



# LEADERSHIP COMMITTEES AND COUNCILS: ALIGNING OUR SYSTEMS AND STRUCTURES

## Leadership Committees, Councils, and Teams

These committees and teams work as ensembles to facilitate the design and implementation of our district operational plan, as well as to effectively lead and manage the ongoing business of our school district.

\*\*\* Principals, please keep Thursdays that are not scheduled open to provide flexibility in adjusting district meetings in response to unanticipated events.

Team/Council	Purpose	Facilitator	Membership	When and Where
<b>School Board Retreat</b>	The School Board meets twice per year to engage in strategic planning with administration, as well as for Board development.	Board Chair	School Board, Cabinet	November 25, May 6
<b>Cabinet</b>	The cabinet leads the strategic and operational work of the district. They conduct a daily check-in to share information, meet weekly with a focus on tactical issues, and hold monthly and adhoc strategic meetings as necessary to focus on initiatives and projects.	Jeff Ronneberg	Jeff, Amy, Ryan, Hope, Mike, Colleen, Bob, Karen	Daily Check-in: time TBD Weekly Tactical: - 9:45-10:45 Small Groups - 10:45-12:00 All Monthly Strategic, Project Review, and Look Ahead - 12:30-4:00 as scheduled
<b>Lead Team</b>	The Lead Team meets to ensure coherence, alignment and effective design and implementation of the district operational plan, focusing on critical issues that affect our work in fundamental ways – the what, why, and how.  They meet quarterly for 1-2 days for team development and to review strategy, designing and making necessary adaptations to the district operational plan.  Time is set-aside monthly, and adhoc meetings are held as needed, to address critical, strategic issues that may have a long-term impact, or that require significant time and energy. These topics require preparation ahead of time, and participation of those with knowledge, expertise, and influence around the topic.	Jeff Ronneberg	Cabinet, Principals <i>DLT members as appropriate by content</i>	Quarterly Retreats: Oct 22, Jan 28-29, April 21 (hold 22 as necessary), June 22 <i>Dates subject to change.</i>  Monthly Strategic/Topical Adhoc: 10:00-12:00 held after majority of principals' tactical meetings: September 24 October 8 November: 5, 12 December 17 January 7 February 4,25 March: 10, 24 April: 28 May: 12, 26
<b>District Leadership Team (DLT)</b>	The district leadership team meets to engage in leadership development and tactical planning as appropriate.  DLT members will participate in monthly strategic meetings and quarterly retreats listed under Lead Team as appropriate by topic.	Jeff Ronneberg (shared with cabinet)	Cabinet, Principals, Asst Principals, & Directors, Coordinators/Managers as assigned	August: 6, 7 October 1, 8:30-4:00 November 5, 1:00-4:00 December 10, 8:30-4:00 January 21, 8:30-4:00 February 18, 8:30-4:00 April 7, 8:30-4:00 May 19, 8:30-12:00 June 23 Offsite Retreat
<b>Principal Meetings</b>	The purpose of Principals' Tactical Meetings: review activities across schools, assess progress, and respond to tactical issues, mitigating potential obstacles and capitalizing on possible accelerators to ensure effective implementation of projects throughout the district.  The final half-hour, at minimum, of each meeting will be set-aside for necessary updates that are not able to be shared in another way.  Lead Team Topical/Strategic Adhoc meetings follow the Principals' Tactical Meeting.	Varies among cabinet members, Hope and Mike primary lead	Principals and Assistant Principals	Principals' Tactical Meetings are scheduled 8:00-10:00 August 17, 8:30 a.m.-12:30 p.m September 24 October 8 November: 5, 12 December 17 January 7 February: 4, 25 March: 10, 24 April: 14, 28 May: 12, 26 June 2 <i>** FY17 Staffing Meetings tentatively scheduled: March 31, April 14, 28</i>

