

Lewiston-Altura High School



Co-Curricular Activities Planning Meeting January 13, 2010

PLEASE SIGN-IN AT THE TABLE IN FRONT, GRAB ONE OF EACH HANDOUT. SOUP, SANDWICHES, AND BEVERAGES ARE AVAILABLE IN THE LUNCH LINE.

Welcome

- Restrooms
 - If you need to use the restroom, please use the restrooms in the C-Wing.
- Purpose for Tonight's Meeting
 - To provide your input in developing goals and action plans for improving our co-curricular programs.
 - This is a work meeting-We are scheduled to be done by 8:00 PM.
- Recap of November Meeting
 - Our Priorities
 1. Coaches, students, and parents will all exhibit leadership with high expectations and accountability with desire and passion.
 2. Better screening, evaluation, and accountability of 7-12 coaching staff.
 3. Build parent and community relationships through communication and involvement.
 4. Goals should be set for teams to produce high standards for individuals in order to be competitive.
 5. Development of respect, responsibility, and maturity toward roles necessary for a successful team.

Procedures for Tonight's Meeting

- We will break into 5 randomly assigned Teams
- Teams will have 20 minutes to write a goal and action plan.
- Teams will give goals and action plans to Mr. Apse.
- Teams will take a break while their goals/action plans are added to the PowerPoint.
- A spokesperson from each team will be called to the front to review their action plan with the large group.
- The large group will provide feedback by holding up either a Green Card or a Yellow Card.
 - Green Card="Sounds good to me, go for it and make it happen."
 - Yellow Card="Hold on to that one, I have some suggestions."
- Initial feedback will be recorded by Mr. Montgomery.
- If a person holds up a yellow card indicating they have suggestions, we ask that they record their suggestions on the appropriate suggestion worksheet.
- Once each action plan has been reviewed, please take some time to complete your your suggestion worksheets, and to complete the evaluation form.
- Please hand in your suggestions and evaluations to Mr. Montgomery.
- Once we have your suggestions and evals, the meeting will be adjourned. Mr. Apse and Mr. Montgomery will stay after if there are any other questions or suggestions.

Goals and Action Plans

- Your packets include our priorities, the results from November meeting, Chainsaw Planning Worksheet 4C, suggestion worksheets, and evals.
- Your team's goal and action plan will be developed using one of the priorities. Your team will be told which priority to focus on.
- As a team, review the priority your team has been assigned, and answer the questions:
 - What do we want to accomplish?
 - What should we do to begin?
 - What should we see happening as we improve?

Goals and Action Plans

- The goal should be specific, measureable, attainable, reliable, and time bound. State what you want to do, how it will be measured, and by when it will be completed, if you do this, it will be easier for your team to answer the questions on worksheet 4C.

Example

- Priority 3: Goals should be set for teams to produce high standards for individuals in order to be competitive.
- Goal Based on Priority
 - At the start of each activity season, teams/organizations will establish team goals, and all students who choose to participate in the activity will work with their coaches/advisors to identify one or more individual goals. Team and Student progress will be monitored throughout the season by the coaches/advisors, and will be communicated to students, parents, and school administration at the middle and end of season.
- Action Steps (The things we need to do to accomplish the goal)
 - Goals will be documented
 - Coaches/advisors will record student progress toward achieving their goals
 - Coaches/advisors will meet with the students three or more times during the course of the season to provide students with constructive feedback communicating progress and/or recommendations for improvement.
- What should we see happening as we improve?
 - All students and parents will receive progress reports illustrating the teams' and students' initial goals, a middle of the season progress report for the team and individual student, and an end of the season progress report for the team and the individual student.
 - Communication will improve
 - Students and parents will have documented recommendations from coaches and advisors illustrating what the student can do to improve their performance and contribute to the teams' future success.
 - Students will use recommendations to improve their performance allowing them to achieve their goals in the future resulting in their team becoming more competitive.

Setting Teams

- Pick a Card
 - Priority 1= A, 6
 - Priority 2= K, 5
 - Priority 3= J, 4
 - Priority 4= Q, 3
 - Priority 5= 10,2

Team Work

- 20 Minutes
- Identify a recorder and a spokesperson.
 - Recorder writes the plan
 - Spokesperson presents it.
- Take some time to review the results from November, and begin work on drafting a goal and action plan based on the priority you have been assigned.
- Submit your completed plans to Mr. Apse

Presenting the Plans

- Spokesperson from each group will present their action plan.
- Feedback after each presentation...the Green and Yellow Cards.
- If you flash a Yellow Card, provide your suggestions on the appropriate suggestion worksheet.

