

Leadership Team Agenda
 August, 2018
 Room 500B
 3:30 p.m. – 6:30 p.m.



Time	Agenda Items	Notes
3:30 p.m.	LIT and Department Heads will meet separately for first 30 minutes	
5 minutes LIT	LIT Funds Review	LIT funds: \$27,936 ADMATCH: \$24,000 There might be a little bit more in admatch
10 minutes LIT	LIT GEARUP Processes and Guidelines	<p>In order to keep GEARUP from supplanting federal funds, their process for giving money has had to be more defined. GEARUP will send teachers to LIT before giving funds and may provide matching funds for projects or LFRs, provided LIT also gives funds. Teachers need to be very clear about the grade bands they are serving with these requests.</p> <p>GEARUP will fund professional development only after teachers have used their tuition reimbursement. USE REIMBURSEMENT FIRST.</p>
5-10 minutes LIT	LIT Guidelines Review	No objections to the guidelines.
10 minutes LIT	<p>LIT Funds Requests</p> <ul style="list-style-type: none"> • Joyce Block <ul style="list-style-type: none"> ○ Marine Biology Field Trip <ul style="list-style-type: none"> ▪ \$869 • Hildorfer <ul style="list-style-type: none"> ○ Kids in the Creek field trip <ul style="list-style-type: none"> ▪ \$580 • Garretson/Deal <ul style="list-style-type: none"> ○ Kids in the Creek field trip <ul style="list-style-type: none"> ▪ \$890-\$1287 • McLean <ul style="list-style-type: none"> ○ Hat Looms <ul style="list-style-type: none"> ▪ \$100 	<p>Motion – Andrewjeski Second – Bofto Passed – 8-0-0</p> <p>Motion – Schneider Second - Buzzell Passed – 8-0-0</p> <p>Motion – Schneider Second - Buzzell Passed 8-0-0</p> <p>Motion – Giacomazzi Second – Bofto Passed – 8-0-0</p>

3:30 p.m.	Department heads and LIT will meet separately	
30 minutes Department heads	Department heads PLC Conversation	<p>Donna met with us to talk to us about finding a streamlined way to increase collaboration with PLCs. Dept's can work on this tomorrow, or in the next few days as you see fit. This is coming from staff that have needed more direction for our Collaboration time. These will be shared with other departments as a way for them to see what other dept's are doing and how they may better use their own time.</p> <p>*Donna shared out the 3 documents that will be later shared with all staff.</p> <p>*Please don't rush this process, but be intentional so we can have beneficial goals that are maintainable.</p> <p>*We do have an opportunity for those PLC's that would like to focus on issues regarding high poverty, there are some \$\$\$ available for PLC support for students in reading/math/9th grade on track to graduate/etc.</p> <p>* Donna will be the person to initially contact regarding this funding.</p>
4 p.m. All Together	Attendance Mendoza, Andrewjeski, Buzzell, Giacomazzi, Schneider, Pulido, Bofto, Anderson, Higgins, Christense, Busse, Collins, Feil, White, Janet, Montgomery, Hedman, McCormick, Harle, Symonds, Ellwood	
	Review of Norms: Norms (from 2009-2010): We agree to respect and support all decisions once a decision has been made. We will use active listening to come to a consensus on all issues and use parliamentary procedure as needed. 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>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 small LIT group (LIT Rep) or department (DH).</p>	
5 minutes	Co-Facilitator nominations and vote	<p>Nominations: Todd Busse nominates Brian Higgins. Brian graciously asked for more nominations...there were none. Votes: Unanimously approved Brian as 2018-19 Co-facilitator.</p>
5 minutes	Operational/Building Issues	<p>Eric: One noticeable change, in one "entrance" in the front lot, there are now "Exit Only" signage there. They will have them re-painted by the end of the week and one</p> <p>*We have been told that the closed off Miller St project will be completed by the first day of school. The City told Eric they "guaranteed" Miller St would be open by first time.</p> <p>*Air quality levels inside the schools?</p> <p>*Air Conditioning? Seems to be hit & miss throughout the school. Social Studies, FACS,</p> <p>*Do we still need to have a sign created/name change for the confusion regarding Resource Center name? Eric will get signage created to lessen the confusion.</p> <p>*Will there be a rotation in the future regarding room cleanings? There are some areas that have not/do not consistently get summer cleaning. *Much discussion regarding that ensued.</p>
2 minutes	Update on Principal-Union monthly	*Not much other than the need to have one new LIT member voted in.

