



**School: Holt Elementary School**  
**Elementary Leadership Plan**

Revised 10/23/21

Form Owner: Human Resources

Form Location: [http://www.4j.lane.edu/files/forms/HR/4J\\_HR\\_ELEM\\_LEAD\\_PLAN.doc](http://www.4j.lane.edu/files/forms/HR/4J_HR_ELEM_LEAD_PLAN.doc)

**USER INSTRUCTIONS**

**Form Purpose:** The purpose of this form is for Elementary Principals to submit Leadership Plans for JCAC approval prior to implementation. This is in accordance with Article 5.5.7 of the Collective Bargaining Unit Agreement between 4J and EEA.

**How to Complete this Form:** Complete each section of the form. On the first part of the form answer the questions for your entire school. On the second part of the form, respond accordingly to each licensed employee.

**How to Submit this Form:** Submit this form electronically.

**Where to Send this Form:** Email the completed form to [hr@4j.lane.edu](mailto:hr@4j.lane.edu) with the title Leadership Plan in the subject line.

**Deadline:** Forms must be in Human Resources by 5 p.m. by no later than **November 12, 2021**.

**Additional Information:** Leadership plans will only be accepted on this form. Please read the accompanying memo for specific directions. Please inform the employee of the deadline and conditions outlined in the memo.

100-249 students	16 teacher release days not to exceed 5 teachers
250-349 students	18 teacher release days not to exceed 6 teachers
350-449 students	20 teacher release days not to exceed 7 teachers
450-549 students	22 teacher release days not to exceed 7 teachers
550-650 students	24 teacher release days not to exceed 8 teachers

**SCHOOL INFORMATION – Fill Out Completely**

School: Holt Elementary School	Principal: Allan Chinn	Building Enrollment on September 30: 475
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Date of Licensed Staff Vote: November 2, 2021	Percentage of Staff Approved:
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**Decision Making Process – Describe the process for presenting, reviewing and approving the leadership plan with licensed staff.**

8/30 – Leadership Plan requirements were reviewed. A survey on the process for plan development was sent.  
 9/14 – Survey results were shared. A process for developing the plan was discussed and decided upon.  
 10/01 – A subcommittee met to develop two plans for consideration at the next Staff Meeting.  
 10/05 – Two plans were shared at the Staff Meeting. There was interest in creating a third plan. A date was set for a subcommittee to create that plan to share with staff for discussion at a future Staff Meeting. A draft was sent to staff before the Staff Meeting.  
 10/13 – A team met to create a third plan for consideration and shared that plan with all by email before the Staff Meeting.  
 10/19 – Staff discussed the plans and voted 79% in support of compensating the duties listed below.  
 10/19-10-22 – Staff signed-up to fill the leadership positions.  
 11/2 – Staff voted \_\_\_\_\_% in support of the Leadership Plan with names attached to the duties below.

**School Improvement Goals**– Please cut and paste current school improvement goals from either the School Improvement Plan (SIP) or the Comprehensive Achievement Plan (CAP).

The following are on Holt’s Comprehensive Achievement Plan (CAP):

1. The school's principal and staff will work together to create a safe, respectful, culturally-inclusive environment with consistent school rules and expectations.
2. Instructional teams will use a variety of data to assess strengths and weaknesses of the curriculum and instructional strategies and make necessary changes.
3. The school’s key documents (minimally, the school's improvement plan, parent involvement plan, compact, and student/parent handbook) will be annually reviewed for revision and disseminated to all families in the school and translated as needed.
4. All instructional staff at the school will be engaged in aligning instruction and local assessments to state standards.
5. School leadership will facilitate a needs assessment based on student achievement and the key areas of effectiveness (technical and adaptive leadership, educator effectiveness, teaching and learning, district and school structure and culture, and family and community involvement).

**Other Leadership Needs** – Describe any leadership roles that support the needs of the building (not addressed in your SIP or CAP).

