

Leadership Team Agenda  
 August 23, 2017  
 Room 500B  
 3:30 p.m. – 5:00 p.m.

Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance: McCormick, D; White, W; Butler, M; Hedman, P; Symonds, M; Symonds, H; Jelsing, S; Roche, S; Busse, T; Feil, S; Collind, D; Andrewjeski, J; HARle, B; Stansbery, G; Pulido; Mahoney-Holland, Swardz, B; Janet, T; Elwood; Christensen, C;	Chicken salad cups, chips, soda and water were appreciated by all. Napkins and plastic-ware were also provided. I chose the Cheetos due to their orange-cheesy dust shell. I was not disappointed.
	Minutes approval - June	Motion - Stansbery Second - Butler
	Safe Schools Training  (Emergency addition to agenda)	Usually staff is allowed a ½ day for working on the training but this year admin felt the need to use all the time in the principals' days.  We need to trade that time to either Oct 13 or December 1 <sup>st</sup> . Both days are Fridays, so one of those days would be ½ day training plus ½ day Safe Schools training and the other would be full day training.  Consensus was to decide on this at the next meeting.
	Operational/Building Issues	Tables and chairs from June's LIT requests have been ordered. They'll be here and assembled but it's a longer process. If anyone is in a rush to have those in their classrooms sooner, and wants to have a table/chair assembling party, contact Eric.  HVAC issues? They are working on it as I type this sentence.  Mr. Elwood's clock is missing.
	Teacher Lunch Availability	Admin would like teachers to be available, in their classrooms, to help students during the 15 minutes of passing time <b>at the end of lunch</b> .  Club meetings are ok being held during lunch and that passing time if teachers have posted that they will be unavailable during that time.  Entire campus will be open during that time.

		<p>Food will be allowed in halls. Trashcans will be put out.</p> <p>Pizza /Breakfast station will now be at library intersection where Mariachi sells popcorn.</p> <p>Salad and wraps will be sold across the hall from Art department.</p> <p>Lines in kitchen will more streamlined.</p> <p>Students leaving campus will still use the main entrance only. Adults will be positioned at all other exits to funnel students back to the main entrance if they want to leave. Student IDs are now Horizontal or vertical depending on their class.</p> <p>Some staff asked if Department meetings during Lunch time was ok. That's up to the teachers in those departments since we are given 30 uninterrupted minutes of lunch time by the contract.</p> <p>*Eric is not good at drawing maps.</p>
	Staff Meetings During Lunch	<p>Possibility of having staff meetings during lunch time came up. Eric is going to follow up on that.</p>
	A/B Rotation Calendar	<p>The entire year is scheduled out.</p> <p>If there is ever a need to add days to the year, the days added will be the next in sequence rather than shifting the entire schedule. If there are pitfalls that come up, those will be used to help improve the next year's schedule.</p> <p>Assembly schedule for the entire year is being worked on. At the beginning of the year, all pep assemblies are going to be pushed into lunch, thereby affecting instruction time by 7 - 8 minutes or less. This is total instruction time from the day, not per class.</p> <p>MLK, Vet's day assemblies, will be scheduled so that if one is on an A-day, the next will be on a B-day.</p> <p>Teachers at assemblies during lunch came up. Supervision is still being worked out.</p> <p>Consensus supported the calendar. Color copies will be on the website and should be sent out to staff soon? (might only be in email at this time rather than color copies)</p>

	<p>Parent-Teacher Conference Week Schedule</p>	<p>Since the format of the calendar is different, conferences necessitate some change.</p> <p>Eric threw out this idea: 18 hours of the three days we need to be available to parents. Would staff like to adjust Wednesday and Thursday so we can leave early on Friday?</p> <p>Example:  Wednesday 2pm – 8pm  Thursday 10am – 1pm, 2pm – 7pm  Friday 8am – Noon</p> <p>Eric will throw some examples together for staff to provide feedback on.</p> <p>Leadership team will vote on this next meeting, allowing for input from stakeholders.</p>
	<p>Open House</p>	<p>September 12 is Open House.</p> <p>Teachers need to wear their name tags. Parents’ feedback was they didn’t know who to approach.</p> <p>Things will be spread out more throughout the building.</p> <p>Message being sent to parents is this is a meet-and-greet scenario and if they want to talk in-depth they should email you.</p> <p>Teachers should feel like they can ask the parents to email them because they have lots of parents to meet during this event. This may help stop teachers getting cornered.</p> <p>Departments and teachers can use tools to expedite parents (sign up sheets for appointments or email, etc.)</p>
	<p>District Leadership Training</p>	<p>Date is 8/28, 1pm-3pm</p>
	<p>Leadership Team Meeting Date Change</p>	<p>Eric would like the 9/11 meeting moved to 9/7 because Teacher of the Year banquet is the same evening and he will be attending to support Mr. Magnus (GOOD LUCK!!!!!!)</p> <p>Motion: Symonds, M.  Second: McCormick  Passed</p>
	<p>Online Tutoring Service</p>	<p>24/7 comprehensive, vetted, online tutoring service. The school is purchasing a set number of hours so that it can be used as a support for students. Charged by the minute so there’s no extreme minimum of use for cost.</p> <p>There will be a system to funnel students to this</p>

