

Leadership Team Agenda
 January 14, 2019
 Room 500B
 3:30 p.m. – 5:00 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance: Mendoza, Janet, Hilldorfer, McCormick, Iniguez, Collins, Moser, Schneider, Butler, Bofto, Andrewjeski, Hedman, Jelsing, Giacomazzi, Smith, Pashkowski, Jobe, Symonds, Busse, Harle, Roche, Feil, Ellwood, Anderson, Higgins	
5 minutes (information)	PBIS	*March 11 confirmation for presentation. Tier 1 committee will be meeting to determine the topics. *Semester 2 coming up...PBIS review (video to present, about 6 min video to help you with your review of classroom expectations.) *Emphasis will be on the consistency of the fundamentals with classroom expectations.
5 minutes (information)	Operational/Building Issues	*Update on intercom? -Failed last year, took quite a bit of time to get the part. It has failed again and we are being told we have to go with a different system. They are trying to get the PA back up next week. At this point, we'd like to have staff read the announcements (via email from Brent Grothe) during some point of your 1st period course. It doesn't have to be at the beginning of class...brain break, etc. Can't use the emergency system as the lights will also start flashing during its use. *Tammy G: Asked if we have staff going on field trips that are the same annually, do they have to continue to fill out the Field Trip Request forms. There seems to be redundancy. *Eric: At this point, these forms provide quite a bit of information (travel tracker, medical issue forms, etc.) *Dawn McCormick: Expressed the same frustration that Tammy brought up with regard to Tammy's concern. *Rachel: Agreed with Dawn that as a parent she often times has issues filling out the medical portion effectively.

		<p>*Various people contributed to the discussion.</p> <p>*Eric stated that he would check to see if there is a way we can streamline this more.</p> <p>*Dan Ellwood: There is a drill this week...is there a way to push it? We seemed to have quite a few of these and some of us are strapped for time.</p> <p>*Donna Moser: Recognize that we are limited with time (with the late starts over the past two weeks) but we will be quick with these. It's a lock-down drill and admin will do their sweep as quick as possible so you can get back to your instruction.</p> <p>*Eric: Next month, he will be gone to Olympia to potentially meet with lawmakers. We will need to reschedule the meeting.</p> <p>Brian H suggested Eric send out a survey to have Leadership Team pick the day. Eric agreed to do that.</p> <p>*Don C: If we have it on Feb 13, can we have our dept meeting the following week?</p> <p>*Eric: Yes, of course.</p>
2 minutes (information)	Update on Principal-Union monthly conversation	<p>*Eric & Jake have yet to meet this current month. Will provide us with an update at the next meeting.</p>
15 minutes	Information on Restorative Training – Donna, Molly, Jake	<p>Donna/Molly: Split staff up into two groups to provide a lesson in restorative training practices that they recently experienced. After we came back together, Donna shared information about their recent experiences. They are planning on rolling out some of these “community building” techniques during staff meetings to help us find ways where we are inclusive. Where we can help get to a place where we can feel trust in sharing.</p>
10 minutes	Update on District Budget Shortfall	<p>*Eric: At this point, no additional new information. The budget workshop will be happening this Thursday (which will be a public meeting). The district principals will be hearing some of this Thursday morning during their principal's meeting at the DO. Eric does not know what the specific process will be with regard to decisions about the budget topics.</p> <p>*Shelly J: Was asked by staff if they should fill one of the transfer forms from the last staff meeting?</p> <p>Eric: 1. Not required by any means. 2. If you do fill it out, it is purely voluntary, more of a “if I can't be here...my preferences would be to be...” It is not you saying I would rather be</p>

		<p>someplace else.</p> <p>Lindsey: Asked about the process of transfer...seniority, etc?</p> <p>Eric: According to the CBA, it lays out the process in better detail. It is different at different levels with regard to subject but 99% of the time it falls to seniority.</p> <p>Dawn: There's a lot of talk about schedule...</p> <p>Eric: At this point, this is all rumors. There has been no decision about schedule at this time. There have been some rumors (students coming to staff about things they've heard) and at this time there have been no decisions. Hopefully we'll know more by the 17th.</p>
15 minutes	<p>Staff requested trainings</p> <ul style="list-style-type: none"> • Restorative practices in the classroom <ul style="list-style-type: none"> ○ Where can we get this into the schedule? 	<p>This ties into Donna/Molly's discussion (along with training BJ/Shelly have been to). As of now, there is nothing scheduled but we'd like to look at opportunities for staff to engage in these activities.</p>
15-20 minutes	<p>Leadership Team – Review DH and LIT Rep roles and responsibilities – Where are we?</p> <p>Separate the two? Department heads deal with curricular issues and reps deal with non-curricular?</p> <p>Does each group need more time together?</p>	<p>*Eric sent out the documents to the Leadership Team earlier in the day: 1. Department Head job description 2. Leadership Team Responsibility Chart 3. Link to the Contract for LIT member responsibilities.</p> <p>*Eric asked for any additional thoughts/discussion?</p> <p>*Tammy G: One of her team members responded by stating that it should be very clear that Dept Heads handle all things curriculum and LIT deals with everything else.</p> <p>*Eric asked if anyone had any comments on this type of combined body? (LIT & Dept Heads combined)</p> <p>*Dawn M: I like it. I feel like we are able to be engaged in more parts.</p> <p>Dan E: I can speak to how it was being on this committee prior to it being combined and it was really tough. There were many discussions that couldn't be completed without all parties present to make decisions.</p> <p>Mary S.: I was on LIT when it was split and I liked LIT better. I felt like when I was on LIT we could actually plan trainings right there during meeting times. We could take care of</p>