Priority 1. Coaches, students, and parents all exhibit leadership with high expectations and accountability with desire and passion.

GOAL (What do we want to accomplish?)

- **We want positive leadership from head coaches, that clearly states expectations and holds assistants and participants accountable for meeting those expectations.**
- **We want positive leadership from parents consistent with the coaches and team expectations that holds participants accountable for meeting those expectations.**
- **We want positive leadership from participants that supports coaches and team expectations and model a positive work ethic for teammates.**

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **List expectations for each stakeholder.**
- **Define metrics to be measured.**
- **Define timeline for implementation.**
- **Consult peers to confirm expectations are realistic.**
- **Roll-out through student administration and public notification.**

BENCHMARKS (What should we see happening as we improve?)

- **Fewer complaints to the AD and the principal.**
- **Improve team unity and sense of belonging, and reward for all student athletes.**
- **A steady or increasing number of students/players.**
- **Favorable indicators of community pride and fan support.**
- **Fewer complaints and concerns from officials.**
- **Improve competitiveness of teams through maximizing and building skills of each class/group.**

Priority 2. Better screening, evaluation, and accountability of 7-12 coaching staff.

GOAL (What do we want to accomplish)

- **Increase productivity through recruitment and advertising of positions.**
- **Increase hiring practice to include teachers/coaches.**
- **Establish consistency in programs through retentions.**
- **Establish consistent criteria through hiring and retention.**

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **Administration should look for high qualifications when hiring.**
- **Interview questions that include coaching when hiring teachers (experience and background).**
- **A forum where an entire program is evaluated versus the individual, entire program 7-12.**
 - **Public forum..administration, coaches, parents.**

BENCHMARKS (What should we see happening as we improve?)

- **More teachers/coaches for program consistency.**
- **Evaluation system that fosters constructive criticism.**
- **Passion in coaches that in turn rubs off on their athletes.**

Priority 3. Build parent and community relationships through communication and involvement.

GOAL (What do we want to accomplish)

- **Each individual sport/activity will hold an informal preseason meeting to communicate goals, expectations and philosophies.**
- **Creation and use of a coach's input form.**

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **Create a sport specific coach's input form.**
- **Provide coaches with an outline/example preseason meeting agenda.**

BENCHMARKS (What should we see happening as we improve?)

- **Fewer issues brought to administration.**
- **More constant flow of communication to and from all parties.**
- **Continued student participation.**

Priority 4. Goals should be set for teams to produce high standards for individuals in order to be competitive.

GOAL (What do we want to accomplish)

Establish a set of standard goals for each individual team or group.

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **Administration, coaches, leaders, advisors produce or set goals and procedures.**
- **Provide coaches with training.**
- **Administrator needs stated standards for hiring candidates.**

BENCHMARKS (What should we see happening as we improve?)

- **Quality of coaches should improve.**
- **Happy parents, kids and coaches.**
- **Team events off the court and off the field.**
- **Success fuels participation.**
- **Greater success for school, kids, parents, and community.**

Priority 4. Goals should be set for teams to produce high standards for individuals in order to be competitive.

GOAL (What do we want to accomplish)

Provide evaluation by participant to find out what would make activity better.

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **Make evaluation form activity specific.**
- **Allow head coach or leader to add to it.**

BENCHMARKS (What should we see happening as we improve?)

- **Happier participants**
- **More participation**
- **Increased team spirit.**
- **Help leaders understand children's needs.**

Priority 4. Goals should be set for teams to produce high standards for individuals in order to be competitive.

GOAL (What do we want to accomplish)

To establish volunteers to assist leaders/coaches to help individuals achieve their goals.

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **Establish a volunteer list.**

BENCHMARKS (What should we see happening as we improve?)

- **More will be accomplished in same amount of time.**
- **Students will be more driven to succeed because there is more of a chance to be worked with one on one to achieve their goals.**

Priority 5. Development of respect, responsibility, and maturity toward roles necessary for a successful team.

GOAL (What do we want to accomplish)

- **Develop respectful, responsible and mature students in co curricular activities.**

DATA NEEDED OR ACTION STEPS (What should we do to begin?)

- **Clearly state expectations prior to start of activity.**
- **Parents/students sign saying they understand expectations.**
- **Supply feedback received from refs and/or other professionals from area schools.**

BENCHMARKS (What should we see happening as we improve?)

- **More positive feedback from area schools.**
- **Positive attitudes shown at events and more self control.**

Evaluation

- Please take some time to finish any suggestion worksheets that you have and to complete the evaluation sheet. Give these to Mr. Montgomery.
- If you have additional suggestions or comments, Mr. Apse and Mr. Montgomery will stay after to meet with you.
- Thanks!