

Lastly, Bivins showed the BLT a modified document for pre-evaluation conferences. He said that the District does not provide pre-conference documents; these come from in-house. The building administrators' focus on student achievement ties in with our building vision.

Respectfully submitted,

Cheryl Sylanski