		<p>our LIT things then move on to training decisions. Felt like there was more time to produce stuff. She doesn't know what Dept Head meetings were like prior but after reading my department head responsibilities...I don't have to really be here (as per the job description) to do what it takes to be department head.</p> <p>Eric: His perspective, as we have called this team the Leadership Team, it is a combined team that over 20 staff members have input/contribution that represent the school more broadly. He feels that those combined voices has an opportunity for more buy in from staff as a whole. Eric prefers to have as many voices in the room to have these discussion.</p> <p>Steve R: Provided perspective in support of the current model (as he spoke to being at a school prior to WHS that didn't have this type of forum/body).</p> <p>Cesar M: Feels more comfortable that we have a larger/more diverse group that contributes to decisions.</p> <p>Brian H: Attended the TURN Conference last month and seeing the potential of this body allows for the potential for more to be done. He feels like the teachers in the room are the ultimate decision makers, which is good, but there should be time for LIT leaders to have those discussions.</p> <p>Shelly J: Spoke to previous body of being a member of the Shared Decision Making Teams (SDMT) that did struggle due to having split teams to make decisions. Also, would like to suggest where there is problem behavior where we can drill down on those behaviors like some buildings do.</p> <p>Mary S: Reiterated that Dept Heads have limited chance to impact curriculum (which is the Dept Head focus) in this setting.</p> <p>Eric: Clarified that there are decisions made here that impact curriculum (schedules, calendars, etc..)</p> <p>Tara J.: She emphasized that her department trusts her to be their voice and offer her</p>
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		<p>perspective to this body and to her department.</p> <p>Tammy G: Liked the opportunity to hear a variety of voices.</p> <p>Todd B: When we first started this meetings were lasting to past 7pm and now they are manageable with the current model.</p> <p>Eric: Spoke to how we will continue to use the current combined model.</p> <p>Brian H: Asked for all of us to provide for input on the meeting agenda. If there are things that you want on the agenda, please email him. The thought that somehow he has been the driving force behind the agenda isn't really a fair description. Please email Brian so he can add your needs to the agenda.</p>
15 minutes	<p>Leadership Team speaking norms</p> <p>Do we need to bring these back?</p>	<p>Eric: Do we need to bring these back at this point or are the meetings moving at a pace we are comfortable with?</p> <p>Asked for a "thumbs up" for confirmation to keep this as is...confirmed.</p>
<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: Scott Feil, Busse, Janet, Steve Roche, Tammy Giacomazzi, Jackie Andrewjeski, Dadanellwood</p> <p><i>Brandon Harle</i> Dawn McCormick, Penny Hedman</p> <p>Shelly Jelsing, Michelle Smith, Mary Symonds, Hannah Schneider, Brian Higgins</p>		
		<p>LIT funds: \$10,841.50</p> <p>ADMATCH: \$24,000</p> <p>There might be a little bit more in admatch</p>
10 minutes	Review LIT Calendar	<p>February 11 – Small LIT team time</p> <p>February 25 – Department action plan time</p> <p>March 11 – PBIS trainer</p>

<p>10 minutes (action)</p>	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> • Library <ul style="list-style-type: none"> ○ Toner <ul style="list-style-type: none"> ▪ \$108 • Rivera <ul style="list-style-type: none"> ○ Bus and Lodging <ul style="list-style-type: none"> ▪ \$790 • McCormick and Jensen <ul style="list-style-type: none"> ○ Books <ul style="list-style-type: none"> ▪ \$598.45 	<p>Motion – Schneider Second – Giacomazzi Approved unanimously</p> <p>Motion – Roche Second – Smith Approved unanimously</p> <p>Motion – Gicomazzi Second – Bofto Approved unanimously</p>
<p>5:17 p.m. (proposed)</p> <p>4:50</p> <p>(actual)</p>	<p>Adjourn</p>	<p>Motion – Hilldorfer Second – Giacomazzi</p>