

Join the B Team!



Be a Building Representative and Earn SPU Credit or Clock Hours

This year the LWEA is offering an educational leadership class to all members who want to join the building LWEA team. (The B Team). This class enables all who are interested to participate on the B Team and to earn SPU credit or clock hours. The time you spend at Rep Assembly meetings, building meetings, and working to support members as well as time spent supporting LWEA and WEA initiatives will be the course work for this leadership class. If you are interested in learning more about the “B” Team opportunity, please, contact Jim Eaton (LWEA member) or check out the LWEA portal site detailing this class.

*All the documents in this packet are available at
<http://portal.lwsd.org/sites/LWEA/Pages/BTeam.aspx>*

What is a “B” Team?

What are the roles and responsibilities of being a team member?

The B Team concept was created to help spread the work from one building representative to several, to provide a support system within each building, and to help build our leadership pool – and earn credit or clock hours while you are doing it!

It only takes **two** union members to start a B (Building) team. Not all members need to LWEA building reps, just union members. Be creative – several members can share roles or one member can take on several roles. The important thing is to work together. Members can partake whether they are interested in earning SPU credit/clock hours or not. **All members can participate in the monthly labor-management meetings at the building level.**

Primary Contact/Communicator

Ensure that members receive communication from LWEA.

Create and maintain building member email distribution list and mailbox list.

Distribute LWEA communications – email and paper – to members throughout the year.

Serve as a contact person for LWEA (ballots, surveys, etc).

Communicate member input and concerns to LWEA.

Member Rights/Representative

Be a resource on member rights in your building.

Serve as a liaison and problem-solver between building members and building administration (attend meetings with member(s) and principal at member’s request).

Attend monthly LWEA Rep Assembly meetings (or make sure each meeting is attended by someone from your building).

Convey building concerns as well as positive information to the principal.

Organizer/Advocate

Build relationships between building association and the building administration.

Contact new teachers for Association membership.

Act as a resource on member benefits.

Advocate for building members.

Listen without passing judgment, seek information and clarification.

Maintain the legal responsibility for “duty of fair representation.”

Support the building operating procedures and decision making model.

Help members recognize the rules and responsibilities of the principal.

Build relationships with parent groups, local businesses, etc.

B Teams – FAQ



Q: Why do you call it a B Team?

A: B Team is just shorthand for Building Team.

Q: How do I start one in my building?

A: You need only two people interested in this idea to get it started. Our association bylaws allow for union representation for every 15 members or major fraction thereof. Even buildings with less than 15 members can still start a B team to share the representative's role.

Q: How do I know if my building is ready for this idea?

A: Any building can try this idea. Now is a great time to get more members involved!

Q: Do I need be a LWEA Building Rep to participant?

A: No! Any union member is welcome to join the B Team and earn the SPU credit or clock hours. All must meet the course requirements as outlined in the syllabus. However, only the building rep is eligible for the tuition rebate.

Q: How do you fill all the positions?

A: The best way is to ask your colleagues one at a time. You can start by introducing the idea to your building members at your first building meeting and pass around a sign-up sheet for them to complete.

Q: What happens if you don't fill all of the positions?

A: You simply start your team with whom you have. You can share positions, have each person share more than one position, or have your team share all the positions – whatever works best for you.

Q: Is there a leader of the team?

A: No. Everyone has their own responsibilities. However, you may want to ask one member of your team to be the one to make sure you all get together on a regular basis and have building representation at the monthly LWEA Rep Assembly meetings.

Q: How do I earn credit or clock hours for the B Team?

A: All members of the B team can earn credit or clock hours by meeting the requirements in the SPU course syllabus. These include attending LWEA Rep Assembly meetings, building meetings, training meetings, and/or activities in the syllabus. Each member will need to complete at least one Class Reinforcement activity.

Q: What are the Class Reinforcement activities?

A: These are activities meant to support LWEA initiatives which include:

- Serve as an advocate for at least one (1) Association member during the school year.
- Create a building activity for a LWEA initiative.

Q: How many credits or clock hours are available?