Holt strives to foster student leadership and responsibility, an inclusive environment, and a school climate where staff is well informed, supported, and heard. In order to meet the needs of a large staff in a fast paced elementary school environment, the Leadership Team strives to be highly democratic, representational of all staff members, and effective as an engine of decision making. We achieve this through monthly meetings of the Leadership Team along with weekly meetings of our grade level teams, where Team Leaders and Committee representatives report out and gather input to inform the Leadership Team. The Leadership roles described below are tailored to meet the needs of our building as determined by licensed staff.

**Licensed Employee Information** – Fill out completely to define activities and responsibilities for each person.

<p>Employee Name Ashely Reich Days Allocated 5</p>	<p><b>ASSEMBLIES / ENRICHMENT</b> - Coordinates all aspects of school-wide assemblies; connect with PAHS for budget, resources. Student events (virtual and/or live).</p> <p><b>STUDENT COUNCIL</b> - Facilitates Student Council meetings, prepare Monday student announcements for the week, seeking to increase student leadership within the school; fundraisers, t-shirts, posters, thank you notes; spirit tickets, recycle team monthly school meeting.</p>
<p>Employee Name Debbie Henrich Days Allocated 5</p>	<p><b>COMMUNICATION</b> - Takes notes at all Leadership and Staff Meetings; maintains a system for communicating key decisions and information to the staff; sends out timely reminders to the staff at key points in the year; handbook updates.</p> <p><b>TAG COORDINATOR</b> - Informs staff of requirements around TAG law and students; assist staff in creation of TAG plans; organizes testing</p>

	<p>dates and times; completes required paperwork and electronic forms; meets with staff to determine eligibility; is available for parent questions and informs them of process and eligibility</p>
<p>Employee Name Lisa Zluticky Days Allocated 3.5</p>	<p><b>EQUITY</b> - Engage staff in conversations/trainings about equity. Support and promote school-wide climate initiatives. Attend Equity Trainings and report back information to staff. Bring an equity focus to refinement of new building systems. Hold a monthly Equity team meeting. Email/flyers about community events. Coordinate a student group for students of color. Coordinate with Title 1 for a BIPOC Family Group.</p>
<p>Employee Name Lesli Harmon Days Allocated 5</p>	<p><b>PAHS REP</b> - Attends &amp; gives feedback at monthly 1 hour PAHS meetings (Thursday nights 6-7pm); communication liaison between PAHS board and staff; facilitates staff/parent needs for school events and activities; relays information via email or at staff meetings as needed</p> <p><b>PBIS</b> - Will assist with the monthly PBIS meetings; the three Station Days each year; will also attend 30 minutes of each IPBS meeting, attending as the General Education team member. Outlining tickets and their roles; school boosters; Overview and document what's in place and what's missing; array wall; donations for prizes for drawings.</p> <p><b>SCHEDULING</b> - Coordinates the scheduling of school events (artist in residence, assemblies, special events, etc.). Collaborates with staff and communicates final schedules.</p>
<p>Employee Name Desiree Talley Days Allocated 2</p>	<p><b>SUNSHINE/SOCIAL</b> - Coordinates and carries out appreciation weeks (volunteer, classified, admin/prof day), helps strengthen school climate for staff by "analyzing" current school climate for areas in need of improvement. Manages staff buddies; creates opportunities for staff to connect in various capacities (I.e. Fridays at 4); develops ideas for supporting staff in social and emotional capacities.</p>
<p>Employee Name Jacque Barton Days Allocated 1.5</p>	<p><b>TECHNOLOGY</b> - Facilitates 3 Technology meetings/yr; work with the staff identifying needed training, hardware, and software needs; point person on technology distribution; managing school-wide software programs. Attend district Building Tech Rep Meetings.</p>

Employee Name  Days Allocated	Description of Leadership Responsibilities and Expectations
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<b>I affirm that at least 75% of the teaching staff has approved of these teacher leadership roles and responsibilities and the allocation to each role/teacher (Article 5.5.6).</b>	
_____ Signature	_____ Date Submitted