



LETTER OF AGREEMENT BETWEEN
LAKE SHORE PUBLIC SCHOOLS BOARD OF EDUCATION AND
LAKE SHORE EDUCATION ASSOCIATION

The Lakeshore Public Schools Board of Education and Lakeshore Education Association agree to the following changes in Appendix D: District and Building Leadership Teams

APPENDIX D: District and Building Leadership Teams & Building Guiding Coalition Teams

District Leadership Team (DLT)

The DLT is comprised of:

- Superintendent
- Assistant Superintendent
- LHS Principal
- LMS Principal
- Elementary Principal
- LHS Teacher Representative (a member of the Building Leadership Team)
- LMS Teacher Representative (a member of the Building Leadership Team)
- Two Elementary Teacher Representatives (members from the Elementary Leadership Team)

Qualifications:

- Candidates must be a tenured teacher at Lakeshore Public Schools
- Candidates must have received an "Effective" or "Highly Effective" evaluation rating on their teacher evaluations
- Candidates must have demonstrated district and building level leadership qualities
- Candidates must be able to effectively communicate with district and building administrators and district and building teachers
- Candidates must have strong knowledge and background in curriculum and instruction

Duties and Responsibilities:

- Attend at least 75% of the District Leadership Team Meetings
- Attend at least 75% of the Building Leadership Meetings/Elementary Leadership Team Meetings
- Take Minutes at Meetings
- Work with department-specific Building Representatives to formulate professional development agendas

Each of the positions on the District Leadership Team will be paid an additional \$200 per school year. These positions are posted internally at the conclusion of each school year. The Superintendent and administrators are responsible for choosing the District Leadership Team members.

Summary of District Leadership Team:

The Assistant Superintendent is in charge of the team. The team meets once a quarter. The team is in charge of developing the professional development calendar and agenda for the district as well as doing some work in school improvement. In consultation with the building leadership teams, the District Leadership Team gives final approval on department curriculum adoptions and instructional technology. The District will offer and support opportunities for training to help with leadership development.

Secondary Building Level Leadership Teams

The Building Leadership Team is composed of the Principal and one teacher from each department (or grade level) (each building has their own team):. There will be up to 8 paid positions for each building.

- Math Department Teacher Representative
- ELA Department Teacher Representative
- Social Studies Department Teacher Representative
- Science Department Teacher Representative
- Performing Arts Department Teacher Representative
- Industrial Arts Department Teacher Representative
- Principal

Qualifications:

- When possible, candidates will be a tenured teacher at Lakeshore Public Schools
- Candidates will demonstrate district and building level leadership qualities
- Candidates must be able to effectively communicate with district and building administrators and district and building teachers
- Candidates must have knowledge and background in specific content knowledge

Duties and Responsibilities:

- Building Leadership Team members must attend building department meetings and 75% of Building Leadership Team meetings
- Takes minutes at meetings
- Work with other Building Leadership Team members to create vertical professional development agenda(s) and lead/facilitate professional development opportunities
- Work with subject area administrator on the adoption of new curriculum during an adoption year (Coordinating department meetings, site visits, organizing materials, arranging webinars/presentations with potential companies, etc.)
- Help facilitate conversations between buildings (8th/9th grade), once a year
- Other duties and responsibilities as a result of being a Building Leadership Team member

Each of the Building Leadership Team members will be paid a stipend (see Schedule C) per school year. The positions are may be posted internally at the conclusion of each school year. The Building Leadership Team will be considered on an annual basis. Each building principal is responsible for selecting their Building Leadership Team.

Summary of Secondary Building Leadership Team:

The building principal is in charge of the Building Leadership Team. The Building Leadership Team meets on the first Wednesday of every month once a month outside of the contracted time. The Leadership Team will address building-level topics. The District will offer and support opportunities for training to help with leadership development.

