

Long Term Leadership Planning Committee Agenda & Minutes

Norms

1. Be on time
2. Stay on Topic
3. Come prepared
4. Assume positive intent of co-workers
5. Meetings will end on time or before
6. If disagreement lasts longer than 5 minutes, committee members agree to table the discussion until the next meeting.

Job

- Stay on Task person: Lisa/Cassie
- Note Taker: Mindy/Amy
- Agenda Maker: Mindy/Amy

Purpose

The primary purpose of this committee is to work together collaboratively to form a long-term leadership plan recommendation for the success of our entire CCS school (online and seat-based).

Meeting #5 - Monday, April 3rd, 3:30 pm

- A. Call Meeting to Order -
 - B. Finish discussing spreadsheet - admin or non-admin duty sort
 - C. Discuss To-Do List
 - Proposed to-do list by Amy & Mindy
<https://docs.google.com/document/d/1DQqjWoZ6KApHTJpYCevanSOcWjOKAVrok4TVkxoqsBA/edit?usp=sharing>
 - D.
-

Meeting #4 - Thursday, April 29th 3:30 pm

- A. Call Meeting to Order - 3:36
- B. Administrative job duties discussion
 - Looking at the spreadsheet from last time and cross-referencing job descriptions to make sure we aren't missing anything.
 - Lots of discussion see notes on spreadsheet - ended with #35
- C. Start to layout scenarios to vote on for recommendation to the board.
 - Not ready to do this yet, will happen in future meeting
- D. Come up with a timetable for reaching a recommendation
 - This may need adjusting but I want to have a plan :)
 - Tabled for next time for after we create a to do list
- E. Assign homework for the next meeting if needed
 - Look over spreadsheet and job descriptions
- F. Adjourn Meeting

Next meeting dates: May 3(3:30), 6(4:00), 11(3:30), 13(4:00 or after all staff meet)
(board meeting is May 10)

Meeting #3 - April 27th, 2021, 3:30 pm

- A. Call Meeting to Order - 3:06 pm
 - a. Add Jen Miller to Long Term Leadership Planning Committee
- B. Establish Norms
 - Proposed:

Norms

- 7. Be on time
- 8. Stay on Topic
- 9. Come prepared
- 10. Assume positive intent of co-workers
- 11. Meeting will end on time or before
- 12. Add norm of: If disagreement lasts longer than 5 minutes, committee members agree to table discussion until the next meeting.

Jobs

- Stay on Task person: ?
- Note Taker: Mindy/Amy
- Agenda Maker: Mindy/Amy

Purpose

??To come up with a recommendation to the board of Ed. for our long-term leadership plan.

Our purpose from the Board charge document: The primary purpose of this committee is to work together collaboratively to form a long-term

leadership plan recommendation for the success of our entire CCS school (online and seat-based).

C. Compile and discuss the list of admin duties

- Look at job descriptions as need to create the list
- Side/related discussion
 - Ronda noted that the budget is very tight; she will share more as she is able as the budget is finalized
 - Encouraging the committee to be creative as we consider different options and scenarios to meet the needs of the school and both programs
 - Can the leadership team and/or department heads, or other non-teaching positions be involved in the Collaboration Committee?
 - What are the committee structures like on both programs? Where does it make sense to have both programs together on committees and where does it make sense for each program to have separate committees?
- Conversation of how to sort through job descriptions - seat-based, online, both/either
- We want to have those who are currently doing the work to take a look at what we have and they can weigh in

D. Discuss different scenarios for 3 admin (if time)

- Ex. Online/Seatbased/Combo
- E. Set dates/times for next meetings and assign "homework"
 - Proposed next meeting dates: May 3(3:30), 6(4:00), 11(3:30), 13(4:00 or after all staff meet) (board meeting is May 10)

Plan for next meeting - go through job descriptions and make sure we did not miss anything, then go through each as a group line-by-line

