

Leadership Team Agenda  
 November 13, 2017  
 Room 500B  
 3:30 p.m. – 5:00 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance: Iniguez, Higgins, Hedman, H. Symonds, Janet, Hernandez, Pasion, Butler, Busse, Harle, Roche, Jobe, Pulido, McCormick, Feil, Mendoza, Christensen, Collins, Andrewski, Stansbery, White, Mahoney-Holland, Elwood, Jelsing	
1 minute	Minutes approval - October	Motion - Busse Second - McCormick
5 minutes (information)	Operational/Building Issues	Work orders that aren't getting done in MUSIC. Need lights in room 103. Also, tack strip.  Kiosk is working fine. Some kids are not showing up.  Science work orders sometimes aren't getting done.  Contact ADMIN if you need help with work orders.  Monday schedule with tech center... we lose 2 <sup>nd</sup> period kids every Monday. Can we rotate this time loss with tech center so these kids are missing less class?
2 minutes (information)	Update on Principal-Union monthly conversation	Eric meets with Jake St. John every month to talk about issues brought forward by teachers.
5 minutes (information)	Staff Concerns from Dept. Heads and LIT Team Members  <ul style="list-style-type: none"> <li>If we don't have to do this (testing) during the school day, we need to find another time to do it/Why is PSAT being offered in the school day and not on Saturday</li> </ul>	Eric Anderson was stuck on Snoqualmie pass and will respond to this agenda item through email.

	<ul style="list-style-type: none"> <li>• Can we schedule GLAD training for June, and pay teachers a stipend equivalent to what the cost of a sub would be. A lot of the teachers don't like being out of their classes in the Fall for 4 straight days.</li> <li>• Assembly Behavior</li> </ul>	<p><b>As we bring up concerns for agenda inclusion in the future, we are asking that staff also provide solutions or suggestions that may help solve these concerns.</b></p>
<p>5 minutes (information)</p>	<p>5-minute passing time on Mondays</p>	<p>Do we want to change from 5 minutes to 10 minutes? If we do, we would not end school until 3:05, we would lose 5 minutes from lunch, but all our classes would still have the same amount of instructional time.</p> <p>LIT Reps should check with their teams to get input and feedback this item</p> <p>Department Heads should check with their teams to get input and feedback on this item</p> <p>An option for this change has been attached to the email so staff can see what it would look like</p> <p>Idea that was brought up: Monday schedule, can we work with the Tech Center in regards to the students always missing part of 2nd period. Could the two facilities alternate the times so that every other Monday the Tech Center could start later so the students get to stay in class?</p> <p>Roche: No one in favor of changing  Stansbery: All in favor of staying the same  Busse: Most in favor in changing  Andrewjeski: Most indifferent (2 same, 1 change)  Jelsing: most said to change  Christensen: Could we start the school day earlier instead of ending later? Most were</p>

		<p>indifferent or against  Butler: Most people she talked to would like the change, but did not talk to everyone  Hannah Symonds: Will bus arrival time be unfair? Sports an issue?  Mary Symonds: 1 person responding with "Do not extend school day by 5."  Higgins: Indifferent or Against  Hernandez: Mondays are hard for students. Too much traffic. Hard choice between being on time or being late.  Pasion: Maybe We can get a daily reminder that it's only 5 minutes passing? Even an additional minute would be helpful. Maybe sacrifice some lunch time to extend passing time  McCormick: Fine with change  Collins: Indifferent, but hearing student testimony is pretty powerful</p>
<p>2-3 minutes (information)</p>	<p>Freshman F's</p>	<p>Bucholz:  57 9th grade students total with 1F or more.  Here is the breakdown of the 57 students:  1F - 30  2F - 14  3 or more F - 13</p> <p>Kuntz:  9th graders with 1 or more F</p> <p>10/13 - 84 kids  10/23 - 88 kids  10/28 - 81 kids  11/5 - 52 kids</p> <p>1 F alone was 58-64 each of those weeks, except 11/5 = 33 kids</p> <p>3F or worse kids are down to just 6 kids</p> <p>Christensen: Differences between the numbers are not equal data. Foreign Language department changed grading policies. SKYWARD DEFAULT GRADING is weird. We've seen some inconsistencies across the building in regards to grading  Stansbery: Science as well</p>

