

## 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 20, 2010**.

**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.

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### *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 21 | ✓ February 22 |
| ✓ October 19   | ✓ March 15    |
| ✓ November 16  | ✓ April 19    |
| ✓ December 14  | ✓ May 17      |
| ✓ January 18   | ✓ June 7      |

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 3<sup>rd</sup> 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 16, 2011.  
Send to Sheila Hagerman via email or District mail.**