A: Each B team member can earn one (1) SPU quarter credit or 10 SPU clock hours. These will require attendance at meetings and completion of local and building work for 10 hours of time. A building plan will be created to schedule these hours throughout the school year to insure success.

Q: When does my SPU registration need to be completed?

A: All registration forms along with credit or clock hour payment must be turned in to the LWEA office by October 18, 2011.

Q: Is there financial assistance available?

A: YES! All LWEA building reps are entitled to a tuition rebate of \$20 which will be paid at the successful completion of this course (June, 2012).

Q: Do non-building reps qualify for the rebate too?

A: No. This benefit is only for building reps. Does your building meet the 15:1 member to rep ratio. If not, become a rep and get the rebate!

Q: How does the rebate work for those seeking 10 clock hours for this class.

A: For those taking this class for clock hours, you will need to pay the full tuition of \$20 when you register. You will receive a \$20 rebate from LWEA once you complete the course (June, 2012).

Q: How does the rebate work for those seeking SPU credit for this class.

A: For those taking this class for credit, you will need to pay the full tuition of \$42.00 when you register. You will receive a \$20 rebate from LWEA once you complete the course (June, 2012).

Q: Who goes to the monthly LWEA Rep Assembly meetings?

A: Once again, the answer is whatever works best for your team! You can rotate who attends, have only one or two attend the meeting or you can all attend together! The important thing is to make sure you have a process in place to bring the information back to your building staff after every meeting.

Q: How often does the B Team call meetings in the building?

A: Ideally, you should schedule your monthly building meeting once a month within a day or two after your team attends the Rep Assembly meeting. But hey, this is real life! Be prepared with some other strategies to convey information when things are just too crazy for meetings.

Use template on LWEA portal – <http://portal.lwsd.org/sites/LWEA/Pages/BTeam.aspx>

B Team Planning Sheet

This sheet can be completed by an individual or as an entire team. This form is available electronically on the LWEA portal site. Submit this plan to Sheila Hagerman by **October 18, 2011**.

Building: Click here to enter text. **Form completed as:** ___ an individual ___ a B Team

Primary Contact/Communicator: [Click here to enter name\(s\)](#).

Ensure that members receive communication from LWEA.

Create and maintain building member email distribution list and mailbox list.

Distribute LWEA communications – email and paper – to members throughout the year.

Serve as a contact person for LWEA (ballots, surveys, etc).

Communicate member input and concerns to LWEA.

Member Rights/Representative: [Click here to enter name\(s\)](#).

Be a resource on member rights in your building.

Serve as a liaison and problem-solver between building members and building administration (attend meetings with member and principal at member's request).

Attend monthly LWEA Rep Assembly meetings (or make sure each meeting is attended by someone in your building).

Convey building concerns as well as positive information to the principal.

Organizer/Advocate: [Click here to enter name\(s\)](#).

Build relationships between building association and the building administration.

Contact new teachers for Association membership.

Act as a resource on member benefits.

Advocate for building members.

Listen without passing judgment, seek information and clarification.

Maintain the legal responsibility for "duty of fair representation."

Support the building operating procedures and decision making model.

Help members recognize the rules and responsibilities of the principal.

Build relationships with parent groups, local businesses, etc.

Make a plan for how you hope to meet the 10 hours of B Team support

Five(5) hours of LWEA work:

Please record dates (if known) and approximate time for each activity in hours.

1. Monthly LWEA Rep Assembly Meetings (subject to change) **Highlight** the meetings you plan to attend:

- ✓ September 13
- ✓ October 18
- ✓ November 15
- ✓ December 13
- ✓ January 17
- ✓ February 21
- ✓ March 13
- ✓ April 17
- ✓ May 15
- ✓ June 5

2. LWEA activity(ies) – Enter any activities you would like to do support LWEA initiatives. Refer to the syllabus for ideas.
Click here to enter text.

Five (5) hours of Building team work:

Please record dates (if known) and approximate time for each activity in hours.