5 minutes	conversation	<p>*Theresa retired and that leaves us without a catering service for the district. We need to decide how important it is for us have Leadership Mtng's catered. It is anticipated that her position will be replaced, but the Nutrition Services are looking to revamp that position and may not have it created until January.</p> <p>*Cori offered to have her FCCLA, who have their food handler's permits, would have interest in providing catering.</p> <p>*General agreement that this would be a good idea. Eric asked Cori to gauge interest and feasibility to make this happen.</p> <p>*Do we want anything for the Sept 10th meeting?</p> <p>Brian moves that Kim picks up Costco pizza. Dawn QUICKLY seconded. Discussion ensued regarding adding salad. Eric agreed to add salad for the meeting as well.</p> <p>FCCLA may begin catering, but will start on a smaller scale if they do.</p>
20 minutes	Catering Changes	<p>*Up to date as we currently have, Eric wanted to share what we currently have. Intent to share with all staff Thursday morning.</p> <p>*There will be a few more items added to the matrix before the meeting, some data will not be available, but most of it will be available for the staff meeting.</p> <p>*Data breakdown for last two years with a variety of data and whether there was increase/decrease in information.</p> <p>*One area of notice was that our graduation rate increased 5.6%. Something to celebrate with regard to our interventions. In the last 10 years, we've only had one other year over 90% graduation rate. This is good news.</p> <p>*Discussion regarding Frosh failure rate tied to our school gutsy goal. We did see a good decrease from 42.9% down to 29.5%. This is essentially the data for our school wide goal.</p> <p>*Number of overall students was slightly higher in 2017 than 2018. Note, we are currently in a trend down for enrollment.</p> <p>*Mary S: Do you have any idea why there less kids in enrolled in sports?</p> <p>-Eric: We don't have specific data on that. The number fluctuates.</p> <p>When we see over 800 students in our school, out of 2000, that is still a good number.</p>
	Data Matrix	

		<p>*Eric: Also, overall grade breakdown: 1)With regard to grading special education students, we had a significant # of Ps in 2nd semester. And with AP Academic Support, those courses are either a P/F which can affect overall numbers.</p> <p>*Mary S asked about why no data for Running Start/AP students participating. Eric wanted the data to be consistent (how many took the class vs how many classes were taken in total).</p> <p>*State testing data can be a bit difficult to decipher as “apples to apples” as prior year’s data was Junior testing while last year was Sophomore testing.</p> <p>*Dan E asked about if there will be a “Snapshot” to overall data that shows overall data in a variety of items (classes, students by grade, etc...)</p> <p>Will be shared with entire staff on Thursday Could we get numbers for clubs? Music programs? Population in 2017 was higher than in 2018 AP Seats vs. AP students Fulltime running start vs. Part-time running start School report card this?</p>
20 minutes	Bell Schedule Study Findings	<p>Eric emailed all members the full 65 page findings to share. This was a culmination from Janet Gordon’s survey brought about by the school board to question staff, students, community members & parents. This document will be shared to all staff and Eric recommended that all staff take the time to read the entire report. We focused on page 41 Section IV. Recommendations. We were provided with several minutes to read this section.</p> <p>Eric asked us to start taking a look at this and to spend some time reading over the information. When you dig into it, you’ll see that it is also broken down by department. You will get a deep look into this.</p> <p>Then, at some point, we need to have a discussion about how we are moving forward. This is meant to really be an introduction to the conversation.</p> <p>Eric asked for questions: Brandon: Was this the same exact document provided to the board in June? Eric: Yes, other than maybe a cover page.</p>

