

Leadership Team Agenda
 April 8, 2019
 Room 500B
 3:30 p.m. – 5:00 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Attendance:	Janet, Buzzell, Pashkowski, Hedman, Montgomery, Ellwood, White, Busse, Harle, Higgins, Andrewjeski, Christensen, Giacomazzi, Anderson, Mendoza, McCormick, Smith, Feil, Bofto, Pulido, Schafer-Cloke, Collins, Symonds, Jelsing, Roche
5 minutes (information)	Operational/Building Issues	<p>*Mon 4/15: We are using the Collaboration time for PD time around the topic of equity. We traded that time from a date last October. It is changed on the staff calendar as well.</p> <p>*Dan E: Is the parking lot going to be cleaned? It usually cleaned during Spring Break but noticed it wasn't this year (Eric will ask Greg)</p> <p>*Tammy G: Had a staff member contact her about the assembly schedules. Concern about having to change up lesson plans on such a short notice. Was asking for more advanced time for planning and less assemblies overall</p> <p>*Eric: Understands. Agree, he is trying to send out info earlier. Also received email regarding this from a staff member. Understand that there will be a bit of a challenge on those days regarding the Lip-Dub but it has been well planned out by students (shout out to Bailey White) and they will have 30 minutes to get it done completely.</p> <p>*Dawn M: Is clothing part of building operation issues? (Eric- sure)...having difficulty with dress code. Specifically halter top type styles with midriff/no sleeves. Are we addressing it?</p> <p>*Eric: If you see something that isn't comfortable for you...refer it to</p>

		<p>administration and we will take care of it. We try to focus on modesty. Either it's appropriate or not...it's either modest or not.</p> <p>*Tara J: And we can use Skyward to report that?</p> <p>*Eric A: Yes. Or send us an email or Google Hangout</p> <p>*Mary S: Wanted to remind us about a flyer she put in mailboxes about a month ago about student work for the publication "The Poppy" (formerly the Panther Print) Deadline is May 1st...dropdead by May 15.</p>
<p>5 minutes (information)</p>	<p>Update on Principal-Union monthly conversation</p>	<p>Eric: Met with Jake just before break. No talks regarding contract issues, focused mainly on budget issues and communicating with staff regarding how they are affected by cuts.</p>
<p>15 minutes (information)</p>	<p>Student Scheduling: Will White</p>	<p>Eric: Asked Will to share the process of schedule process so we could better understand what the process is for students.</p> <p>Will: The way schedules are typically built, Skyward builds it after all requests are made. Previously there would be lines out the door in August with both students/parents looking for change. In a way to alleviate that, we wanted to have students have more control over building their schedules. We work with each class & their graduation requirements to better schedule their needs. We have worked to cut back on the concerns/issues that students had just before school started. That has helped alleviate those 2 or 3 week wait time that we used to have before students settled their schedule issues. The work the counseling department does is not less, rather it gives the students a better chance to prioritize their needs. There is always some need for change (for a variety of reasons) but the issues have been</p>

		<p>lessened. We still have obstacles where we get groups of kids scheduled together that have seen a pattern of behavior that we hope to be more proactive about in the future. We currently have Ricardo working to put together a master schedule. The main difference this year is that students have the access to any class that has open seats that they've met the prerequisites for.</p> <p>Mary S: When they have access to classes to those with open seats, can there be a mass exit from one class that could lead to a class being dropped?</p> <p>Will W: The system allows for kids to go in and start building their schedule. They have 3 days to do this completely. About a third go in and complete it right away. Another third get it partially done while the final third doesn't do it and counseling has to build it for them.</p> <p>Nikki B: Do you look at the number of IEP students in each class?</p> <p>Penny H: Yes. While there is no contractual limit, I do go in and try to balance the numbers as best as possible.</p> <p>Dani S-C: Do we know when the window will be officially open?</p> <p>Eric/Will: No, not yet. Ricardo is working to complete the master schedule.</p> <p>Eric: We are hoping for the first week of May. We had to wait with the budget decisions and had to push it back as far as possible. Ricardo sent out email to department heads about meeting with their evaluator to discuss schedule plans.</p> <p>Dawn M: It's a week earlier, she's not going to be able to get it done as there.</p> <p>Eric : To clarify, the administrator is supposed to meet with department head the day after receiving the emails. The next day is NOT to have your department schedules completed.</p> <p>Penny: That is important for her as well because she schedule IEP's prior to the</p>
--	--	---

