

### Leadership Team Members and Roles

Part A: Leadership teams include high-level personnel with decision-making authority who meet regularly to address issues of design, implementation, and sustainability. Provide the name and title of each leadership team member.

Name	Title	Responsibilities
Cassie Petty	Superintendent	Establish the mission of the program and oversee student success. Accountability of leadership team members Community Engagement
Kaitlin Jeffrey	Asst Supt/Middle School Principal	Ensure HQIM is being implemented at all levels with horizontal and vertical alignment. Teacher engagement and ensuring they know their roles and responsibilities to the success of the program.
Sol DeLeon	HS Principal	Ensuring structures and systems are in place and the learning community knows how they work. Designate roles to ensure the structures and systems are successful.
Peyton Patterson	Academic Dean	Ensuring students are on pathways that meet their needs. Ensure students are on the correct pathways. Conversations at the lower grades about the pathways offered. Consistent with program discussions. Master Schedule Student Advising Ensure pathways align with the needs of the student body.
Ryan Fitzgerald	SPC Dean of Dual Enrollment	Student Advising Provide student support resources Bridge support Tours Guest speakers
Rhett Parker	City Manager	Industry Engagement Marketing Services

Part B: Roles help groups function smoothly and accomplish the work. Assess how often each person performs each role and select the person in the group who best fits each role description.

Leadership Team Role and Description	Team Member
<b>Leader</b> - The leader convenes the meeting and takes responsibility for communication before and after. The leader may lead discussion on all items or may ask others, including a facilitator, to lead all or parts of the meeting.	Cassie Petty



<b>Recorder/Scribe</b> - The recorder takes notes on paper, laptop or on flip charts. Meeting notes should be distributed as soon after the meeting as possible. The longer the lag, the less confidence the members have that their investment will result in action. For groups that meet regularly, the recorder is responsible for keeping previous meeting notes and agendas in one place where they can be referenced later, such as through a shared network drive or a notebook.	Kaitlin Jeffrey
<b>Resource</b> - Gathers information, offers facts and relevant information or experience	Sol DeLeon
<b>Summarizer</b> - Pulls ideas, opinions and suggestions together, summarizes and restates, offers conclusions	Kaitlin Jeffrey
<b>Encourager</b> - Supportive of others, praises efforts and ideas	Peyton Patterson
<b>Evaluator</b> - Helps group assess whether it has reached a conclusion	Cassie Petty
<b>Timekeeper</b> - helps the facilitator move the group through the agenda, reducing the amount of stress on the facilitator or leader who is managing the discussion.	Sol DeLeon

Sources:

Making Meetings Work, Ann Delehant 2007, Lemons to Lemonade, Robert J Garmston and Diane P Zimmer, 2013