		Tara: Isn't this the exact same schedule Cascade HS in Leavenworth is using? If it is, should we consult with them?
10 minutes	A/B Pilot solutions/options in the fall	<p>We mentioned this last spring about possibly looking at a pilot option in the fall. Do we want to do this? (Also, remind we have a "skinny" schedule for the first day of school that would provide an example of the times we'd be looking at). We discussed this in the spring, do we want to try a pilot at some point, like during an odd week like Thanksgiving.</p> <p>*Eric asked for questions...there were none.</p>
10 minutes	<p>Attendance Accountability</p> <p>Protocols for students coming into classrooms when they shouldn't be</p>	<p>"Positive Attendance" - We ended the year last year with the commitment to do Positive Attendance this year. Kids will have to check into your classes as oppose to us having to mark them absent. Students will have to scan their barcode in order for them to be marked present. This is NOT a "big brother" type of situation. This is about safety and accountability. They will have to scan out of your room in order for them to go to the library/another staff room.</p> <p>*There will be much more of this from Jake in the next few days. There WILL be hurdles. We are expecting that. We know there will be glitches. We will get better at it however, this is meant to be something that will lessen the work on staff.</p> <p>Tardy Kiosks? Not going away just yet. In an ideal world, there is no tardy kiosk. Skyward does not have the capability to scan a student late without a slip yet.</p> <p>*This item was brought up by staff members in June.</p> <p>*Don C - Some experiences in the Art Dept, students wander in, find a student, sit down. Sometimes these kids are from the office, sometimes from another classroom, sometimes no idea at all.</p> <p>*Penny H - Sometimes kids walk in to talk to a student without asking for a student to come in.</p>

		<p>Eric - On our end, we can clarify it on Admin end. If it's an office aid, someone from our end, those students should need to know to come to the teacher first.</p> <p>Tammy G - With Apple Leaf, I really wanted to make sure I addressed this last year and created slips for my staff kids.</p> <p>Penny H - Will there be scanners in the restrooms? No. Not feasible.</p> <p>Tammy G - Will they have to scan out at the end of class? No. They are coded to our schedule.</p> <p>Eric- This would allow staff to also ask the Dean's to check into specific student's use...for example, if you want to see how often student "X" is using the bathroom.</p> <p>Mary S - Would your class, if they were going to check out texts, would they need to check out? *No, that wouldn't be needed. There will be a scan in with the computer lab.</p> <p>Eric reiterated that Jake Bucholz will go over this in great deal.</p>
10 minutes	2017-2018 Building Goal (Final Data)	*This was basically covered in our previous conversation (data matrix)
5 minutes	LAP Intervention Grant - Connection to Free and Reduced Lunch Rate	<p>*We were awarded "High Poverty Dollars" enhancement funding from LAP. Purely based on our Free & Reduced numbers. Here is where our dilemma...our 3 year running average has to be OVER 50% in order for us to continue to receive this funding. We hit 50.1% last year. This is a year to year grant that has helped us pay for social workers, SEL learning, etc.</p> <p>We know our numbers are higher than 50% but we cannot force them to enroll. There are a variety of reasons why students choose not to fill this out. October 1 is the date that OSPI takes for the % of Free & Reduced for this grant. We are asking us to look for "referrals." We can't have kids fill it out on their own, parents must do this.</p> <p>Students, and staff, need to understand that this % is not only tied to lunch, but to</p>

