

Task 7: Determine K-5 Team Building Opportunities

Public Relations Plan Process			
Date	Implementation Tasks	Leaders: Carol Frericks, Cindy Crow, Chrissy Cox, Melanie Schrand, Jim Sohn, Brian Trowbridge	Costs
August 31	Identify end goal. Assign leaders.	Determine communication plan for team-building with five new K-5 school teams. Cindy Crow, Chrissy Cox, Melanie Schrand, Jim Sohn, Brian Trowbridge	
September 7	Plan for Meet and Greet opportunities and determine timeline for future opportunities.	Determine locations for September Meet & Greets. Share each building's plan and create similar purpose. Each K-5 principal will engage their SAMs in planning the Meet and Greet. District staff members go with current building principals. Determine times for four second semester PLC meetings and dates for summer in-service.	
September 14	Determine purpose of future PLCs.	Agree on purpose for the four second semester PLCs. Each principal will engage their SAMs in planning their events.	
September 21	Determine purpose and funding of summer opportunities.	Give feedback on grant written by Dr. Meyer which will help fund the summer community-building opportunities. The grant outlines the purpose of three days focused on grounding in 7 Habits and creating the vision for each K-5 school.	
September 28	Determine communication plan for team-building with five new K-5 school teams.	Recommendation for Superintendent Webb: Approve the following timeline and public relations plan for team building with the five new K-5 school teams.	
Public Relations Plan Recommendation			
The leaders recommend four second semester PLC team-building opportunities as well as a possible five-day grant-funded team building opportunity for the licensed staffs of the new K-5 buildings.			

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Public Relations Plan – Implementation Tasks			
Date	Implementation Tasks	Leaders: Carol Frericks, Cindy Crow, Chrissy Cox, Melanie Schrand, Jim Sohn, Brian Trowbridge	Costs
October 12	Create common agendas for four second semester PLCs focused on creating a vision statement for each K-5 building.	Utilize Leader in Me materials to create agenda for creating vision statement. Engage the SAMs in the planning process.	5-day summer opportunity: staff stipends for attendance (grant may fund 3 days)
October 19	Begin planning for summer opportunity with outline of agenda completed by December 20. Complete plan for communication regarding K-5 team building opportunities.	Engage the SAMs in the planning process. Create common agendas for the five days. Agendas will be based on contents of grant. Complete communication plan for K-5 team-building, including communication to parents through K-5 Transition Newsletter with Raquel Piazza.	
October 25	Present recommendation to the BOE for approval.	Mrs. Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
Update – January 24, 2018 Board Meeting			
January 19	Present updates to Superintendent Webb.	Implementation tasks have been completed, to date. K-5 Team Building Survey was distributed to all licensed staff members. The survey data is being used by leadership teams to plan the January 10 th , February 14 th , March 7 th , April 11 th and August 6 th -10 th new K-5 Learning Community professional learning opportunities.	5-day summer opportunity: staff stipends for attendance (grant may fund 3 days)
January 24	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Public Relations Plan Recommendation.	
February – August	Team building opportunities continue.	K-5 staff members will continue to engage in team building opportunities at one PLC meeting per month and 5-day summer opportunity.	

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Update – May 23, 2018 Board Meeting

May 23	Present updates to the Board.	Carol Frericks will provide a brief presentation sharing the Public Relations Plan Process and recognize the QPS staff members who participated in the consultation process. Superintendent Webb will request approval of the Final Public Relations Plan.
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Task 7: Final Public Relations Plan

Each K-5 learning community staff has engaged in five team-building Professional Learning Community opportunities in September, January, February, March and April. Educators began to develop a vision for their new learning communities and helped to create a Positive Behavior Intervention and Supports (PBIS) behavior matrix that will be used in all K-5 buildings. The educators also took a bus ride through their learning community area to become familiar with the new boundaries. In addition, a five-day team-building professional learning opportunity has been scheduled and planned for August 6th -10th for each new K-5 learning community team. This professional learning opportunity will include school improvement planning, participating in a poverty simulation, and developing systems for their new learning community. The May K-5 Newsletter will provide parents/guardians with information about these team building opportunities.