

Leadership Team Agenda  
 December 10, 2018  
 Room 500B  
 3:30 p.m. – 5:00 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance: Ellwood, Harle, McCormick, Pashkowski, Janet, Buzzell, White, Iniguez, Andrewjeski, Bofito, Giacomazzi, White, Collins, Symonds, Schneider, Busse, Smith, Christensen, Jobe, Feil, Hedman, Bucholz, Roche, Anderson, Higgins, Mendoza, Montgomery	FCCLA provided assorted meats, cheeses and bruschetta. I think it was bruschetta. Then again, I'm not even sure how to spell "bruschetta." I feel like there's supposed to be a K in that word, but maybe that's just my pretentious pronunciation of the word. Brusketta. Brusketta. You hear that? That's authenticity. Hollywood authenticity.
10 minutes (information)	PBIS Training opportunity:  March 11th or April 29 <sup>th</sup> , Jessica (Flint associate) is currently available for these dates.	Ricardo: Asking for permission for a PBIS training centered on "the why" of getting to the root of PBIS. This will be a continuation of previous training and adding to it. Building on what we do. Eric: We have LIT on March 11 & Building Directed on April 29th. We haven't planned those dates as of yet. We can come back to the planning for those days.  Mary S: Asked about the timeline for the current schedule evaluation. Eric: We can evaluate in the springtime, however, it can be decided well before that based on the budget conversation. Mary S: So what is the plan...are we finished with the input from the staff? Eric: We can revisit but we have the data from the surveys from both staff and Janet Gordon's report. We had 4 of the 5 School Board members agree to continue for now. Regardless, we have to wait until January for the final decisions on the budget. We can revisit this conversation in January. The reality is that with the budget issues, there is a real possibility we would have to shift the schedule based on a possible reduction in staff. We wouldn't have the numbers to run the current schedule. Todd B. - Should dept heads be planning for a potential shift for scheduling? Eric: No, I would wait only because we will have a firmer response on how to go ahead with budget issues in January. Dawn: Asked about flexibility for the PBIS speaker and accommodating potential

		<p>schedule discussion.</p> <p>Ricardo: Spoke to the types of potential trainings that we would be able to include. We have options...we could possibly even wait until the next principal's day. Regardless, the PBIS Tier 1 committee still plans on doing the work it needs to do.</p> <p>Eric: Let's continue this portion of the meeting dedicated to LIT.</p>
<p>5 minutes (information)</p>	<p>Operational/Building Issues</p>	<p>Eric: I had a conversation with Greg Thompson regarding the warehouse issues that came up in the previous meeting. Greg asked Eric to ask us for more specifics regarding the issues. Also, Greg and Eric spoke regarding the customer service issues that come up with regards to the warehouse. That is an ongoing</p> <p>Dawn: Who do we pass that on to?</p> <p>Eric: Email me if there is any specific issues / questions/comments about the warehouse.</p> <p>Steve R/Dan E discussed the reasons why all mail goes through the warehouse first.</p> <p>Eric: Also, Greg shared that Amazon orders are becoming an issue as Amazon uses 2nd party retailers that complete the orders and may not show up "from Amazon" but rather from the retailer. This causes a paperwork discrepancy.</p> <p>Todd B: I've been told by Kathryn to give them a "head's up" email about a different company name or a sample order. They can be aware of that to be better prepared.</p> <p>Carrie C: Asked about the bathrooms down by the music dept. She is being told by students that those bathrooms are often closed which creates a longer distance for her students to travel...which causes a longer delay from class. She wanted to know more about this.</p> <p>Eric: To clarify, the BOYS bathroom in that area is being locked due to the high amount of bad choice/behavior issues taking place inside that specific bathroom. It tends to happen as it is far and out of the way without traffic that passes by. They have been closed 2-3 weeks and they will remain close for the near future. We will try again at 2nd semester.</p> <p>Carrie: So I've been told those bathrooms have been locked longer than that...it would be nice to hear via an email to all staff about those</p>