- F. Adjourn Meeting

*Next Meeting Thursday, April 29th 3:30 pm

Meeting #2 - April 22nd, 2021, 4:00 pm

- A. Call Meeting to Order - 4:05
- B. Kathy F. has decided to no be part of this committee so we are down to 11 people participating
- C. Cinda Jensen
 - Sharing CCS Strategic Plan and other documents
 - Sent out documents to Mindy that may aid the committee in making this decision-statutes, job descriptions, bylaws, etc.
 - CCS Strategic Plan and the relationship it has to our task
 - Mission statement needs revamping in order to reflect both of our programs, EE, and our community, etc. Change is happening; so we know, as a committee, where the board is heading in terms of working on the CCS statements and Focus Areas.
 - Authorizer Review Document - Performance Evaluation
 - 2018-2019 school year
 - Will see once the board gets a chance to look at it
 - Cinda will gather some other related documents and will reach out to Osprey Wilds rep for info on
- D. Set up committee norms

1. When larger/more in depth thoughts are needed, we will make sure everyone gets a chance to share.
 2. Yes or no, or just had a thought to share, raise your hand.
 3. Review documents before meetings when sent out in advance.
 4. Stay muted when not speaking.
 5. Conflict: Discussion will last no longer than 5 minutes if there is disagreement. The topic will be reevaluated at the next meeting.
- E. Share some survey results (if time)
- a. Emily will share results with everyone in the shared drive, and we will discuss next time.
 - b. Mindy and Amy will discuss parameters for the next meeting for discussion.
- F. Plan for next meeting on April 27th
- a. Kris will bring her job description to the next meeting and we can discuss changes/additions; mentioned the need for a social worker for online, as well.
 - b. Cassie will share her job description, as well.
 - c. Mara Powers will share EE and HRS job descriptions with the committee.
 - d. Shared Drive will be created for documents. Please review them before the next meeting.
 - e. Ronda will add the budget information to the shared file once it is created.
- G. Adjourn Meeting 5:54

Meeting #1 - April 19th, 2021, 4:00 pm

- A. Call Meeting to Order - 4:04
- B. Confirm of Members
- Mitch S., Holly A., Jill A. and Shanna A. decided not to be part of the committee so the list stands as follows...

- Member List (12)
 - Mindy Glazier - Co-Chair
 - Amy Scheuman - Co-Chair
 - Emily Stull Richardson
 - Gena Jacobson
 - Christina Holmes
 - Heidi O'Brien
 - Mara Powers
 - Ronda Veit
 - Kathy Faust
 - Cassie Carey
 - Lisa Schumacher
 - Kris Fjelstul

C. Confirm Co-Chair - Amy Scheuman

D. Look at the charge document from the board (Mindy will email this info out to everyone, also send out other info to everyone)

E. Different scenarios to consider

- 2 administrators (one online & one seat based)
 - this scenario is more teacher lead and would need a discussion on stipend teacher positions for leading committees
- 3 administrators (one online, one seat-based, & one combination(serves both programs, similar to interim plan)
- Any other scenario suggestions?
- Thoughts/Action Items:
 - Developing a survey for staff (Emily)
 - Which scenario and why?
 - Interest in teacher stipend position for teacher-led committee?
 - Potentially need to talk to the finance committee - if we created teacher stipend positions, where would that money come from? Is there a budget? Data that has already been collected?

F. Set next meeting date(s) and time(s)

- Thursday, April 22 at 4:00 - Cinda Jensen would like to come and go over the strategic plan and a few other things from the board that might be helpful in our work.
- Tues. April 27 & Thurs. April 29 at 3:30

G. What needs to be done before the next meeting?

- Emily- Get survey out tomorrow (4/20) Have due Thursday (22nd) afternoon; go over data next week Tuesday (Emily will compile data and send it out to us)
- Asking Cinda about any materials to review before the meeting on Thursday
- Gathering all support staff/admin and related service job descriptions

H. Adjourn Meeting - 5:30