1. B team organizational meeting (Sept)
 - a. Communication system to and from members
Click here to enter text.
 - b. Assignment for B Team meetings
Click here to enter text.
 - c. Building membership meeting schedule
Click here to enter text.
2. Building Labor-Management Meetings
Click here to enter text.
3. B Team monthly meeting schedule – remember to record this on your B Team Log.
Click her to enter text
4. Building Member meeting schedule (best guess!)
Click here to enter text.
5. January review and plan adjustment
Click here to enter text.
6. Class Reinforcement Activity
Click here to enter text.

Individuals wishing to earn letter grades will need to complete the following:

From the SPU syllabus

PASS or “B” Grade

- attendance at all class sessions
- completion of all in-class assignments
- participation in all class activities
- produce evidence of integration of learning by submitting a written log of activity supporting the course objectives and/or assignments

“A” Grade

- Same as Pass or “B” Grade plus:
- a 1-2 page written reflection detailing how the acquired leadership skills strengthen your role as a member advocate and/or positively affected your building.

**All course work is due by 4:00 PM, June 12, 2012.
Send to Sheila Hagerman via email or District mail.**

B Team Planning Sheet



This sheet can be completed by an individual or as an entire team. This form is available electronically on the LWEA portal site. Submit this plan to Sheila Hagerman by **October 18, 2011**.

Building: Ima Genius Learning Center Form completed as: XX (Jim Eaton) an individual ___ a B Team

Primary Contact/Communicator: Emiel Righter

Ensure that members receive communication from LWEA.
Create and maintain building member email distribution list and mailbox list.
Distribute LWEA communications – email and paper – to members throughout the year.
Serve as a contact person for LWEA (ballots, surveys, etc).
Communicate member input and concerns to LWEA.

Member Rights/Representative: Evan Keel

Be a resource on member rights in your building.
Serve as a liaison and problem-solver between building members and building administration (attend meetings with member and principal at member's request).
Attend monthly LWEA Rep Assembly meetings (or make sure each meeting is attended by someone in your building).
Convey building concerns as well as positive information to the principal.

Organizer/Advocate: Warren Pease

Build relationships between building association and the building administration.
Contact new teachers for Association membership.
Act as a resource on member benefits.
Advocate for building members.
Listen without passing judgment, seek information and clarification.
Maintain the legal responsibility for "duty of fair representation."
Support the building operating procedures and decision making model.
Help members recognize the rules and responsibilities of the principal.
Build relationships with parent groups, local businesses, etc.

Make a plan for how you hope to meet the 10 hours of B Team support

Five(5) hours of LWEA work:

Please record dates (if known) and approximate time for each activity in hours.

1. Monthly LWEA Rep Assembly Meetings (subject to change) **Highlight** the meetings you plan to attend:
 - ✓ **September 13**
 - ✓ October 18
 - ✓ November 15
 - ✓ December 13
 - ✓ **January 17**
 - ✓ **February 21**
 - ✓ **March 13**
 - ✓ April 17
 - ✓ May 15
 - ✓ **June 5**

2. LWEA activity(ies) – Enter any activities you would like to do support LWEA initiatives. Refer to the syllabus for ideas.
 1. Attend May school board meeting.

Five (5) hours of Building team work:

Please record dates (if known) and approximate time for each activity in hours.

1. B team organizational meeting (Sept)
 - a. Communication system to and from members
Emiel Righter will forward all LWEA correspondences to our building's members
 - b. Assignment for B Team meetings
See above list of roles
 - c. Building membership meeting schedule
We will conduct our building LWEA meetings the Wednesday afternoon after each LWEA Rep Assembly meeting (after LEAP time).
2. Building Labor-Management Meetings
Held the 3rd Thursday morning of each month @ 7:30 with the administration.
3. B Team monthly meeting schedule – remember to record this on your B Team Log.
We will meet the Wednesday morning before school right after the month LWEA Rep Assembly to plan building meeting and to organize any upcoming tasks.
4. Building Member meeting schedule (best guess!)
See #1c above
5. January review and plan adjustment
We plan on meeting Jan. 20 at 7:30 AM
6. Class Reinforcement Activity
We plan on working to advocate for our members. **Details of this advocacy will be recorded on our B Team log and submitted at the end of the course.**

Individuals wishing to earn letter grades will need to complete the following:

From the SPU syllabus

PASS or "B" Grade

- attendance at all class sessions
- completion of all in-class assignments
- participation in all class activities
- produce evidence of integration of learning by submitting a written log of activity supporting the course objectives and/or assignments

"A" Grade

- Same as Pass or "B" Grade plus:
- a 1-2 page written reflection detailing how the acquired leadership skills strengthen your role as a member advocate and/or positively affected your building.