Lakeshore Public Schools

5771 Cleveland Avenue, Stevensville, MI 49127 Phone: (269) 428-1400 lpslancers.net

Elementary Leadership Team

The Elementary Leadership Team is comprised of:

- One representative from each grade level band (Young 5, Kindergarten, First, Second, Third, Fourth, and Fifth grades), one representative from the specialist teachers, one representative from the counselors, and one representative from SPED/Interventionist teachers.
- Each Elementary Building Principal

Qualifications:

- When possible, candidates will be a tenured teacher at Lakeshore Public Schools
- Candidates will demonstrate district and building level leadership qualities
- Candidates must be able to effectively communicate with district and building administrators and district and building teachers
- Candidates must have knowledge and background in specific content knowledge

Duties and Responsibilities:

- Elementary Leadership Team members must attend 75% of Elementary Leadership Team meetings
- Takes minutes at meetings
- Elementary Leadership team members work collectively to create vertical professional development agenda(s) and lead/facilitate professional development opportunities
- Work with the Director of Curriculum and Instruction with subject area administrator on the adoption of new curriculum during an adoption year (Coordinating department meetings, site visits, organizing materials, arranging webinars/presentations with potential companies, etc.)
- Help facilitate conversations between buildings (5th/6th grade) once a year
- ~~Analyze data and apply information to School Improvement Plans and PLC meetings.~~
- Other duties and responsibilities as a result of being an Elementary Leadership Team member

Each of the Elementary Leadership Team members will be paid a stipend (see Schedule C) per school year. The positions are may be posted internally at the conclusion of each school year. The Elementary Leadership Team will be reviewed on an annual basis.

The three elementary building principals will collectively select members of the Elementary Leadership Team from those that expressed interest. Every effort will be made to ensure equal representation among the elementary schools. If a grade level does not have representation, building principals will reach out and work with teachers. If a grade level continues to not have representation, then that grade level will join another grade level's monthly PLC meeting or be led by an elementary principal.

Summary of Elementary Leadership Team:

The three elementary principals will be in charge of the elementary team. The Elementary Leadership Team meets once a month outside of the contracted time. ~~The Team works collectively to address elementary topics, which will be collected through one Late Start Wednesday (PLC) district-wide grade level meeting a month. This will also provide a platform for representatives to disseminate information.~~ The team works collectively to address elementary related topics. The District will offer and support opportunities for training to help with leadership development.

Building Guiding Coalition Teams

Each building will have a Guiding Coalition Team composed of the Principal and up to 8 teachers.

Qualifications:

- When possible, candidates will be a tenured teacher at Lakeshore Public Schools
- Candidates will demonstrate district and building level leadership qualities
- Candidates must be able to effectively communicate with district and building administrators and district and building teachers


Duties and Responsibilities:

- Guiding Coalition Team members must attend 75% of Guiding Coalition Team meetings
- Become PLC experts by learning about the PLC process—from common vocabulary to the cycle of continuous improvement in which collaborative teacher teams participate.
- Become experts on the PLC process's benefits for students, teachers, and the school community.
- Disseminate information about the PLC process to collaborative teacher teams.
- Lead PLC transformation by example; maintain a laser-like concentration on improving student learning, focusing on results, and working collaboratively.
- Model continuous improvement.
- Design job-embedded learning opportunities.
- Support collaborative teacher teams.

Each of the Building Guiding Coalition Team members will be paid a stipend per school year. The positions may be posted internally at the conclusion of each school year. The Building Guiding Coalition Team will be reviewed on an annual basis.

Summary of Building Guiding Coalition Team:

The building principal is in charge of the Building Guiding Coalition Team. The Building Guiding Coalition Team meets once a month outside of the contracted time.



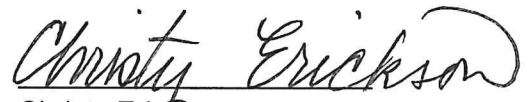
Gregory D. Eding
Superintendent of Schools

2/1/24 (Date)



Sean Schroeder
LEA Co-President

2/2/24 (Date)



Christy Erickson
LEA Co-President

2-2-24 (Date)