

Leadership Team Agenda
 October 8, 2018
 Room 500B
 3:30 p.m. – 5:00 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance Ellwood, Pulido, Bofto, Collins, Buzzell, Hedman, Jobe, Pashkowski, McCormick, Giacomazi, Smith, Symonds, Schneider, Montgomery, Mendoza, Busse, Christensen, Andrewjeski, Feil, Harle, White, Janet, Higgins, Jelsing Jessica Gutierrez - ASB	Eric made executive decision...SF Sourdough sammiches. Some important discussion ensued regarding who was actually responsible for such a good choice. Eric deferred to Tanya/Fidelina's brilliant suggestion.
	<p>Review of Norms: Norms (from 2009-2010): We agree to respect and support all decisions once a decision has been made.</p> <p>We will use active listening to come to a consensus on all issues and use parliamentary procedure as needed.</p> <p>We agree to be punctual and represent our small groups, be active participants in the decision-making process, and commit to completing assigned tasks.</p> <p>We agree to respect other people's times by beginning and ending meetings on time, staying on task and following the meeting agenda, and prioritizing and communicating the meeting's agenda 48 hours prior to the meeting.</p> <p>We agree to accurately communicate team decisions and to honor any requests for confidentiality.</p> <p>We agree to maintain a positive and honest working environment.</p> <p>Members are responsible for making sure they have a substitute if they are unable to attend, preferably someone from their</p>	

	small LIT group (LIT Rep) or department (DH).	
5 Minutes	Operational/Building Issues	<p>Rat problems? Maybe some in PE locker rooms.</p> <p>*Don C: Are we still dealing with rat problems?</p> <p>*Eric: It is not to my knowledge that in the Art area/hallway is clear. But he is not certain all areas in WHS are "rat free."</p> <p>Sink in FCS is leaking at wildly crazy rate.</p> <p>Food in music hallway area after lunch is problematic</p> <p>Garbage in parking lot</p> <p>Announcements getting long Brian H: Jackie A asked about one of her LIT team members had an issue with regards to the length of the morning announcements. Eric: We will remind the kids announcing, we want 3-5 minutes max</p>
2 Minutes	Update on Principal-Union monthly conversation	<p>*Met primarily about the sub situation. Eric shared with Jake that he would like to consolidate the subs until at least Thanksgiving to see how this works. At this point we are about \$1000 saved in sub costs. That's on pace to, as an estimate, to save us between \$8,000 to \$10,000 a year. Kim checks the next day's sub coverage around 4pm and tries to cover with preps. We are doing our best not to pull assigned (requested) subs that staff has</p> <p>Eric: This was NOT a mandate for the district. This was all me, calling Lisa Turner, to address a way to save money with the ongoing budget issues.</p>
20 minutes	ASB Leadership - procedure 3224 (hats)	<p>[ASB leadership shared current policy and the suggested change to the policy which would allow hats in the halls at WHS.</p> <p>Hats would still follow the requirement in the gang portion of the dress code; teachers would be in charge of whether or not hats would be allowed in their classrooms.</p> <p>Can it be piloted? How will ASB be working to hold students accountable? What will the rollout look like?</p>