Team/Council	Purpose	Facilitator	Membership	When and Where
<b>Educational Services Team meetings</b>	Educational Services Team members meet weekly to focus on tactical issues related to district initiatives and projects. The focus is reviewing weekly activities, scorecard metrics, resolving obstacles, and identifying next actions.	Hope Rahn Mike Callahan	Ed Services Staff Ed Services Staff	Weekly Tactical: Wed 10:00-12:00 Monthly Strategic: 1:00-4:00 Sept 16, Oct 14, Nov 18, Dec 17, Jan 13, Feb 17, March 10, May 19
<b>Educational Services Advisory Council (formerly Learning, Teaching, &amp; Accountability Advisory Council)</b>	Coordinates implementation of processes and procedures described in our Learning Community Framework: curriculum and instruction, assessment, professional development design and delivery, and school and organizational improvement planning.	Hope Rahn, Mike Callahan	Teachers, Administrators, Support Staff, and District Coordinators <i>See Learning Community Framework for complete membership</i>	LET Retreat: August 19-20 October 29 November 19 January 14 March 3 April 20 or 27 May: before or after school, date TBD

## School-level and Program Leadership Teams:

The committees and teams below are formed to ensure alignment and coherence of the following: School Continuous Innovation Planning, aligned with district operational plan; Continuously improve school/program level systems and processes; Annual school/program budget; Leading in partnership and fostering shared responsibility and implementation of useful practices consistent with being a Professional Learning Community

Committee/ Team	Purpose	Facilitator	Membership	When and Where
<b>Learning and Equity Teams</b>	Facilitates school-level processes and procedures related to the work of PLCs, curriculum and instruction, assessment, professional development design and delivery, and school improvement planning. Aligns with the District Educational Services Advisory Council.	Principal and Educational Services Advisory Council Reps	Curriculum leads, Continuous Improvement & Innovation Coaches, Administration, Teachers at-large.	TBD @ school
<b>School Operations Team/Committee</b>	Facilitate the day to day operations of the school. The need for this committee will be determined by site.	TBD @ school	TBD @ school	TBD @ school
<b>School Staff Meetings</b>	Facilitate school-level professional learning and business	Principal	TBD @ school	TBD @ school
<b>E-12 Assessment Committee</b>	The E-12 Assessment Committee will meet on a periodic basis to assess the fit and relevance of our current assessment practices, identifying areas for improvement and necessary alignment with other practices in the district. Members of the E-12 Assessment Committee will develop recommendations to present to the administration	Jenna Johnshoy	Staff and administration. Parents and community as appropriate for topic.	Quarterly, with additional as necessary
<b>Learning Technology Committee</b>	Ensure that the District's overall technology program aligns with the Strategic Plan, and with State guidelines. Guide the development of the District's Web site, make technology budget recommendations, and maintain the overall technology plan.	Jerelyne Nemanich, Steve Halvorson	Technology Continuous Improvement Coaches, Technology support staff. Parents and community as appropriate for topic.	Periodic
<b>Technology Support Team</b>	Ensure that the district's infrastructure supports learning, teaching, and operations throughout the district.	Steve Halvorson	Technology Support Staff	Thursdays, 8:30-10:00
<b>Community and Connections Committee</b>	This committee of parents, community members, and staff assesses current communications and outreach, as well as identified opportunities to improve our engagement with all members of our community.	Bob Noyed, Colleen Pederson	Staff, administration, parents and community as appropriate for topic.	Periodic
<b>Other</b>	Schools and programs utilize other leadership teams/structures as necessary			

## Collaborative Teams

Collaborative Teams meet because the members have a similar role and/or hold a shared responsibility, and come together to learn from one another and enhance the way they do their work. Creating and sustaining a learning community aligned around improving student learning results requires a norm of professional learning and continuous improvement in the daily work of all staff.