		<p>rest.</p> <p>Dani SC: What time will the scheduling be open...like will it be 7AM again?</p> <p>Will: We're always looking to have it an equitable time for students. We have considered opening it during lunch where more students can access it equitably.</p> <p>Penny: If the master schedule is built on requests and students change their mind, will that lessen the class offerings?</p> <p>Will: Potentially. We know we have to make potential changes based on numbers. At any time counselors will be available to answer questions. Please send them to us. It can get a bit stressful around those days for some students. Again, if there is a situation where we have students that potentially should not be placed in the same course, please let us know.</p> <p>Michelle S: Do I need to email or something else?</p> <p>Eric: We are on the lookout for those students that tend to be placed together that can create issues. We look for those in the first couple weeks of school. The Deans meet with admin and we look for those groupings and try to avoid.</p> <p>Will/Eric: Please just communicate with us. See something, let them know.</p> <p>Rachel P: One way that scheduling has been equitable in college is through a lottery system.</p> <p>Tammy G/Carrie C: Can there be a way where there is the same class offered at the same time, they can be randomly chosen as opposed to their friends planning on taking a course together?</p> <p>Eric/Will: We'll look into it. I think we can do that. Will double check with Kelly in regard to Skyward.</p> <p>*Numerous questions from members that Will/et al were able to discuss.</p>
--	--	---

		<p>Eric: Also, as an FYI, was told this morning we will not have two Dean's, we will be limited to one. We are currently trying to figure out how we are going to shuffle those responsibilities.</p>
15 minutes (information)	Finals Schedule Decision	<p>Eric: Looking for feedback as he didn't get any responses from staff regarding different ideas?</p> <p>Dani SC: What she has heard from both LIT & her dept is the question about whether we need an actual "Final Schedule" now that our current schedule has longer classes. Can't we just keep the schedule we have?</p> <p>Eric: We can, which brings up the issue of having a final on an earlier date which will lead to having your class come back <i>after</i> they've taken the final.</p> <p>Dawn M asked for a review of the proposals (Eric obliged and read through the 2 proposed ideas that were previously given)</p> <p>Steve R: Reiterated Dani's point, agreed that 85 min is long enough.</p> <p>Eric: The main issue again is that anyone that gives finals on Monday of final week will have 65 min for their final (in order to make the finals split up)...</p> <p>*Many questions/discussion from several members</p> <p>Eric will be sending out a form to have staff let him know when they will have their finals</p>
<p>DEPARTMENT HEADS RELEASED Minutes Approval:</p>		
5 minutes	<p>GEARUP Support of LIT funds</p> <p>Paid for \$626 of last month's LIT funds requests</p>	<p>Some change in overall funds due to a set of purchases not being processed at the end of the school year.</p> <p>LIT funds: \$5,319.96</p> <p>ADMATCH: \$16,684.80</p> <p>There might be a little bit more in admatch</p>

15 minutes	LIT time devoted to departments - Evaluation	LIT reps felt that providing more time to departments for collaboration in support of the building goal has been valuable for staff.
15 minutes	Schedule LIT time for remainder of year	April 22: Department collaboration supporting the building goal May 20: Department collaboration supporting the building goal June 3: LIT Team meeting time <ul style="list-style-type: none"> • LFR • Other
5 minutes (action)	<ul style="list-style-type: none"> • Math LFR <ul style="list-style-type: none"> ○ Next Gen Exam fees <ul style="list-style-type: none"> ▪ \$1200 • CTE <ul style="list-style-type: none"> ○ Water Fountain/s <ul style="list-style-type: none"> ▪ \$3200 \$1600 • Exercise Science <ul style="list-style-type: none"> ○ CWU SOURCE Poster Presentations Field Trip <ul style="list-style-type: none"> ▪ \$715 • Geology LFR <ul style="list-style-type: none"> ○ Missoula Flood Field Trip <ul style="list-style-type: none"> ▪ \$1017 \$509 • Summer Academy LFR <ul style="list-style-type: none"> ○ Lunches <ul style="list-style-type: none"> ▪ \$3000 • Music LFR <ul style="list-style-type: none"> ○ Field Trip and College Visit <ul style="list-style-type: none"> ▪ \$900 	<p>Motion – Giacomazzi Second – Roche Passed unanimously</p> <p>Motion – Higgins Second – Andrewjeski Denied by a vote of 3-5-3</p> <p>Motion – Schafer-Cloke Second – Andrewjeski Passed unanimously</p> <p>Motion – Andrewjeski Second – Schafer-Cloke Passed unanimously</p> <p>Motion – Giacomazzi Second – Andrewjeski Passed unanimously</p> <p>Motion – Andrewjeski Second – Buzzell Passed Unanimously</p>
5:30 p.m. (proposed)	Adjourn	Motion – Bofto Second – Giacomazzi
4:55 p.m. (actual)		