<p>10-15 minutes (information)</p>	<p>Leadership Team Pieces</p> <ul style="list-style-type: none"> <li>• Meeting minutes (<b>Action Item</b>)</li> <li>• Norms Review</li> </ul>	<p>We will be reviewing Leadership Team roles and duties in order to get some clarity on what we could/should be working on and towards.</p> <p>Proposed: One DH and one LIT Rep reviews the minutes at the end of each meeting in order to check accuracy. Acceptance of minutes will be decided at the end of each meeting so that OFFICAL Minutes are disseminated to staff. This policy should be reviewed every year in order to keep the expectation clear</p> <p>Symonds, M.: Can we send it out that evening, vote and then disseminate it to staff? Christensen: Can we do it at the beginning and google doc it? McCormick: We could all follow it on google docs. Symonds, M.: Post minutes for Leadership team to approve during the break between DH/LIT parts</p> <p>Motion: Feil Second: Symonds Passed Unanimously</p>
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	<ul style="list-style-type: none"> <li>• Roles</li> </ul> <p><b>Meeting Facilitator -Admin ( At this time, this role is filled by Eric Anderson)</b></p> <ul style="list-style-type: none"> <li>▪ Helps set agenda</li> <li>▪ Guides &amp; coaches-- Look for solutions</li> <li>▪ Brings Clarity to roles &amp; responsibilities</li> <li>▪ Provides structure for team</li> <li>▪ Creates positive creative</li> </ul>	<p>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 small LIT group (LIT Rep) or department (DH).</p>
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- environment for all
- Keeps meeting moving
- Votes in case of tie only
- Responsible for guiding the Department Heads on the work being done between meetings (research, prep, team contact, etc.)

**Co-Facilitator Non Admin** (At this time, this role is filled by Brian Higgins)

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- Helps set agenda
- Provides good clear communication
- Keeps team prepared for meeting
- Takes notes & minutes
- Summarizes the group's information
- Participates in decision making
- Notifies applicants of the status, state, or approval/dismissal of LIT Funds Requests
- Responsible for guiding the LIT Reps on the work being done between meetings (research, prep, team contact, etc.)

**Time Keeper** (Hannah Symonds has volunteered to fill this role)

- Keeps group on task
- Monitors meeting
- Participates in decision making

**Team Members** ( Team members are the

	<p>Department Heads and LIT Representatives, parent representatives, and student representatives)</p> <ul style="list-style-type: none"> <li>▪ Contribute</li> <li>▪ Come prepared</li> <li>▪ Participate at meetings</li> <li>▪ Completes assignments</li> <li>▪ Recommend solutions</li> <li>▪ Support group &amp; it's process</li> <li>▪ Keep focused to the task</li> <li>▪ Help implement decisions</li> <li>▪ <b>Seek feedback and input from stakeholders on action items.</b></li> <li>▪ <b>Provide clarity to groups and departments on information items</b></li> </ul>	
<p>10-15 minutes (action)</p>	<p>Leadership Team Duties/Goal</p> <ul style="list-style-type: none"> <li>• History of committee work <ul style="list-style-type: none"> <li>○ Breakout sessions at Monday meetings</li> </ul> </li> <li>• Staff/small LIT groups have shared needs that can be used as a focus</li> </ul> <p>What do we expect from the Leadership Team as department members, staff, parents, and students?</p>	<p>Iniguez: In order for a program to have buy-in, staff has to be involved in the created AND implementation. Not the first time we've heard this committee idea. A lot of the time, the same people are on the committees and burn out.</p> <p>Symonds, M.: Being on LIT, the idea is that we work hard for a positive building change. 100% behind this idea of building committees to solve staff concerns</p> <p>Elwood: Committees would not be an action committee</p> <p>Jelsing: Can we build that committee time into</p>