		<p>so that it being used responsibly by students.</p> <p>Math already has an online, live tutoring service, which may help decrease the cost/use of this service for math support.</p> <p>This a coaching service, not an answer service.</p>
	<p>Data –</p> <ul style="list-style-type: none"> <li>• Post Secondary Enrollment</li> <li>• Post Secondary Remediation</li> <li>• 9<sup>th</sup> grade Failure Rate</li> <li>• 2<sup>nd</sup> Semester F data</li> </ul>	<p>There was a lot of data.</p> <p>OSPI Website lets you grab this data and break it down by a lot of different factors</p> <p>9<sup>th</sup> grade failure rate is not good College remediation rate is not good Sending students on to college - WHS is doing good. (in comparison to state average)</p> <p>This data is being looked at across the district.</p> <p>Coming back to this conversation in October</p> <p>Eric will send a link to the site to all staff.</p>
	Leadership Team Meeting Dates	<p>We are meeting on the second Tuesday of each month at 3:30pm to 5:30pm, except in the following cases.</p> <p>9/11 moved to 9/7 6/11 moved to 6/4</p>
	<b>LIT Business</b>	
	Co-facilitator election	<p>Brian Higgins will remain as Co-facilitator. There was a motion and second and it was unanimous.</p>
	LIT goals – Data Review	<p>We talked in the Spring about maintaining our focus on failures.</p> <p>With the data we saw today, we are on the right track. We did reduce F's, but only by a low percentage.</p> <p>If we do decide to continue with this goal we will write it up at the next meeting.</p> <p>We need to see more data about the absenteeism and its connection to the F-rate. More data showing all the factors on why these students fail would be helpful.</p> <p>Now that we're going into block schedule we need to focus on writing/reading schoolwide. The schools we cited/visited did that to make their schedules work and if we don't do it, students are going to suffer. The Eng department will be unable to carry that load alone. We will use an upcoming LIT training day to teach the staff how to do this.</p>

	Small LIT Groups	Same as last year with new teachers replacing the teachers who have moved on to better or newer places.
	Review Parameters for funds requests <ul style="list-style-type: none"> <li>New bus/charter bus policy</li> </ul>	<p>Lit Funds Requests requesting charter buses need to provide the quote from the bus barn for using a yellow bus instead and justification for why a charter bus is needed instead of a yellow bus. This can be done through Travel Tracker. While this may seem like a great deal of work, once a person has used/requested TRT training on the travel tracker, it has been found to be pretty intuitive. The LIT Funds Request will have the following added by Todd Busse: Lit Funds Requests requesting charter buses need to provide the quote from the bus barn for using a yellow bus, and justification for why a charter bus is needed instead of a yellow bus.</p> <p>We have  \$28,000 class mix funds (renewed yearly)  \$12,000 admatch funds (once gone, it's gone)</p> <p>Offtopic conversation about a program called Breaking Down the Walls. WHS has done it before. Maybe we will do it in the future.</p>
	<p>LIT Notes from previous meeting</p> <p>Preplan 2017/18 LIT time out so we know what the focus is and can be more intentional</p>	<p><del>Need time for groups to meet in the fall at least hear concerns and needs, then use those to inform the trainings LIT provides</del></p> <p><del>Looking at different ways to increase communication and connection within LIT groups.</del></p> <p><del>Need to meet more consistently to reduce confusion across the staff.</del></p> <p><del>There is a lot of training time in the schedule next Fall, so do we really need to do trainings during Fall LIT time?</del></p> <p><del>September 18 and October 23 LIT time will be trainings on contacting parents and keeping that conversation positive and effective.</del></p> <p><del>November 20 will be the first of quarterly pbis data conversations</del></p> <p><del>Some discussion on the building giving time to teachers for contacting parents.</del></p> <p><del>We should send contact home like the</del></p>

		<p><del>elementary and middle schools do to be sure that phone numbers are correct.</del></p> <p><del>Will White requested that any roleplaying done during these trainings be done with single rod hand puppets.</del></p> <p><del>December 11 for LIT groups.</del></p> <p>MOVED TO SEPTEMBER</p>
	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> <li>• LFR - Joyce Block <ul style="list-style-type: none"> <li>○ Charter bus and substitute teacher for Marine Biology field trip <ul style="list-style-type: none"> <li>▪ \$1580</li> </ul> </li> </ul> </li>   <li>• LFR – Cloke <ul style="list-style-type: none"> <li>○ Films and posters for Film as Literature course <ul style="list-style-type: none"> <li>▪ \$500</li> </ul> </li> </ul> </li>   <li>• LFR – Mariachi <ul style="list-style-type: none"> <li>○ Washington DC field trip <ul style="list-style-type: none"> <li>▪ \$2000</li> </ul> </li> </ul> </li>   <li>• LFR – Moser/Bucholz <ul style="list-style-type: none"> <li>○ Online Tutoring Service <ul style="list-style-type: none"> <li>▪ \$5000</li> </ul> </li> </ul> </li>   <li>• LFR – Garretson <ul style="list-style-type: none"> <li>○ Fire Ecology field trip <ul style="list-style-type: none"> <li>▪ \$780</li> </ul> </li> </ul> </li> </ul>	<p>Motion - Busse Second – Symonds, M. <b>Set Aside</b> until September Some discussion on whether yellow buses were indeed cheaper, necessitating a yellow bus quote.</p> <p>Motion - Stansbery Second – Andrewjeski Discussion: Should LIT be buying posters? Are posters necessary or can they be retrieved in other ways through technology? Amended: LIT will pay for movies. <b>Passed 9-0</b></p> <p>Motion - Busse Second – Symonds, M. Passed unanimously.</p> <p>Motion – Higgins Second – Mahoney-Holland <b>Set Aside until October</b></p> <p>Motion – Symonds, M. Second – Busse <b>Passed unanimously</b></p>

5:50p.m.	Adjourn	Motion – Higgins Second – Symond, M.