



B Team Planning Sheet - what do I plan to do?

This planning sheet can be completed by an individual or as an entire team. If you would prefer to complete an electronic template, contact Sheila Hagerman (shhagerman@lwsd.org). Submit your plan by **October 24, 2017**.

Building: _____ **Name of participant(s):** _____
Form completed as: ___ an individual ___ a B Team

Primary Contact/Communicator – who will do this? _____

- 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 – who will do this (see examples below)? _____

- 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 – who will do this (see examples below)? _____

- 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.
- 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, when possible.

This is my plan to complete the different portions of the B Team requirements:

Five (5) hours of LWEA work (use any combination of the items below to complete the time required):

Be sure to record dates on the B Team Meeting Log and approximate time for each activity in hours when they are completed.

1. Attend monthly LWEA Rep Assembly meetings (subject to change).

September 19
October 24
November 14
December 12
January 9

February 13
March 20
April 24
May 22

2. Participate in LWEA activities – enter any activities you would plan to do (such as WEA-PAC Drive, recruitment of volunteers for special activities, participate in special activities, etc.). Indicate here.

Five (5) hours of Building work (use any combination of the items below to complete the time required):

Use your B Team Meeting Log to record dates and approximate time for each activity (in hour). **Keep in mind that you will need to include a general description of the subjects that were discussed** (for example – planning time, schedules, issues, etc.). Here are some things that will help you plan your building activities.

1. B team organizational meeting (Do this in September)
 - What will be your communication system to and from members? _____
 - Who will be responsible for overseeing each of the different requirements? _____
 - Who will set up and schedule the building LWEA meeting schedule? _____
2. When will you hold the building's Labor-Management meetings? _____
3. When will you hold the building's LWEA meeting (best guess!) _____
4. In January, review and make needed plan adjustments to keep you on track to complete 5 hours.
5. What other activities will you do in your building to complete the 5 hours? _____
6. Keep a copy of this B Team Planning Sheet for your records.

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.

**Send your completed B Team Planning Sheet to Sheila Hagerman
(use e-mail or District mail) by 4 PM on **October 24, 2017**.**

**Send your B Team Meeting Log and supporting documents to Sheila Hagerman
(use e-mail or District mail) by 4:00 PM on **June 15, 2018**.**

Be sure to keep a copy of both forms for your records.