	<p>What types of things should staff go to LIT Reps with? What types of things should staff go to Department heads with?</p>	<p>the leadership team meeting agenda?</p> <p>Christensen: The only thing I heard back was some people in the building feel they're not being heard because they are not on that committee. Need to be very clear, communicating, NOT AN ACTION committee.</p> <p>Andrewjeski: I really want to open the committees up to staff that is not on the Leadership team.</p> <p>Elwood/Busse: Chair and some members should be on the committee before sending it out to staff for volunteers.</p> <p>Collins: I think we must honor people and their time. We're all busy, how are we honoring that time? Will there be a monetary piece to the non Leadership team staff?</p> <p>Busse: Could that be a LIT request? Not for DH/Reps but for the others.</p> <p>Motion: Butler</p> <p>Second: Busse</p> <p>Unanimously in support of the Leadership team beginning some committee work that will also be open to staff to join in on. The goal is to find concerns/needs communicated by staff and help support staff with regards to those concerns/needs.</p> <p><b>Still in discussion. Seeking feedback and input.</b></p> <p>Stansbery: We need to make norms on how LIT is communicating. Divvy up what comes from who <i>during</i> the Leadership team meeting.</p> <p>Symonds, M.: No time for deep discussion if we don't meet with small teams. Important stuff through departments because they meet</p>
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		<p>a lot.</p> <p>Elwood: Not concerned about how many times the concern is communicated, just that it gets communicated. Don't want to strangle any communication avenues.</p> <p>Stansbery: Are we doing a lot of building stuff during department when we could be using LIT time for that. Department should be department. LIT should be building.</p> <p>Roche: Can we set up google forms for specific feedback? Then all people have a chance to give feedback, not just the confident responders</p> <p>Busse: Loved getting prep questions</p>
<p>10 minutes <b>(action dependent on previous agenda item conversation)</b></p>	<ul style="list-style-type: none"> <li>• 9<sup>th</sup> grade intervention committee <ul style="list-style-type: none"> <li>○ Facilitated by Tara Janet</li> </ul> </li>   <li>• Mentor program committee <ul style="list-style-type: none"> <li>○ Facilitated by Molly Butler</li> </ul> </li>   <li>• Learning Improvement training 12/11 <ul style="list-style-type: none"> <li>○ Graham Stansbery will chair</li> <li>○ Training time will be focused on the proposal submitted by Marc Hernandez and Sebastian Pasion</li> </ul> </li> </ul>	<p>Looking for 5-8 members per team</p> <p>Leadership team will email the committee chairs. Committees with members from leadership will then be opened to general staff.</p> <p>Motion: Stansbery Second: Symonds, M Passed Unanimously</p>
<p>10 minutes (information)</p>	<p>LIT/Department Head conversation</p> <ul style="list-style-type: none"> <li>• Does the focus of the leadership team affect this?</li> </ul>	<p>Symonds, M: We need more voices now that committee work is a focus. Missing out on that voice is one thing, but it also keeps someone who is interested from being in a leadership position.</p> <p>Collins: The meeting time is shared so it feels like double dipping. This is a contract issue.</p> <p>McCormick: This is on the bargaining list. A proposal has been written.</p> <p>Janet: Is it difficult to get people to be on LIT? No one in my department wanted to be DH so</p>

