

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 | ✓ February 21 |
| ✓ October 18 | ✓ March 13 |
| ✓ November 15 | ✓ April 17 |
| ✓ December 13 | ✓ May 15 |
| ✓ January 17 | ✓ 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 16, 2011.
Send to Sheila Hagerman via email or District mail.**