		<p>closures.</p> <p>Tammy G: Are they going to be opened over the weekend for events/production? Eric: They</p> <p>Mary S. I have 4th prep every other day and I travel down to Art those days. I notice that there are a large number of students at any given time during 4th period. There are a lot of kids in the hall that may need to have camera attention. (Eric: We will discuss this more in a bit).</p> <p>Tanya B: To add to Mary's comments, the front office is still seeing a large number of students still trying to go to the parking lot with the yellow hall passes.</p> <p>Nikki B: I'm still chasing students out of the gym carpeted area, particularly TAs that often get sidetracked.</p> <p>Eric: Please reiterate that all teachers who have a TA, they are responsible for</p> <p>Nikki B: Can we email a teacher if we ask their TA where they should be? (Eric: Yes, please do.)</p> <p>Cori M: What would you like us to do with the number of kids in the hallway? Eric: I would ask you to briefly engage with them. Ask them to move on back to class. If they refuse then that's a different issue. I realize there is over 1850 students in this hall and when we see 15 kids in the hall it still gets frustrating. Obviously, there seems to be repeated students in the hall. If that is something you see, please feel free to engage with those students and walk them back to the class and let the staff member know what you've seen with regards to those hall behaviors.</p> <p>Dawn: So the rats have moved down to the music department. Eric: The custodial crew is aware and are trying to shift traps around to deal with this.</p> <p>Dan E: Asked about the heating issue. Their end of the CTE hallway (and Nikki B said in the wrestling room). It goes from freezing to over 90°. We've been told by maintenance "just leave the fans on" in order to cool it down. That's a huge amount of money being wasted. (Eric emailed Ron and Ricardo)</p>
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2 minutes (information)	Update on Principal-Union monthly conversation	This will be on Wednesday.
5 minutes	Apple Blossom	<p>Jake asking for some feedback for the possible assembly.</p> <p>Option 1 - release beginning of 2nd period, miss most of 2nd &amp; they would return before lunch.</p> <p>Option 2 - 40 min 2nd period then lunch</p> <p><del>Option 3 - run the adjusted schedule for all school with an alternate schedule for 9/10th grade.</del></p> <p>Tara J: Asked if students had to go.          Jake: No, they can choose to stay in your class. They can't leave your class and walk around. But they can stay in your class.</p> <p>Carrie C: Foreign Language disliked the 3rd option the most.          Jake quickly asked if we could eliminate Option 3...universal yes.</p> <p>2nd Option would have about 30 min of lunch total with passing time</p> <p>Variety of logistical questions for Jake followed.          Eric: Do we keep doing what we have done?          Cesar: I think we get more participation from students if you don't interrupt their lunch time.</p> <p>Option 1 was determined to be the best choice for now.</p>
15 minutes <b>Action</b>	Finals schedule for 1st semester	<p>Eric provided a review of the previous options/discussion.</p> <p>Monday following the end of the week is a no school day. That means we don't have any built in make up time.</p> <p>Brandon: Asked about why we can't have the final's schedule done before the year started?          Eric: Provided info about how the previous few years have had a lack of consistency for schedule, training, etc. We need to be in a position where there needs to be consistency. Agreed that he'd love to have a schedule set for everyone.</p> <p>Asking A/B rotation teachers not to give finals on Thursday and Friday. Either give it before then or after.          3 &amp; 4 on Thursday          1 &amp; 2 on Friday</p>

<p>5 minutes</p>	<p>Where are we at with Free and Reduced Lunch counts?</p>	<p>Sad story: all the effort we put into getting more signed up for the programs they need got us to 48.9%. A fair number of students did not reapply.</p> <p>Lots of mailers went out to students informing them of the importance of reapplying. Personnel were making phone calls to people.</p> <p>Free lunches at some elementary schools might've had an impact on this, but those high school students were still receiving the mailers and phone calls.</p> <p>Information was sent out to students doing running start.</p> <p>Brandon: What does the low amount mean for the grant funding tied to the Free &amp; Reduced number?  Eric: It means we lose the funding at the end of the year tied to that. Those are the intervention programs.  We will have to see how that plays out specifically regarding how the budget issues are decided. We needed to get to 53.6% to achieve the 3 year average...we didn't make it. We'll try again next year to try to get enrollment up and attempt to climb above the state required 3 year average.</p>
<p>5 minutes</p>	<p>Student Semester Survey</p>	<p>Eric: I'd like to do the same thing we did last year. If you'd like the survey we made last year, great. If you have your own, use it.</p> <p>We received a lot of feedback from students who felt like their voices were heard.</p> <p>Please use it in the last week of the semester. Does everyone want the same as last year where we had office staff make envelopes with the generic form included?</p> <p>Mary S: Can we request as needed? She created her own that worked for her own classes better.</p> <p>Eric: Yes, I will create a Google Form for staff replies to see who would like those created for them from the office.</p>