		<p>that's why I'm department head.</p> <p>Mendoza: Pros and Cons? If we don't have people who want in, or we have someone who isn't fully committed, will it be more damaging than constructive.</p>
<p>10 minutes <b>(action)</b></p>	<p>LIT Monday 11/20 – 45 minutes</p> <p>Department MTT Drafts: please take these to your dept. meeting and let us know if they need to be modified.</p> <p>LIT Monday 12/11 – 45 minutes</p>	<p>Proposed: Follow up to marking the text and Small LIT groups</p> <ul style="list-style-type: none"> <li>• Marking the text: what do we think? Does anyone need help implementing? Anyone already using and seeing some success?</li> </ul> <p>Proposed: ASB President Marc Hernandez and VP Sebastian Pasion have a request and idea for this time. They'd like 20 minutes to talk to staff about things ASB is doing in a way that streamlines the communication and makes it effective. Face-to-face rather than email. They are limited, mostly, because staff doesn't really know what ASB is doing. Believes we still need to integrate the diversity we have at this school because it feels like there is more separation than integration. Ideas already: President's council...using the most successful clubs and club presidents to create a plan for integration schoolwide. If staff is aware of the work we are doing, they may feel more inclined to make announcements, encourage students, etc. Use the time to share the ASB purpose and things they are doing to achieve it, as well as get staff help to make it more effective.</p> <p>Butler: Incredibly admirable</p> <p>Hernandez: We'd need staff help.</p> <p>Proposed: Training session on reading IEPs.</p> <p>McCormick: Not just a buy-in issue. There's time issues too.</p> <p>Symonds, M: Rep time during 2<sup>nd</sup> period can result in lost instruction time. Can that meeting time be moved to abtter time.</p>

DEPARTMENT HEADS RELEASED – 5 MINUTE STRETCH		
<p>15 minutes <b>(action?)</b></p>	<p>Can we create and disseminate a consistent set of guidelines for accepting LIT funds requests?</p> <ul style="list-style-type: none"> <li>• Has not been updated (except for the bus quote requirement) since 10/13/08</li> </ul>	<p>Roche: Creating a set of rules excludes some things. Reasoning needs to be very clear. No-list should be very small.</p> <p>Stansbery: Looking at the history, past practice isn't necessarily what we've said past practice is. Guidelines could be very powerful. Should we ask "Are you using the money effectively? Have you sought other funds?"</p> <p>Andrewjeski: Guidelines should be read and submitted (?) before the request</p> <p>Symonds. M.: We should review them every year with small lit teams</p> <p>Symonds, H: Teachers need to be told explicitly that the funds are available.</p>
<p>15 minutes <b>(action)</b></p>	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> <li>• LFR – Lasater <ul style="list-style-type: none"> <li>○ Field trip to CWU Physiology lab, sub, transportation <ul style="list-style-type: none"> <li>▪ \$535</li> </ul> </li> </ul> </li> <li>• LFR – Macdonald, Elwyn, Wilson <ul style="list-style-type: none"> <li>○ Subs while at WSCSS conference <ul style="list-style-type: none"> <li>▪ \$465</li> </ul> </li> </ul> </li> <li>• LFR – McLean, Rosenfield, Butler, Nee, Smith <ul style="list-style-type: none"> <li>○ Guest speaker, Poet Miles Hodges <ul style="list-style-type: none"> <li>▪ \$1000</li> </ul> </li> </ul> </li> <li>• LFR – Murie <ul style="list-style-type: none"> <li>○ Snacks for students during long assessments <ul style="list-style-type: none"> <li>▪ \$250</li> </ul> </li> </ul> </li> <li>• LFR – AVID Teachers <ul style="list-style-type: none"> <li>○ Transportation to</li> </ul> </li> </ul>	<p>Motion – Symonds, M Second – Roche Approved 12-0-1</p> <p>Motion – Stansbery Second - Roche Approved 12-0-1</p> <p>Motion – Symonds, M: Second – Andrewjeski Approved 12-01</p> <p>Motion – Stansbery Second – Mahoney-Holland Are snacks during testing allowed? Is this for a specific test? What is the population? Is this enough money? Where has this money come from before? Is there sustainable funding for this? Is this just for make-up testing? Has Gearup been asked? Amended: Contingent on her seeking out other sources first Approved 12-0-1</p> <p>Motion – Roche</p>

	<p>Squilchuck State Park for AVID family college night event</p> <ul style="list-style-type: none"> <li>▪ \$313.60</li> </ul>	<p>Second - Mahoney 10-1-1</p>
	Minutes approval - November	<p>Motion: Symonds, M. Second: McCormick</p>
<p>5:26 p.m. (proposed)</p> <p>5:44 p.m.  (actual)</p>	Adjourn	<p>Motion – Busse Second – Roche</p>