

KARIGON PARTNERSHIP TEAM MINUTES

THURSDAY OCTOBER 6, 2011

FINAL

Members Present:

Greg Wing

Chris Bernd

Brigid Jeffers

Mary Blaauboer

Tina Hurley

Kathy Geary

Lisa Fletcher

Susan Schmitt

Matt Andrus

Melissa Paquin

Why did we join KPT?

Greg asked all members why they joined the KPT. A brief discussion followed in which each team member explained the reasons they joined the team.

Purpose of KPT

Greg reviewed the purpose and history of the KPT. He emphasized that the overall focus of the team is on student achievement (and he explained that the team has moved away from discussions of issues such as parking lots and vending machines which are less directly related to achievement).

The committee gets involved in issues selectively; in particular, it chooses issues in which it can effect change and make decisions, and not issues that are decided on by the BOE or administration. The team may make recommendations (for example, the team recommended that the Karigon media room be moved; the team made a plan, shared it with the superintendent, contacted the BOE in an effort to make this change).

Greg indicated that he has the role of team leader, but that he should not be the facilitator. His role is to share his vision of where the team should be headed. Lisa pointed out that another purpose of the team is to help with the lines of communication between the different stakeholders.

Discussion of "ON/OFF Buttons"

To help establish general meeting guidelines and ways for us to work together, Greg requested that team members identify the things that are acceptable or encouraging in meetings and those that are not. (Please see table at end of report).

KPT Code of Conduct and Guideline for Effective Meetings

The "ON/OFF button" issues that we identified provided a framework to discuss our code of conduct. Our "ON/OFF button" issues were consistent with the Shenendehowa school district meeting guidelines that are listed at the bottom of our standard agenda, therefore this list will be retained and one item will be added at Mary's suggestion and with the team's support - "Model for students a respectful and civil discourse". (This guideline is utilized at BOE meetings).

If/when needed the committee can refer back to these minutes for a refresher on our specific "on/off button" issues. Our list was consistent with 10 Plus 10 Techniques for Effective Team Meetings (Fort & Schurr).

KPT Roles and Responsibilities

Greg provided excerpts from Carol Scarce's work on the characteristics of the various team roles (please refer to the handout for details). Our team roles were determined at our September meeting.

Team Growth and Consensus

We discussed the 4 stages of growth of a team: forming, storming, norming and performing (refer to handout for additional details). A review of these stages is helpful for our team, as our members have different lengths of team longevity. We hope to get to the norming and performing stages quickly. The team utilizes the mid-year and end-of-year team checks to assess how the group is performing.

Because this team operates by consensus and not majority vote, we also discussed the definition of consensus and ways of arriving at it (please refer to handout on Judy Olson-Ness' work). Greg underscored the point that "when a decision is made by consensus, all members understand the decision and are prepared to support it." We discussed that the team should emphasize dialogue (in which we share ideas) and limit discussion (in which people may not be actively listening to others). In Greg's tenure on this team, he has not encountered an issue in which one person was so stuck on an issue that consensus could not be reached.

Review of District Goals

We reviewed the 2011-12 Shenendehowa Districts Goals, Objectives, and Action Plan. Greg highlighted the district goals for elementary schools and we reviewed these with an eye toward how our team might address each one. We used this discussion as well as last year's goals and timeline as a template for determining our goals and timeline for this year.

Listed below is a summary of the relevant goals and actions the KPT might take:

-Provide parents with info on 21st century learning/career readiness (p.10)- Greg discussed this in his talk at the Karigon Open House in September.

-Provide innovative technologies to support 21st century learning (p. 20) - we will ask Gail Pietrefesa for a district update on technology.

-Implement the Response to Intervention (RTI) model...(p.31) - we discussed 1) the 3 tiers for RTI, 2) the fact that this is the third year for RTIs at Karigon, so they are running even more efficiently, and 3) the role of Instructional Support Teams (ISTs). We will request an update on RTIs in the winter or spring.

-Professional Learning Communities (PLCs) and Co-Teaching teams (p.46) - we discussed that PLCs are up and running at Karigon and they have been scaled back to a continuation/maintenance status. Karigon has 3 co-teaching partnerships.

-Identify extra-curricular activities (p.51) - Melissa will compile a list of all PTA-sponsored activities and Sue will compile a list of school-sponsored activities. Mary pointed out that this information would be useful across stakeholder groups (e.g., the District Partnership Team).

-Submit more stories/photos for website (p. 64) - although Karigon has posted quite a bit, we now have a person (Mary Hanratty) specifically responsible for this. We need to try to connect these to 21st century student learning. Lisa also suggested that the school could provide more content and color to existing bulletin boards to promote student work and brighten up community areas within the building.

-Fostering an ambitious and entrepreneurial perspective.....to promote innovative learning environments (p. 65) - it was suggested that we discuss at a later time what innovation looks like and how we can include other people and organizations (e.g., Luther Forest, museums) to help with these efforts.

-Collect and document a list of what is already occurring in each school re: innovative learning environments (p. 65) - As noted above, Melissa and Sue will collect and categorize both PTA- and school-sponsored activities.

-Use strategies such as Bucket Filling Program and Morning Program to address issues of harassment, discrimination, and bullying (p. 69) - this district goal elicited a long discussion. It was noted that although Karigon does a lot of this work at the primary level, there are not as many programs for the older students. Sue said that she would like to see more anti-bullying efforts directed at the 4th and 5th grades. It was decided that we would discuss this further at the regular October meeting and that team members would gather information about efforts at other elementary schools as well as the middle school before this meeting.

Create KPT Goals and Timeline

After reviewing the district goals and the ways in which the KPT might help Karigon reach these goals, we discussed the overall goals of the KPT for the current year.

We began this discussion by highlighting that the goals of the KPT have historically been organized by 3 categories:

- Improving Communication
- Building a Sense of Community
- Oversight of the School's Instructional Goals

Then we reviewed the 2010-11 goals as a guideline and identified the goals for 2011-12 year as well as the timeline for realizing those goals. *Please refer to the 2011-12 Goals and Timeline (submitted separately).*

Other

- Greg will compile a list of KPT accomplishments that will include activities, initiatives, and fundraising purchases. This list will be included on the KPT brochure.
- Greg will update the Karigon mission statement on the school website.

October Agenda Items

- Brainstorm ideas for Karigon Bullying Prevention program for 4th and 5th grade
- List of extracurricular and in-school innovative activities
- Revised stakeholder assignment sheet (Kathy)
- KPT accomplishment list
- Approve KPT Goals and Timeline

"ON/OFF Buttons" for Team Meetings
(Edited to reduce overlap of ideas)

"ON Buttons"

positive feedback
everyone has chance to express opinion
eye contact
group discussions
sticking to agenda and time schedule
knowing agenda for meeting
allowing all to speak or "pass"
sticking to relevant topic
having a time-keeper
good facilitators/notekeepers
good snacks!
attendance
respect for each other
acceptable to move quickly/end early
efficiency
preparation
delegating when appropriate
keep it professional, not personal/emotional
interesting presentations
progress
read minutes in advance
momentum
positive mindset
only one person speaking at a time
take issue w/ idea, not person
offer solutions to problems
reaching goals, having successful events
teamwork
good communication

"OFF Buttons"

sidebar conversations
getting off-topic
one person dominating conversation
tangents
going over time constraints
long-windedness
rambling
unnecessary complaints
discussions with too much detail or history
feeling stuck/lack of progress
hallway/parking lot conversations
going over info for people who missed mtg.
paralysis by analysis
arriving w/ negative mindset
put-downs
eye rolling
"yeah, buts"
when not everyone steps up to help