		<p>What about hooded sweatshirts? Right now hoods just have to be behind the ears so it isn't blocking their face.</p> <p>We've been working toward aligning things, does this go against that alignment?</p> <p>Looking for support of this as they take it to school board. Leadership team seemed in supporting of trying the pilot.]</p> <p>ASB President Jessica Gutierrez presented the current ASB policy regarding the head covering policy at WHS/WSHS. She went on to read a proposal to change the dress code procedure. She referenced the cause of the past procedure (regarding safety issue & past gang activity) and addressed the other local schools that have adopted a similar policy.</p> <p>Mary S.: Asked Jessica to reread the policy for clarity. Mary wanted to make it clear</p> <p>Tammy G: Which section of the dress code is being addressed? (Section 3 & 4)</p> <p>Jessica: Section 3 addresses clothing articles while Section 4 provides specific details about the logos/graphics/labels that have been a security issue.</p> <p>Don C: Is it still an issue with a hat being on that it becomes difficult to view via video cameras?</p> <p>Eric: I spoke with Tom and while it can be difficult to see at times, there are other factors that also make it difficult.</p> <p>Mary S: So we're really talking about baseball hats, cowboy hats, sombreros, visors? (Yes)</p> <p>Dan E: One thing he had heard that it could be easier to identify non-WHS students as they often wear hats.</p> <p>Ricardo: I would add that we have numerous WHS students that do, regardless of the rule, wear hats at WHS. Unfortunately, because we</p> <p>Brian H: Along with this policy change, what will ASB to help hold students accountable?</p> <p>Jessica: We can't force kids to take off their hats, but we can remind students that aren't</p> <p>Brian H: So is the expectation is those involved in ASB will be active in helping to police this? Is there a plan in place?</p>
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<p>10 Minutes</p>	<p>Review Staff Data from PBIS Kickoff</p>	<p>Ricardo:Staff feedback from Google Form regarding the kick off: 77% of staff preferred the format in the assembly. About evenly split about how staff felt about having safety/security in one day/more than one day.</p> <p>Student Responses: Which assembly was more meaningful: about split evenly between grade/whole school assemblies.</p> <p>With regard to the mentorship, about evenly split</p> <p>How would you rate? Large amount of 9th/10th graders liked the way the assemblies rolled out.</p> <p>Unfortunately for 11/12 grade, we had a large discrepancy due to the fact that many didn't include their student ID which was needed to complete the survey.</p> <p>62% of responders "really liked it/liked it" 70% preferred the assembly format compared to prior years via individual lessons Overall 62% rating of PRIDE experience "High/very high"</p> <p>Ricardo will start to push this out, The Windmill is sponsoring 2 dinners for 2. There will be slips in the main office where they will be asked a couple questions to answer for PRIDE responses. Ricardo will share this email to help us push this out. Tammy: Would you like to have the Apple Leaf to share info about this? (Yes!)</p>
<p>20 Minutes</p>	<p>Positive Attendance Feedback/Update</p>	<p>LIT Reps collect feedback/input</p> <p>Most LIT teams responded favorably to it. Negatives were not memorizing names due to not having to take attendance.</p> <p>When will we get to see where they are checked in? Should be available in attendance (the last place they checked in).</p> <p>When you see issues in skyward, please email Jake Bucholz. Some have reported that</p>

	<p>Classes and Passes</p>	<p>attendance was set to be present at default. Please check this.</p> <p>Currently, all students coming into the school after school starts have to check in in the office before they head to the tardy kiosk.</p> <p>Teachers can override the failure to scan in by marking students present. If students don't have their ID send them to the office WITHOUT A YELLOW PASS. Not being prepared to check in is the same as arriving late. If students get a yellow pass, they'll use it as an excuse to get out of class. Again, do not give them a classroom pass to get their replacement IDs.</p> <p>Point of confusion: Students still need a pass when leaving their room and heading anywhere. Scanning in and out doesn't actually provide information for staff in the hallways to know if students are where they are supposed to be.</p> <p>The expectation is that all students in the halls will have a pass. If they don't have a pass and they are caught they will be sent to the tardy kiosk and then it is up to the teacher to contact attendance to get that fixed.</p> <p>Students are getting pulled out of class to work with staff to finish their missing work rather than be in class. If the pass says at your convenience, DO NOT SEND STUDENT UNLESS it is a great time for them to not be in your class. If it is an emergency situation, someone will come down to get them or will call you.</p> <p>Student aides coming with passes are doing a much better job making sure the notes go to the teacher and are doing better at providing little disruption to classes.</p>
<p>10 Minutes</p>	<p>Pep Assembly Schedule and Staff Expectations</p>	<p>Department Heads collect feedback/input *Eric: We had one PEP assembly. We didn't have kids or adults on the carpet which was awesome. We had kids in the commons, in the library and students still in the classrooms. In that respect, this is the same as last year. My question is do we need to make a change? Dawn: So if they aren't in a classroom, are they allowed to go where they want?</p>