Teams	Purpose	Facilitator	Membership
<b>Curriculum Leads</b>	Curriculum leads meet for professional learning and planning.	Hope Rahn, Amy Bjurlin, Lisa Switzer	E-12 Curriculum Leads
<b>Gifted and Talented Coordinator meetings</b>	GT coordinators meet regularly for program planning.	Marianne Paulos	Gifted and Talented Coordinators
<b>Student Services</b>	Departments meet monthly for professional learning, program planning, and assess progress toward identified projects and initiatives.	Mike, Kandi, Kristen	Student services building coordinators Special education case managers Inclusion/behavior specialists English language teachers
<b>Continuous Improvement &amp; Innovation Coaches</b>	Continuous Improvement & Innovation Coaches meet regularly for professional learning and to support one another in their role as coaches.	Hope Rahn, Ryan Stromberg	Continuous Improvement & Innovation Coaches
<b>Human Resources</b>	Weekly meetings to review progress and key issues.	Ryan Stromberg	TBD by HR Manager
<b>Learning Walks (Classroom Walkthroughs)</b>	Learning walks to assess progress towards district initiatives & identify supports necessary for progress.	Hope, Mike, Jeff	Principals, other administrators as interested
<b>Principal Assessment Meetings</b>	Principals will meet with Assessment Coordinator monthly, at minimum, to review school data and progress towards overarching desired results.	Hope and/or designee	Principals



## Parent and Community Participation

### *Opportunities to be part of our continuous improvement process*

There are many ways for parents and community members to provide input, share ideas, and become involved with continuous improvement and innovation in the Spring Lake Park Schools. The input we receive from parents and community members is critical to our ongoing planning and continuous improvement process. We encourage you to learn more about the many opportunities we have for you to get involved and work with us to improve the experience we provide for all students.

### **Short-term Involvement Opportunities**

The following opportunities are offered to parents and community members to provide input to district and school administrators and staff as they engage in design and planning for specific projects and initiatives.

#### **Focus Groups, User Groups, Input Teams**

We conduct focus groups, user groups and input teams throughout the year on various topics to gather input and insight from parents, community members, and/or staff. The purpose of these sessions is to solicit input on a targeted topic from a small group of people, providing the opportunity to probe more deeply about user experiences, gather ideas, and gain insight about potential innovations. These are usually one-time opportunities that provide participants the opportunity to engage in what we like to think are lively and interesting conversations about timely, important topics, without making a long-term commitment.

#### **Community Conversations**

The purpose of community conversations is to allow participants the opportunity to provide input on a specific topic as well as on topics related to the District Operational Plan. The conversations are organized in a variety of formats to provide each participant the opportunity to share their thoughts and ideas. These sessions allow a large number of people to participate.

#### **School/PTA Visits**

The superintendent and district administrative team strive to attend at least one PTA meeting each year at every school. The agenda at these sessions includes a short informational overview, as well as time for parents to ask questions and share their perspective on specific topics.

#### **Online Opportunities**

Along with the face-to-face opportunities, the district also provides ways to share input online in a variety of ways. Because some people may be unable to attend one of the face-to-face sessions, we create online opportunities for individuals to share their perspective.

### **Ongoing, Interest-based and Program Committees and Input Opportunities**

In addition to the many opportunities to share input, the district also has many committees, councils and input opportunities that include parents and community as members. Below is a list of committees and councils; level of commitment varies for each committee/council.

**Athletics Advisory Council** – All parents of high school students involved in athletics or activities are invited to attend advisory meetings that are held each month. Contact the Activities Office for further information.

*Facilitator: Matt St. Martin*

**Autism Parent Support Group** – This committee supports parents with defining appropriate programming options for their child, learning about autism, and assisting with access to community resources to support their child.

*Facilitator: Kristen Johnson*

#### **Communication and Connections Advisory & Continuous Improvement Efforts**

This committee of parents, community members, and staff meets periodically to assess current communication and outreach efforts, as well as to identify opportunities to improve school district engagement with all members of the community.

*Facilitator: Bob Noyed*

**Community Education Advisory Council** – Make recommendations about policies, programs, and budget for Community Education Services to meet needs and interests of community members.