**All course work is due by 4:00 PM, June 12, 2012.
Send to Sheila Hagerman via email or District mail.**

Completion Check List



There are a few items that need your attention as we complete the B Team course for this year. Please use this checklist as a record of your activities. For questions about the course requirements, see the syllabus posted on the LWEA portal page or contact Sheila Hagerman (shhagerman@lwsd.org) or Jim Eaton (jeaton@lwsd.org).

Your Building Log (everyone) and Reflection Paper (credit only) is due by **Tuesday, June 12**. You can send your log via email or hard copy to Sheila Hagerman (LWEA Office) or Jim Eaton (Resource Center).

Clock Hour Participants

Possible Options for LWEA Work

- I attended monthly LWEA Rep Assembly Meetings.
 - ✓ September 13
 - ✓ October 18
 - ✓ November 15
 - ✓ December 13
 - ✓ January 17
 - ✓ February 21
 - ✓ March 13
 - ✓ April 17
 - ✓ May 15
 - ✓ June 5
- I participated in other LWEA activities, events, and/or trainings. (List in your B Team Log.)

Building Work

- I have a B Team log of my activities (can be paper or electronic).
 - Building B Team Meetings
 - Building LWEA meetings
 - Minutes from Building Labor-Management meetings
- I completed the Class Reinforcement Activity.

Class Reinforcement Activities – choose one:

 - Served as an advocate for at least one (1) Association member during the school year.
 - Created a building activity for a LWEA initiative.

Credit Participants

- Completed all Clock Hour Requirements
 - Completed Credit Requirements
- From the SPU syllabus*

PASS or "B" Grade

- Attendance at class sessions.
- Completion of all in-class assignments.
- Participation in all class activities.
- Produce evidence of integration of learning by submitting a written log of activity supporting the course objectives and/or assignments --
THIS IS YOUR MEETING LOG.

"A" Grade

- Same as Pass or "B" Grade plus:
- A 1-2 page written reflection detailing how the acquired leadership skills strengthen your leadership ability and/or positively affected your building.

Course Syllabus

Instructor Name	James Eaton
Address and Phone	Lake Washington School District Professional Development P.O. Box 97039 Redmond, WA 98073 425/936-1363
Other presenters	Instructor Cadre
Title of Course	Strengthening Public Education through Leadership
Prerequisites	None
Credits or CEU's	1 Credit or 10 clock hours (no partial credit or clock hours)
Dates/Time	September 13, 2011 – June 5, 2012
Course Description	This course is designed to provide educators with practical skills that will help them to take leadership roles and advocate for public education and the association. Participant will learn specific communication, listening skills, and relational organizing skills and their effective use in an education association. They will also learn strategies for achieving awareness of educational issues. Participants will form a "B Team" – Building Team – to fulfill course requirements.
Course Objectives	To offer Lake Washington Education Association (LWEA) members training to develop communication, listening, organizational, and advocacy skills.
Student Expectations	Learners will be able to: <ul style="list-style-type: none">• Work in their local (LWEA) association to improve the perception of public education and the association.• Assist LWEA to build capacity and increase membership and advocacy.• Apply specific communication, listening skills, and relational organizing skills to their duties as representatives of the education association.• Develop and implement strategies with individuals and groups to achieve greater awareness for Washington public schools issues through advocacy.
Level of Application	Information, Application, Synthesis

Instructor Description

On File

Methods of Instruction

Lecture, collaboration with peers (project-based)