		<p>Eric: No, admin does a sweep and no kids are not allowed to be in the halls. They have to be in the commons/in the library doing homework/in a classroom with staff or in the assembly. Do we need to change?</p> <p>Don C: My department was fine with the current plan.</p> <p>Dan E: Homecoming Assembly schedule?</p> <p>Eric: Still waiting to hear from ASB Assembly coordinator. It will be AFTER 3rd before 4th period though, to ensure we get more kids to</p> <p>What is the homecoming assembly schedule?</p> <p>Assembly coordinator: probably same schedule as last year. If weather is bad, it'll be in the gym and half as long.</p>
<p>5 Minutes ACTION</p>	<p>Change Meeting Day at the End of the Year</p> <ul style="list-style-type: none"> • Change would allow union reps to run for LIT and LIT to be union reps. 	<p>Brian: If there was no strong feedback, I'd ask to have this put on the agenda for June to make a change.</p> <p>Mary: I like that idea.</p> <p>Tammy: I had a couple responses that supported this, along with one response saying to keep it as is where it allows a different group of people be heard than the same voices.</p> <p>Eric: So we are ok with moving this to June? (Yes, nods around)</p>
<p>10 Minutes ACTION</p>	<p>Finals and Fall Conferences</p>	<p>Eric Anderson Survey and Check-in with DO</p> <p>Eric: From the district perspective, it doesn't matter if we do the same as last year or 3-and-1. The DO doesn't care which way we go as long as the hours are met. From the Parent perspective, parents often shy away from Spring Conferences due to the perspective that "Spring Conferences" are mainly for the students that are struggling.</p> <p>Rachel: I found the 2 and 2 to be helpful as a parent.</p> <p>Eric: The other thing we spoke of was adding something to spring conferences. We could provide parents with the schedule their student has REQUESTED so parents could possibly chat with counselors/staff about their student's choices.</p>

		<p>Tammy: Does anyone have concern about having a nighttime conference on Halloween?</p> <p>Eric: Let's do this...let's decide first if we want 3-and-1 or 2-and-2 conferences?</p> <p>Jackie A: I prefer 2-and-2 as many of us have new kids at the semester.</p> <p>Mary S: Everyone I spoke to really didn't like the Spring Schedule. This group here is saying it is smarter to have 2-and-2 but we might be smarter to share this with all staff. Did LIT have this info in the first meeting as I wasn't there? (Yes, LIT did have this discussion at the first meeting)</p> <p>Dan E: Can we someone "massage" that long day, which most people had a hard time with.</p> <p>Eric A: Ultimately, yes we could. The consistent message I get from the DO is really about making sure we have the hours and we spread the opportunity out for people to attend.</p> <p>Rachel: Did we have data about the Spring conferences? About how well attended?</p> <p>Eric (along with various others): They weren't very well attended.</p> <p>*Much discussion about potential options/ways to split up the time to be most useful for parents.</p> <p>*Most common issue is trying to find a way to limit the length of that 2nd spring day being that it is a full work day followed by another 4.5 hours after school.</p> <p>Eric asked for a show of hands for preferences:</p> <p>Who prefers a 2 and 2 day (14 hands went up, which was enough for a majority)?</p> <p>*More ensuing discussion with many ideas about options.</p> <p>*Also discussion about the dinner break from last year and how that seemed to be unpopular with many staff and many parents.</p> <p>*Eric: His main concern is to make sure parents who work late have an option to be able to make it in. I want to make one of the</p>
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		<p>two nights a little later so parents have a chance, if they work later hours, they too can come in.</p> <p>Wednesday Conferences - 12:30 to 6pm (we recognize that this is Halloween no Dinner provided).</p> <p>Thursday Conferences - 11:00 to 7:30pm (dinner will be provided by Eric)</p> <p>We have been OKd to have the 2nd half of Friday as make ups. That means you will have a B day on Thursday and then a B day on Monday so a 4 day gap. This could create an imbalance of instruction by 1 day. This is an option. This will go back to staff so solutions can be sought</p>
<p>10 Minute ACTION</p>	<p>A/B schedule solutions</p>	<p>Department Head collect feedback/input</p> <p>Math says No. Math isn't exceedingly happy with schedule but doesn't want inconsistency.</p> <p>Science says No, but they realize they are not experiencing what others are so they feel bad about feeling this way.</p> <p>CTE: Leave it the heck alone.</p> <p>ART: Leave it the heck alone, but we'd be happy to try a skinny block.</p> <p>Foreign Languages: We would like to try the Monday skinny block because it seems like it has the least effect on everyone else.</p> <p>Social Studies: No thanks.</p> <p>Scott Feil: Department didn't care. Either way.</p> <p>ELA: If we are going to pilot it, can we pilot for an extended amount of time, please? Fall pilot preferred, not Spring.</p> <p>Health and Fitness: Did not get feedback.</p> <p>Department Head collect feedback/input Todd B: Math doesn't like any of the solutions and the math department would also like to make it known they are not happy with the current schedule either.</p>