		<p>services & programs. We are looking at possibly creating a “one pager” that explains the benefits.</p> <p>*Tara - Some kids have concerns that this could be data/info shared with the Federal Government. Eric - This is info NOT shared with the Feds...students don't even need to write their Social Security Number. Tara- Do they need to include their address? Eric - Yes.</p> <p>Shelly - Can we provide a quick survey with a few questions for all students that asks what kind of services they could use some help.? * Many agree that this would be a good idea.</p> <p>Mary S - Since we are coming into harvest season, are we able to have applications for student at possibly packing sheds, etc?</p> <p>Eric - Once a student's sibling has signed up, like a younger sibling at Lewis & Clark, their family members now qualify.</p> <p>Will W - I wanted to remind everyone that being on this program it lowers the cost of SAT/ACT/AP exams as well as application fees for college</p>
5 minutes	SPED Department purchase	<p>Penny H - Just as a follow up for the trainings we did for IEPs for departments...they are purchasing guides for each department. If you feel like this resource would be beneficial to all, talk to Penny and they can try to find funding to purchase more.</p>
10 minutes	LIT Survey Results from 2017-18	<p>*Brian H reminded us that this was the data that was not available at the last LIT meeting. There was real positive results that show what we are doing as a Leadership Team, has shown growth. These results show we are doing the right work. The link provides comments and Eric encouraged us to read the results.</p> <p>Brian H shared the link to the report via the WSD website. The link to the report is:</p> <p>https://www.wenatcheeschools.org/qualtrics-dashboards-and-surveys/litsurveyresults</p>
	Department Heads can leave	
5 minutes	LIT Funds allocation to ASB	<p>Motion – Schneider Second – Mendoza 8-0-0</p> <p>Motion to allocate 5% of total funds to ASB to use to support clubs and activities</p>

		(unrelated to classroom instruction, classroom activities, athletics, general ASB). Feedback will be collected and process will be evaluated in June.
15 minutes	<p>Building Goal</p> <p>From June Minutes:</p> <p>Should we be Process-oriented or Product-oriented?</p> <p>Goals need to be measurable, how do we measure strategy-use goals?</p> <p>Big impact strategies?</p> <p>Attendance focused?</p> <p>Adding focus on those freshman (sophomores to be) that did not pass this year?</p> <p>How can we encompass more of the building? Can we get a goal like the freshman goal but for the whole building?</p> <p>Socio-Emotional?</p> <p>How do we focus on growth rather than grades when it comes to our goal?</p> <p>Should we begin conversations on grading practices so that our grading is equitable across the building?</p> <p>What do we prioritize? Some want more Individual planning. Some more PLC. Some more LIT. People want more PLC time but not during the school day (sub day), after the school day, or in the summer.</p> <p>Non freshman teachers can be getting involved in intervention or support</p>	<p>Building goal must align with 50% or more of the state's accountability index for the high school. That was the thing that Bill Eagle showed us last year. Unfortunately, the state data has only updated to 2016, so we are measuring current goal verses old data.</p> <p>Potential Goal: To achieve 95% or higher graduation rate beginning with the class of 2019 with a specific emphasis during the year around 9th grade and 10th grade students being on track to graduate with interventions focused on reducing failure rates.</p> <p>The real question that we need to put in front of staff is "what do you see yourself doing this year that supports or contributes to this goal."</p> <p>We would love to commit to this goal for multiple years as staff has suggested. Now that we know the district is going to require us to align our goal with the index, and hopefully continues to do so, we will be able to work on it yearly. It was suggested we commit until class of 2021 graduates.</p> <p>Back to back staff meetings on 4th and 5th rather than 1st day of school and the next week to introduce this and talk about it in LIT groups.</p>
15 minutes	<p>LIT Calendar and priorities for those days</p> <p>From June Minutes: LIT Calendar is still being bargained</p> <p>Some priorities:</p> <p>LIT Funds Requests training</p> <p>Socio-emotional learning</p> <p>Field trip expectations/Overnight trips/drug and alcohol training</p> <p>Meeting as LIT groups; more meetings or</p>	<p>Monday 9/17 90 minutes GEARUP Processes LIT Funds Requests ASB Funds Allocation Bus Quote Requirements Hotel Expectations "Practice" LFR How Do LFR Address Our Goal</p> <p>Training on the new interventions</p> <p>Monday 10/22 45 minutes Small LIT teams – Bell Schedule Gordon Report</p>

	more time for meetings? Process time for the trainings? Grading policies? Single focus?	
6:42 p.m.	Adjourn	Motion – Bofto Second – Schneider