*Facilitator: Colleen Pederson*

#### **Community Leader Meetings**

At various times during each school year, the superintendent and district administration schedule meetings with groups of community leaders. Community Leader Meetings will likely include, but are not limited to, groups such as legislators, local clergy, business network groups, and social service agencies who work with children and families. The purpose of these meetings is to share information with community leaders and to solicit input.

*Facilitator: Jeff Ronneberg, Karen Stifter*

**Community Transition Committee** – This community group gives the 18-21 year old transition program feedback to improve the curriculum for students in need of additional programming in real-life skills.

*Facilitator: Mike Callahan*

**Curriculum Task Forces** – Curriculum task forces are formed annually to review effectiveness, research best practices, study current district practices, and identify essential learning outcomes.

*Facilitator: Hope Rahn*

**Down's Syndrome Group** – This group helps parents of newly identified children with Down's Syndrome learn about this syndrome and access community resources which will assist them with raising their child.

*Facilitator: TBD*

**E-12 Assessment Committee** – The E-12 Assessment Committee will meet on a periodic basis to assess the fit and relevance of our current assessment practices, identifying areas for improvement and necessary alignment with other practices in the district. Members of the E-12 Assessment Committee will develop recommendations to present to the administration.

*Facilitator: Hope Rahn*

**Early Childhood Advisory Council** – This group meets regularly to provide input regarding ECFE and School Readiness/Preschool programs.

*Facilitator: Kristin Goessel-Seery*

**Gifted and Talented Advisory Committee** – This committee meets on a regular basis throughout the year to learn more about the gifted and talented program, provide input on areas for growth, and identify volunteer opportunities for support of the program.

*Facilitators: Marianne Paulos*

#### **Nutrition Services Advisory Committee**

This committee of parents of students in the district meets periodically, providing an opportunity to share information about state and federal guidelines and receive feedback and input for consideration by the nutrition services department.

*Facilitator: Amy Kimmel*

**Panther Foundation** – The purpose of the Panther Foundation is to enrich educational experiences for the 5,500 students within Spring Lake Park Schools. Support for the foundation comes entirely through contributions and special projects. The foundation awards grants for innovative projects initiated by staff, parents, and students that directly benefit students.

*District Liaison: Colleen Pederson*

**Parent Teacher Associations/Organizations** – Each school holds parents meetings on at least a monthly basis. Contact the school principal or district calendar for further information.

**Special Education Advisory** – This committee is comprised of parents of students in need of special education that attend school within the district. The goal of this committee is to assist with the continuous improvement planning of special education services in the district.

*Facilitator: Mike Callahan*

#### **Staff Input**

It is always important to consistently involve staff throughout the system in the design and planning of continuous improvement efforts and innovation initiatives. Teachers and other staff are involved with leadership of District Operational Plan projects, as well as serve on design teams and task forces. Input is sought purposefully throughout the year at staff meetings, user groups, input teams, and through surveys and rounding (short, one to one interviews). In addition, teacher and staff representatives serving on the district Educational Services Advisory Council provide guidance around school improvement efforts, curriculum development, professional learning, and the design of the district operational plan.

#### **Superintendent Strategic Advisory Council**

The purpose of the Superintendent's Strategic Advisory Council is to inform the development of the District Operational Plan and to seek input on systemic and strategic issues from key parent, business and community leaders. The council includes individuals who are invited by the superintendent. Interested individuals can self-nominate to be considered as a member.

*Facilitator: Jeff Ronneberg, Karen Stifter*

#### **Systems Improvement Advisory Council (SIAC)**

This council conveys community beliefs and opinions as they relate to continuous improvement efforts or teaching, learning, and accountability issues in the school district. Members serve as a sounding board for the community and gain knowledge about curriculum, professional development efforts, instructional programs, and assessments of and for learning being implemented in our classrooms. The committee is composed of parents, students, teachers, administrators, and community members.

*Facilitator: Hope Rahn*

The district also uses its website, parent and community newsletters, social media and local newspapers to promote input opportunities. Look for opportunities to participate in these input sessions.