Grading Criteria

PASS or "B" Grade

- attendance at enough class sessions to meet course requirements
- completion of all in-class assignments
- participation in all class activities
- produce evidence of integration of learning by submitting a written log of activity supporting the course objectives and/or assignments

"A" Grade

- same as Pass or "B" Grade
- write a 1-2 page reflection detailing how the acquired leadership skills strengthen your role as a member advocate and/or positively affected your building

Due dates of major assignments, projects and examinations

5 hours – Local Association Work

1. *Attend B Team training with LWEA representative to begin planning process – Sept 2011(one hour).*
2. *Create a plan to attend enough of the Rep Assembly meetings or LWEA events to equal 4 clock hours.*
3. *Participate in discussions and activities at each training opportunity.*
4. *Come to each class/meeting prepared with the following information:*
 - i. *Current contract issues and questions*
 - ii. *Building issues*
 - iii. *Synopsis of building work/activities to date*
 - iv. *Any requested feedback on current issues or questions*

5 hours – Building Team Work

1. *Create a B Team.*
 - a. *Send member names and B Team positions to the LWEA*
2. *Meet at least once as a team prior to October 18, 2011, to create a building plan.*
 - a. *Send copy of plan to the LWEA. The plan should include:*
 - i. *Communication system to and from members*
 - ii. *Assignments for B Team meetings*
 - iii. *Monthly building meeting schedule and assignments*
 - iv. *Process gathering data for monthly B Team meetings and building labor-management meetings*
3. *Create a building log to track and record B Team activities.*
 - i. *This log will be submitted at the conclusion of the course*
4. *Meet once in the month of January to review and adjust building plan:*
 - a. *Provide copy of any plan adjustments to LWEA.*
5. *Hold regular monthly meetings in the building:*
 - a. *Provide agenda and short minutes for each meeting as part of your building log.*

6. Complete one out of class reinforcement activity:
 - a. Serve as an advocate for at least one (1) Association member during the school year.
 - b. Create a building activity for a LWEA initiative.

Submit your building log and documentation for completion of the Class Reinforcement activity to LWEA (Jim Eaton) by June 12, 2012.

Text and/or Required Reading List Instructor will provide participants with material relevant to course content.

Plans for transferring skills in the work setting

- Discussion/Problem-solving
- Use of references
- Practice skills in workshop
- Peer-coaching
- Observation

B Team SPU Registration Information

Credit and clock hours will be recorded during **summer** quarter 2012.

For Credit:

CRN	Subject Code	Course Number	Course Title	Credits/Units	Audit	Instructor	Beginning Date	Ending Date	Tuition
589	EDU	5087	Educational Leadership Development	1 credit		James Eaton	13-Sep-2011	05-Jun-2012	\$42.00

For Clock Hours (CEU):

CRN	Subject Code	Course Number	Course Title	Credits/Units	Audit	Instructor	Beginning Date	Ending Date	Tuition
590	CEU	2024	Educational Leadership Development	1 unit		James Eaton	13-Sep-2011	05-Jun-2012	\$20.00

All SPU course registration forms and payment are due by October 18, 2011.

Location	Department	Individual Name
LWEA		Sheila Hagerman

***Rebate Available!**

All elected building representatives (alternate reps and other union members do not qualify for rebate) are entitled to a \$20 tuition rebate from LWEA upon successful completion of the class.

For those taking this course for clock hours:

1. Complete the SPU registration for ten clock hours (1 CEU). Keep the pink copy for your records.
2. Complete the payment information portion of registration form.
 - a. Make your tuition payment via check or credit card to SPU.
3. You will receive a \$20 rebate from LWEA upon successful completion of the course in June, 2012.

For those taking the course for SPU credit:

1. Complete the SPU registration for 1 credit. Keep the pink copy for your records.
2. Complete the payment information portion of registration form.
 - a. Make your tuition payment via check or credit card to SPU.
3. You will receive a \$20 rebate from LWEA upon successful completion of the course in June, 2012.

Please return the SPU registration and payment to **Sheila Hagerman** by October 18th