		<p>Science: Not interested in doing any pilot. But feel bad for saying no. CTE: Leave it the heck alone. Art: Leave it the heck alone...however, some thought about maybe trying a skinny block. Foreign Language: Open to trying a skinny block, the first option with skinny on Monday's was the option to trying it out. Social Studies: Leave it alone, no pilot. Business: Hardly anyone cared but the order preferred was 2/1/3. English: Fairly split on whether to do a pilot. IF we did a pilot, they wanted a longer pilot, not a two day or week long. They were also nervous about doing a pilot in the spring, prefer in the fall. Eric: The original idea was to do it in the fall, maybe 2 to 4 weeks. Tammy/Mary: The department was split. For those who didn't teach A/B they didn't think there needed to be a change. Those who do teach on an A/B rotation did advocate for a change but preferred to have a longer pilot. Eric: So we don't have much of a consensus here... Shelly: Health and Fitness, I really got zero feedback. Eric: So we are basically having a majority saying we don't want to try a pilot...(agreed). So we are going to go on from here with no pilot.</p>
5 minutes	Dress Code Expectations review and check in	<p>If there is a clothing issue in your classroom and you would like administration to address it, use the discipline tab in skyward and fill out a referral. Administration will have that conversation with the student in a respectful manner. They will not be doing it in the halls between classes when there a lot of people around.</p> <p>Tara J wanted more clarity on how to address this. Brian H clarified how he dealt with it through Skyward. Eric also reminded staff that if you have an issue that you're not sure how to address, please ask admin.</p>
5 minutes	November Leadership Team Date Conflict	Leadership team date has been changed to: Monday, November 19.

	<p>Minutes Approval</p> <p>Department Heads can leave</p>	<p>Don Collins ,Dan Ellwood, Scott Feil, Michelle Smith, Todd Busse, Carrie Christensen, Jackie Andrewjeski, Penny Hedman Brandon Harle, Tara Janet, Brian Higgins,</p> <p>Minutes approval will need to happen at the November meeting due to low involvement.</p>
2 minutes	LIT Funds Review	<p>LIT funds: \$15,870 ADMATCH: \$24,000 There might be a little bit more in admatch</p>
10 Minutes	<p>LIT Training Days and feedback from LIT training time devoted to learning goal action plans</p> <p>Schedule when the LIT small groups will meet</p>	<p>Small LIT Team times: November 19 (conference feedback +), February 11</p> <p>Department Action Item PLC time: October 22, December 10, February 25</p>
15 Minutes	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> • Buzzell <ul style="list-style-type: none"> ○ Gear Rental and Bus for climbing field trip <ul style="list-style-type: none"> ▪ \$2878 • Headley <ul style="list-style-type: none"> ○ Microscope slides and plants <ul style="list-style-type: none"> ▪ \$46.63 • Hildorfer <ul style="list-style-type: none"> ○ PCT Extraction, amplification, electrophoresis kit and transportation <ul style="list-style-type: none"> ▪ \$345.21 • Hildorfer <ul style="list-style-type: none"> ○ Sheep brain etc. <ul style="list-style-type: none"> ▪ \$14.75 • Christensen <ul style="list-style-type: none"> ○ STAMP testing for seniors <ul style="list-style-type: none"> ▪ \$525 • Model United Nations <ul style="list-style-type: none"> ○ Conference fees, hotel, food, bus <ul style="list-style-type: none"> ▪ \$12,620.00 	<p>GEARUP will pay \$300 Motion – Giacomazzi Second – Smith and Bofto simultaneously Passed unanimously for \$2578.</p> <p>GEARUP will pay for 55ish% (\$25) Motion – Mendoza Second – Andrewjeski Passed unanimously for \$21.</p> <p>GEARUP paying for all but transportation Motion – Giacomazzi Second – Andrewjeski Passed unanimously for \$55</p> <p>GEARUP is paying for all of this Motion – Second – Denied from lack of motion.</p> <p>Motion – Buzzell Second – Bofto Passed Unanimously</p> <p>LIT does not fund clubs. LFR forwarded to ASB.</p>

5:39p.m.		Motion - Buzzell
5:53p.m.	Adjourn	Second - Schneider