

## Examples of Meeting Agendas and Minutes Educational Leadership Program Advisory Boards

UCM Principal Advisory Committee Minutes from 3/11/22 Meeting

Attending:

Leah Copeland, North Kansas City; Brett Lyon, Blue Springs; Carrie Reich, Grain Valley; Christy Lamb, Independence; and Henry Russell, UCM. Those not able to attend: Robbie Shepherd, Fort Osage; Sue Herrera, Hickman Mills; Beth Love, Harrisonville; and Brooke Morehead, Lee's Summit.

The meeting commenced at 10:00am on March 11, 2022 with welcoming remarks by Henry Russell. The agenda was reviewed with no objections.

The first question that was discussed was: What leadership lessons have you learned the last couple of years as you have dealt with the pandemic? Insights included:

--It has helped me stretch in ways that made me a better leader. The whole world of virtual learning has become part options for us to explore.

--Evening activities that we have taken for granted had to be eliminated or restructured. What we have discovered as we have started to integrate them back is what is important and what was not.

--Teachers have started putting boundaries on what they are willing to do outside of their contract, thus we have to be more thoughtful on what we ask of them.

--More (and better) communication with staff has been important. This has allowed for more transparency. Learning to increase the voice for teachers in decision-making has allowed more ownership. Trust has also been enhanced.

The second question that was discussed was: What do you know now as a veteran principal that you wish you would have known earlier?

--You don't have to rush a decision. Listen more and talk less. There is a difference between making teachers happy and supporting teachers. It's okay to say, "No." Knowing how to communicate with your boss.

--There are "seasons" of a principal. It takes a long time to put systems in place. Classified staff can take more time and create more headaches than certificated staff. I wish I would have known more about how to deal with them.

--Knowing how to effectively use your assistant principal, intern, or administrative assistant.

--The importance of having a set of core values and showing up as your authentic self each day. The importance of focusing on staff as humans first. Knowing how to delegate and empower others.

The third question that was discussed was: What qualities, dispositions, and skills would you look for if you were hiring an assistant principal?

--Looking for someone who is not a copy of me, but someone who has strengths that I don't have and not being threatened by that.

--Someone who has potential to be a principal. Someone who has good values and is just a good person.

--The core values have to be the same but they don't have to be the same person. I want someone who is willing to hold others accountable and who is hungry to grow and have their own building.

The fourth question that was discussed was: What brings you the most joy as a principal?

--Watching teachers, coaches, and students excel.

--Seeing the changes you initiated in your previous school continue to go on after you have left. --Focusing on the good. Networking with other principals and attending state conferences helps my soul, knowing that I am not alone and hearing what others are doing.

--Staff and student growth every single day. A sense that I am living out my legacy and leaving things better.

These were highlights for each question and do not necessarily reflect the depth and texture of the discussion. There was not enough time to cover the last two questions on the agenda and still honor the agreed timeframe, so they will be addressed at a future meeting.

After Henry Russell expressed appreciation to all for their insights and how their perspective would help enhance the content of coursework, he thanked them for their continued service to the UCM Education Leadership Program. The meeting adjourned at 10:50am.

**Agenda**  
**West Central Superintendent Advisory Committee**  
**November 18, 2020**  
**Room 235**

1. Introductions

1. Troy Marnholtz – Warrensburg Asst Supt BSE, MSE, EdS all UCM – Lindenwood EdD complete
2. Brian Wishard – Warrensburg Asst Supt – MSE UCM
3. Steve Ritter – Sherwood Cass R-VIII, BSE, MSE, EdS all UCM
4. Mike Hough – Holden Supt. BSE & MSE UCM
5. Marc Snow - Grain Valley Supt
6. Mindy Hampton – Wellington Napoleon Supt – MSE EdS at UCM
7. Sandy Hutchinson – UCM Ed Leadership
8. Bryan McDonald – UCM Ed Leadership

2. Purpose--input from practitioners on program improvement

3. Overview of [Current Course Schedule](#) - Copies of Program schedule

School Personnel

Politics in District Leadership is being added

School District Admin – like a supt foundations class

Tried to start a cohort, but not always workable because not everyone needs the same classes

Are there some classes you wonder about? Are we missing anything?

Mark – politics is a great addition

Bryan - Last year took internship to Jeff City; viewed a hearing on education

Bryan – right now program is 30 hours. We encourage them to take the classes for the “minor area” if they don’t have it yet.

Bryan – In small districts you wear all of the hats

Small district admin are used to doing everything, so it can be a struggle to go from there to a large district where there are several assistants.

Troy – Looks like you are on track, but not looking at underlying curriculum

Discussed the need for more subs

Discussed COVID policies on the bus

Discussed bringing virtual kids not being engaged and bringing them back face to face

4. Review of [Internship areas](#).

1. Review and identify those which you believe should be experienced during their internship. For essential put a 1 and for less essential put a 2. If there is something missing from the list please add.

General comments – anything missing?

Mark - Academics tends to fall to the end of the list in day to day life. Other things rise to the top.

Mindy – Activities ebb and flow throughout the year.

Mindy -How do you develop a leadership team so others can help pick up the slack

Bryan - Hiring the right people is essential

Troy – Look at it from the lens of “where are you going to get into the most trouble?” Finance and personnel

Mark – Right now, politics is the most important

Troy – “what news source are they listening to?”

Bryan – This isn’t going to be “the norm” in the long-term.

Mark – Snow days will be a thing of the past

Steve – Is food service on the list? If not, it might need to be

5. Diversity

1. Input on Recruitment for diversity

Bryan – often first think of race diversity. It might be f/r. How do we better prepare our students for whatever diversity they might experience?

Steve – Force them to think about the perspectives of their own district or other districts. Make note of which population they might be considering

Bryan – Is there value in students seeing urban from rural or rural from urban?

Steve – Yes, but also be sure there are conversations with the leaders and how they are being successful in those diverse settings

Mark – Having conversations with those from diverse backgrounds can be beneficial

Bryan – How to have conversations and be vulnerable

2. Preparing aspiring school leaders to better serve diverse communities

Bryan – How might we recruit potential candidates from diverse backgrounds?

Mark – Grow your own is a great idea. Have tried to target some minority students to come back to Grain Valley.

Steve – Sedalia has a pretty strong scholarship program for future teachers

Sandy – Please seriously consider the UCM grown your own programs for both high school students and paras

Bryan – What can we do to improve our recruitment, esp. amidst the competition?

Steve – Ease of access. Might need to look at lessened travel. Want to keep the rigor. Might look at more Zoom.

Bryan – Current schedule has one class f2f and one class online

Steeve – Are those 8 weeks or 16 weeks?

Bryan – Online tends to be 16 weeks and other class might meet 8 times over 16 weeks

Mindy – Might make it more well known that it is possible to Zoom from the start

Mark – The competition tends to be cheaper and easier

Bryan – If a district is doing something internally to grow leaders, could we work with your district to provide training?

Mindy – Other universities tend to send out flashy info

Mark – How about targeting undergrads ready to graduate?

Sandy – We need to get into MSTA & MNEA student groups

Steve – It was good to have a cohort in Clinton, but that was 10 years ago

Mark – Can you look at cohorts within districts? Like with Blue Springs?

Bryan – We don't want to harm our CPPP cohorts, but that's certainly a conversation we've had

Steve – Looking to the south might be good

Troy – Can you switch classes around to different locations to avoid needing to have 51% online?

Mike – What is target number?

Bryan – 15-20 would be great

1. Other Recommendations or Comments