April 9, 2018

Meeting Objective: **Work with a group of Education Technology Leaders to Develop Leadership Skills and Learn About and Study for the CETL Program**

Meeting Participants

David Deitsch, Michelle Campos, Rodney White, Doug Baker, Eric Pina, Anthony Melton, Dava Clark, Demetria Hargrove, Elizabeth Montes, and Frankie Jackson

AGENDA

1. Discussed last week's leadership challenges.
   - FJ - keeping the team moving together as one
   - FJ - trying to figure out how to bring in more accountability without micromanaging

2. Michelle Campos presented a great leadership topic about: **Recognizing Employees**.

3. Reviewed our new book John Maxwell's 360 degree leadership
   a. Read the first 2 chapters, feel free to add comments starting here:
      - FJ - 90% of all leadership occurs in the middle of the organization
      - FJ - Love the 1st myth. If you can't lead where you are, what makes you think you can lead if you have the title or are at the top? Nothing changes when you are at the top. It's even more difficult.
      - FJ - Love the 2nd myth. When the leadership opportunity comes, it's too late to prepare. The best time to prepare is now!

4. Reviewed a topic from the CETL knowledge and skills **as it relates to employee recognition.**

   Team Building and Staffing - *Staff skills development*

   - Provide ongoing feedback to staff on their strengths and any areas of required growth, using quantitative and qualitative data and establishing benchmarks for performance.

   - Recognize staff successes as they occur.

   - Reward staff privately and publicly, specifically praising their contributions.

- ○ Let members know that what they do is important

- ○ Let them know how individual efforts contribute to the district's goals and the team's success.

- ○ Strive so performance reviews become no more than a formality, because your team members know how well they are doing in certain areas and also those areas where, with your support, they are striving to grow and expand their knowledge and skills.

- ○ If a performance problem does occur, discuss the problem and get to the root of the performance problem and help lead to an effective solution.