

# BLT Minutes

## September 12, 2011

### IN ATTENDANCE

BLT parent reps: Amy Efroymsen, Tom Bolger, Kelsey Fatland, Corrie Kahn, Kara Palmer Johnson, Scott Schliebner

BLT staff reps: Peter Hubbard, Jeni Rudisill, Lyon Terry, Linda Cutler

Principal: Christine Helm

Guests: Sarah Terry, Neil Gerrans, Diana Deen

Absent: Carrie Wheeler

### 1. WELCOME & GETTING TO KNOW EACH OTHER

Meeting called to order at 333pm. For this first meeting of the year, each attendee briefly introduced themselves to the group.

### 2. REVIEW THE ROLE AND PURPOSE OF THE BLT

The four main tenets of the BLT were reviewed: (1) CSIP; (2) Discretionary Budget received from the district; (3) Professional Development; (4) Communication. Amy will send a link to the BLT to access the current CSIP. Christine handed out an overview of the BLT that was taken from the bylaws. The four core areas of focus of the BLT were outlined. Discussion ensued on the importance of improving the communication from the BLT. Understanding the previous challenges or shortcomings with previous communication would be helpful. Was it the frequency? The content? The consistency of the communication that needs to be addressed?

1. Secretary distributes minutes no more than one week following the meeting date
2. Simultaneously, Kara (name for this role needed?) will create a summary communication that outlines the BLT discussion, actions and decisions to distribute along with the minutes
3. BLT will edit/revise/approve the minutes and summary no later than the Friday following receipt of the minutes
4. Secretary will send meeting summary/minutes to team that creates the Lawton newsletter
5. Meeting summary will be distributed via newsletter with a link to the minutes
6. **\*\*\*Confirmation/clarification needed here\*\*\*** I believe we said that each member would email their constituent the upcoming agenda at least a week prior to the next BLT meeting and solicit feedback on agenda topics with requests for any adds/removes/changes

**ACTION ITEM:** Amy to send the BLT a link to the current CSIP

### 3. DISCUSS THE GOALS FOR THE 2011/12 BLT

Discussion on the 2011/12 goals for the BLT was focused on Discretionary Budget allocation for 2011-12 and on the Continuous School Improvement Plan (CSIP). The 2012-13 budget process will begin in February 2012.

The CSIP goals for 2011-12 will be developed by Lawton Staff at grade-level conversations. These suggested target areas will then be presented to all staff for review. Finally, these recommended CSIP goals will be presented to the BLT for a final decision.

Christine would like something more tangible and user-friendly for the BLT to have access to. The CSIP format must be used and completed, but a separate streamlined Strategic Plan version would assist the BLT in understanding the CSIP goals and would make it easier to solicit BLT input. The format of the CSIP makes it cumbersome and difficult to use.

A motion was proposed to separate the CSIP process and document into the CSIP and a separate Strategic Plan. All were in favor.

Amy is awaiting biographies from current BLT members

**ACTION ITEM:** Christine to provide detail to the BLT on how the \$33,677 has already been spent

**ACTION ITEM:** Diana to gather and distribute PTA budget components to the BLT

**ACTION ITEM:** Christine to update the CSIP with new numbers

**ACTION ITEM:** Tom to walk through an approach to turning the CSIP into a more usable document

**ACTION ITEM:** BLT to provide Amy with brief Bios

**ACTION ITEM:** BLT to provide Amy with comments on the current bylaws (dated Jan09)

**ACTION ITEM:** Diana to send the class email distribution lists to the BLT by October 1<sup>st</sup>

### **MEETING ADJOURNMENT**

The meeting was adjourned at 512pm.