

Leadership Team Agenda
 February 7, 2019
 Room 500B
 3:30 p.m. – 5:00 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance: Symonds, Gaytley, Adams, Janet, Hanchey, Fineis, Buzzell, PAshkowski, Giacomazzi, McCormick, White, Pulido, Bofto, Collins, Christensen, Mendoza, Feil, Roche, Harle, Busse, Ellwood, Jelsing, Anderson, Butler, Andrewjeski, Montgomery,	Snacks: Great spread once again provided by FCCLA (all hand made here at WHS).
10 minutes (information)	PBIS	Nothing new/specific that Ricardo needed to add to this. We will continue to share out at staff meetings as we have over the last 2 staff meetings.
5 minutes (information)	Operational/Building Issues	Scott Feil: The sky is falling. (*Business hallway only) Dan E. : Mentioned that custodial has worked hard on the snow removal (Dawn M agreed and was thankful). *Steve Roche: Asked if this was the area where he can bring up the overall use of bathroom passes & notes for students in class. He had a couple concerns regarding these two things from his LIT team. Also had one suggestion if they could have some kind of small, laminated card/sticker that can be quickly accessed for an emergency. Eric: We have our safety binder in each classroom... Steve: Something more concise and easy to access. Brian H: Asked if we could add some type of sticker to the back of our staff ID? Eric: Wanted to reiterate the note process. Student TA's have been instructed over and over that they will first bring the note directly to the teacher themselves. Those notes are ultimately up to the teacher and their discretion. Don C: Praised the fact that TAs have definitely been bringing in slips directly to him (Much agreement in that praise) Don asked also to send out a friendly reminder to staff to keep their TAs in their classroom and keep them busy. They often wander around and sometimes end up in Art department. Mary S. asked about how National Honor Society has a national program for allowing

		<p>students notice of their admittance to the club. She wants to make sure staff contact her if they would prefer to not have their classes interrupted about this.</p> <p>Eric also wanted to let everyone know that Dawn is selling the singing Valentine deliveries. He recognizes that this can be a disruption but it is also a very positive student event.</p> <p>Dawn ensured that if there were multiple students in the same class, they would try to hit our rooms once per period (trying hard to do it at the beginning or end). She will also send out her best attempt at a schedule of this. She's never done this before and knows it can be distracting but students have literally bought in as sales of this tripled today alone.</p> <p>Mary S.: Spoke to how certain interruptions don't bother her as long as they result in a positive response.</p> <p>Dawn spoke to how she is instructing students specifically on how to address this to staff as they enter the room. She wants these to be short and sweet, then move on. These are anonymous so students don't know who ordered it for them.</p> <p>Eric: Back to bathroom passes. Spoke to this at the staff meeting the other day...we really need staff to help with this. Please move your passes away from the door so that helps prevent kids from just walking out. Move the pass away from the easiest accessible place for kids. If you don't have hall-passes, please let the Dean's Den know.</p> <p>Shelly J: Added that sometimes she experiences students that are saying teachers give them a set amount of time (15 minutes...8 minutes...) she's not sure if we have a set time length. (Most comments were about 5 minutes is the max time).</p> <p>Brian H: He often checks in with students as he's walking the halls during his prep. Approach them and ask to see their pass. Brian has walked students back to class and at times staff didn't know the kid had even left.</p> <p>Dawn M: Has done the same thing. Went looking for a kid today and found a group of students all together in the bathroom before chasing them out.</p> <p>Penny: Wasn't mentioned recently, but she is seeing more and more students released early which is causing distractions to her own students.</p> <p>Eric: We can show you more and more video proof but we really need to have staff police this correctly on their own. They are ultimately responsible for keeping students in their class until the light comes on. We are also</p>
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		emphasizing this with subs. They are receiving stickers reminding subs not to let students leave class early.
2 minutes (information)	Update on Principal-Union monthly conversation	Nothing to report
15 minutes	Tier 1 Data Collection - Gaytley	<p>Eric asked for a motion to move Tier 1 to begin the meeting. 2nd by all.</p> <p>Alicen G: Presented regarding why they collected the Tier 1 data recently. Collected data can help provide Leadership Team with aggregate information to drive PD for next year. WICOR strategies were observed. 5 minutes were given to observe collected data as Leadership Team split up into groups. Groups had opportunity to add information via shared Google Doc from Alicen regarding what they observed from the data. Alicen led discussion about the observations as a whole.</p> <p>Eric asked if Alicen was interested in continuing to collect this data and perhaps add more categories (for example, to see data collected at different times throughout the period)?</p> <p>Alicen: Yes, ideally, it would be great to not just have “coaches” involved and to have more teachers involved. They did try to go through classes at a variety of times over the couple days of observations, as best they could.</p> <p>Molly B: The rationale for bringing it to the Leadership Team first, as we are a representation of the teachers as a whole and we can have more buy in from the the data we receive as a whole.</p> <p>*After Tier 1 team left, Eric asked for a few more minutes to talk:</p> <p>Wanting to know if there were many of us that would be interest in collecting more data from classrooms? This would only be data collection, not any type of formal observations. Not “judging” staff, just collecting data/information. Eric will send out an email to staff to see who is interested in being a part of this process.</p> <p>Dawn M: Added that at a previous school she was part of a process where teachers were required to do walk throughs of other teacher’s classrooms. The only issue she experienced was that often a teacher wouldn’t be able to observe a teacher in their own subject matter.</p> <p>Eric: This idea would be more driven toward observing and collecting data. It may not be something that directly is taken back to your classroom and apply it.</p> <p>Tara J. spoke to observing teachers in other subject areas in the past and that has been very</p>