<p>15-20 minutes</p>	<p>Leadership Team Duties/Goal (Year in review)</p> <p>What do we want to expect from the Leadership Team as department members, staff, parents, and students?</p> <p>What are we going to do to make that happen?</p> <p>What types of things should LIT Reps go to staff with? What types of things should Department heads go to staff with?</p>	<p>Brian: We had this tabled from the last meeting. We can address this issue now, or next year. We had positive results from the surveys regarding the Leadership Team though there continues to be some communication lapses. For instance, today's LIT meeting was on the October notes and there was quite a bit of confusion today regarding meeting in departments.</p> <p>Variety of comments/questions regarding clarifying items on the calendar.</p> <p>Carrie C: Asked about the role Dept Heads have in passing on the information the LIT Team makes during its portion of the meeting. It would be beneficial to get the information about what decisions are made so she can be better able to let her department know about the trainings/LIT plans. Carrie brought up that she believes that our Leadership Team "clearly has some problems" based on the communication component. Carrie brought up that she felt she was left out, as the Dept Head, in helping come to the decision of the building goal. *There were several different discussions regarding this decision without a clear recollection of how this was completed.</p> <p>Dawn: Is there anything that is specifically delineated for LIT and for Dept Heads? Eric: No, there is only LIT funding issues for LIT team...then it is divided up between culture/curriculum.</p> <p>Michelle J: She recalls the meeting where there were LIT team members "wordsmithed" the Goal and there were some LIT team members that were conflicted about how to bring back the goal to their groups. (Michelle J also asked about how the goal comes about?)</p> <p>Eric: It was discussed at the August meeting. We asked for discussion to take to LIT teams for feedback. If there's enough support to revisit that goal, we can do that. If it was a three year goal that we now feel it needs to be adjusted, we can do that.</p> <p>Cesar M: Recalls that the goal was about consistency and focusing on the continuation</p>
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		<p>of the goal from last year with 9th graders.</p> <p>Many staff provided a variety of feedback. Brian reminded us that we can come back and discuss this. He also asked that we recall that staff overwhelmingly wanted a long term goal, voted for that. Concerned that we are changing things for the right reasons and not be flippant about it.</p> <p>Carrie: I wanted to make sure we are indeed part of the conversation for these items. I think redefining this process and making me more clear on what you need department heads to be a part of.</p> <p>Eric: I will send out a structural piece that we have used in the past and make sure we have time at the next meeting to discuss this.</p>
5 minutes	Collective Commitments from Friday's PD day	<p>Eric: The goal was meant to be to have the conversation after the PD day but the budget discussion came up and rightfully was the focus. He wanted to make sure that we have time for feedback to better refine the PD.</p>
10 minutes	Cell phone policy	<p>Eric: Out of the collective commitment issue, all but on maybe 3 sheets, cell phone issues came up. Eric would like to put together a group of people with staff/parents/students that find ways to help with the issue. We want to have parents help lead this as all people need to have buy-in to make it work. I am going to send out an email and we will come back to discuss "How can we help limit this issue with regard to phone use during instructional time."</p> <p>Don C: Do you plan on including students on this?</p> <p>Eric: Yes, but understand that regardless of decision: they aren't going to like it. But it is important to have them help with this process and be a part of finding a solution to issues.</p>
<p><b>DEPARTMENT HEADS RELEASED</b></p> <p><b>Minutes Approval: Brandon Harle, Tara Janet, Busse, Penny Hedman, Scott Feil, Tammy Giacomazzi, Michelle Smith, Mary Symonds, Cori Montgomery, Jackie Andrewjeski, Hannah Schneider, Steve Roche, Carrie Christensen</b></p> <p><b>Dawn McCormick, Nikki Buzzell</b></p>		

		LIT funds: \$10,841.50 ADMATCH: \$24,000 There might be a little bit more in admatch
5 minutes ( <b>action</b> )	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> <li>• Dan Deal (Biology PLC) LFR <ul style="list-style-type: none"> <li>○ Mini Toober Modeling Sets <ul style="list-style-type: none"> <li>▪ \$420</li> </ul> </li> </ul> </li> <li>• Adam MacDonald <ul style="list-style-type: none"> <li>○ Holocaust Speaker <ul style="list-style-type: none"> <li>▪ \$290.46</li> </ul> </li> </ul> </li> <li>• Rivera LFR <ul style="list-style-type: none"> <li>○ Buses for trip <ul style="list-style-type: none"> <li>▪ \$640</li> </ul> </li> </ul> </li> </ul>	<p>Motion – Buzzell Second – Bofto Approved unanimously GEARUP Will pay the entire amount</p> <p>Motion – Higgins Second – Roche Approved unanimously</p> <p>Motion – Giacomazzi Second – Bofto Approved unanimously GEARUP will pay for \$320</p>
10 minutes	<p>Staff requested trainings</p> <ul style="list-style-type: none"> <li>• Do we want to use an upcoming LIT Monday time for them?</li> </ul> <p>PBIS Training opportunity:</p> <ul style="list-style-type: none"> <li>• March 11th or April 29<sup>th</sup>, Jessica (Flint associate) is currently available for these dates.</li> </ul>	<p>Staff have asked Shelly Jelsing to do another training on restorative practices in the classroom.</p> <p>April 22 seems to be the soonest time available.</p> <p>What format can we offer? Can we bring this back to the leadership team meeting in January, seek some input from leadership team, then see if there's a way to do this before the end of April?</p> <p>Tabled until January.</p> <p>It'd be nice to have a new perspective. Last time we had a speaker on PBIS was a couple years ago and we have lots of new staff now who could use this.</p> <p>If we do have to change our schedule due to funding it might be nice to have the March 11<sup>th</sup> day to talk about it?</p> <p>Eric: Maybe we can pencil her in for the 11<sup>th</sup> and then, if the schedule changes, we could see if she could shift it to the 29<sup>th</sup>.</p> <p>Would like to have the PBIS earlier so we have time to go back and use it in our classrooms.</p> <p>Would like to do it before spring break so we can use it on the squirrely high schools before spring</p>



		<p>break.</p> <p><b>Eric: If we can't get her to change the date, we could ask the staff about moving some of our Monday times around to talk about schedule issues if needed.</b></p>
<p>5:07 p.m. (proposed)</p> <p>(actual)</p>	Adjourn	<p>Motion – Bofto Second – Roche</p>