		<p>beneficial.</p> <p>Mary S. Agreed with Tara's comments. It helps to observe other staff not only from a teacher's perspective but from a student's as well.</p>
15 minutes	Spring Conference Schedule - Anderson	<p>Eric presented the 3 options again.</p> <p>LIT team leaders spoke to feedback from a variety of their LIT/Dept members. Many different responses. There were some responses about a full day of work followed by 3-4 more hours to follow.</p> <p>Eric reminded us that next year's calendar addresses this problem.</p> <p>LIT Leaders continued with their member's feedback.</p> <p>Eric: Clear that option 1 is least popular which leaves 2 & 3 as potential options. Why not get feedback from LIT members after Monday's meeting to provide a vote from LIT Team members only.</p>
10 minutes	Extra day between semesters – Smith	<p>Mary S/Brian H: Brought this from Michelle Smith(wasn't able to attend today). A staff member asked if we could find a way to have an extra day between semesters for make-up and to make time for grades submitted.</p> <p>Eric: To be clear, we aren't talking about an additional day off? (No...we're talking about extending the day to submit grades. We didn't have as many this year)</p>
10 minutes	Leadership Team Meeting and Food - Higgins	<p>Due to current budget constraints, would it be a good idea to cut the food from these meetings to help? (General approval from those here).</p> <p>Dawn M: Asked about the Budget Meeting from last night after reading the Board Shorts and regarding the schedule.</p> <p>Eric A: From what he has been told, they are not making decisions about schedule. They are making decisions about staffing/programs. From there, we go based on the staff numbers.</p> <p>Dan E: So if we asked as many as 4 staff would we be able to keep the current schedule?</p> <p>Eric: Currently, yes I think we could. That isn't certain and there are several factors (where cuts are made, which departments) that go into making that decision. We will hopefully find out more next Tuesday.</p>

<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: Busse, Giacomazzi, Steve Roche Janet, Hedman, Jelsing, Feil, Christensen, Brandon HARLE, Dawn McCormick, Jackie Andrewjeski, Nikki Buzzell, Cesar Mendoza, Brian Higgins</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: \$11,705.96</p> <p>ADMATCH: \$16,684.80</p> <p>There might be a little bit more in admatch</p>
	Review feedback from 2/11 small LIT group conversations:	<p>(Moved to MARCH)</p> <p>Reviewed What will be covered in small LIT groups on Monday.</p>
5 minutes	Nikki Buzzell: Review of her visit to Tahoma High School	
5 minutes (action)	<ul style="list-style-type: none"> • Resource Center LFR <ul style="list-style-type: none"> ○ Book drop for when the resource room is closed <ul style="list-style-type: none"> ▪ \$1426 • Mariachi <ul style="list-style-type: none"> ○ Bus <ul style="list-style-type: none"> ▪ \$600 • Mariachi <ul style="list-style-type: none"> ○ Bus <ul style="list-style-type: none"> ▪ \$500 • Apple Leaf <ul style="list-style-type: none"> ○ Field Trip <ul style="list-style-type: none"> ▪ \$4015 • CTE <ul style="list-style-type: none"> ○ Water Fountains <ul style="list-style-type: none"> ▪ \$3200 	<p>Motion – Buzzell</p> <p>Second – Andrewjeski</p> <p>Proposed solution: There is flexibility in adjusting lunch schedules to make sure that students have access in times of need.</p> <p>How might this affect large group distribution of books? TAs or Teachers may need to learn how to check out or check in.</p> <p>Denied unanimously</p> <p>Motion – Bofto</p> <p>Second – Roche</p> <p>Approved Unanimously</p> <p>Motion – Bofto</p> <p>Second – Roche</p> <p>Approved Unanimously</p> <p>Motion – Roche</p> <p>Second – Mendoza</p> <p>8-1-0</p> <p>Motion – Symonds</p> <p>Second – Mendoza</p> <p>Set Aside until March Leadership Team Leading</p>
4:47 p.m. (proposed)	Adjourn	<p>Motion – Bofto</p> <p>Second – Pashkowski</p>
5:(actual)		