

Leadership Team Agenda
 October 21, 2019
 Room 500B
 3:30 p.m. – 5:55 p.m.



Time	Agenda Items	Notes
3:30 p.m.	<p>Snacks</p> <p>Attendance</p>	<p>There are no snacks, there are no meals to give our bellies filled-up feels. There is no budget item line for fancy steaks or fancy wine, which would be inappropriate at school, even at hours late like those we stay behind to meet. No cheeses here that smell like feet. So when you run for building LIT be sure to bring your dinner with.</p> <p>McLean, Hedman, Giacomazzi, Buzzell, Busse, Devereaux, HARle, McPhetridge, Anderson, Higgins, Jobe, Cloke, Wilson, Dacey, Weller, Collins, Berryman, Janet, Andrewjeski, White, McCormick, Schneider, Feil, Ellwood</p> <p>Meeting called to order at 3:30 pm.</p>
5 Minutes	Operational/Building Issues	<p>*Eric: Issues with wifi. Was explained that it has to do with “WiFi Mapping” that can create overlap and trouble with connectivity. They(Dave Yancey’s crew) are working to fix this issue. The newness of the network has created new issues. *Dan E: Printers? Work order for Tech. Looking to re-route through our new phones. *Dawn M: Has this WiFi mapping issue been what is adding to the attendance scanner issues as well? Eric: Yes.</p> <p>Eric: Gutters on the portables (Todd B said that has been completed) Ceiling Tiles: Custodial has been working on it. Tables/old desks outside (Trying to get it before winter) Locksmith? Maintenance can help with it. Roof Vent? Yes, been dealt with.</p> <p>Penny H: Heat in my room? Eric: HVAC is an issue based on the age of the building.</p>

		<p>Brandon H: Rear entrance by English dept with the plywood covering the former grate? (Eric will look into it)</p> <p>Don C: Can you address the new fencing going in around the building?</p> <p>Eric: Most of the materials you see is fencing around the transportation area (tennis court area to keep perimeter secure. The next convo is fencing between the areas between the Greenhouse and CTE. We need to have a fence to help secure the portables area for student safety. The ultimate goal is to create a scenario where all traffic is funnelled through Athletics.</p> <p>Chris C / Dan E: Asked about gates for evacuation/fire drills in that portable area. Yes, they will have that.</p> <p>Eric: The majority of this work is not scheduled to be completed until next summer. Some of the work is still in the bidding process to be completed next summer.</p> <p>Holly M: Trish wanted to share that less than 50% less books are being checked out. She's been unable to work with staff for database work. Also wanted to share that less time with Brenda in the Resource Center has created logistical issues.</p> <p>Eric: There has been a hire (career center) to help with Debbie's role. This position will be covering lunch in the library and to help "cross-train"</p> <p>Hannah: Brought up by a staff member that they are disgusted by the condition of the halls (also gym area) after lunch. Food and trash left out. Tammy G also shared that she's dealt with more behavior issues this year during lunch up in the English area.</p> <p>Koni M: There is continued issues on the carpeted area by the double doors near Foreign Language as well during lunch.</p> <p>Nikki B: We've had a work order that has been over a year for a fix in the sound system for the wrestling room.</p>
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		<p>Todd B: On the window of his portable that had the non-seal is now fogging up. Shows that it is not sealing and the weather will only be getting more damp.</p>
<p>2 Minutes</p>	<p>Update on Principal-Union monthly conversation</p>	<p>*Met with Jake, no contract discussion however there were some points that were spoken of that are included on this agenda.</p>
<p>35 Minutes</p>	<p>Data Matrix and Comparative data</p> <p>What questions should we be trying to answer?</p>	<p>Elbow partners shared the data and discussed items. Eric asked about</p> <p>Brandon H: Chronic absenteeism increased? Eric: We feel that number is more accurate as to prior years as students were defaulted prior to last year as “present” while they are now defaulted to “absent” in the system. Feel it is more reflective to the correct attendance.</p> <p>Emily W: For in school suspension (ISS) the numbers went down...curious as to if it went down due to attendance no longer being allowed for suspensions? Eric: No, that law is only new this year. What we think it is was the engagement with students in the SEL room. We are interested to see what that will look like this year with our current effort with the push-in model.</p> <p>Brian H: It looks like we are having more students taking AP classes but less people taking the AP test. Holly M: Isn't that because Gear-Up didn't pay for AP tests for the seniors last year? Brandon H: Last year's senior class and this year's had Gear-Up? Eric A: No, just this year's juniors and seniors. Also, we got a grant to pay for all College in the Classroom next year. Will W: Right but I had a student get told by Gear-Up that she couldn't get her College in the Classroom paid for. Is that info coming out soon? Eric A: Yeah as soon as we know. <i>Multiple people noted that the AP deadline is this Friday, set by CollegeBoard.</i></p> <p>Chris C: Noted that there was a sharp drop in students taking AP tests as well as number of tests taken.</p>

		<p>Holly M: Noted that state test scores dropped drastically in 2018 but are slowly working their way up in 2019.</p> <p>Tammy G: Also more students are getting A's.</p> <p>Will W: Didn't the data/test change in 2018?</p> <p>Eric A: Yes, they changed the data that we got it from.</p> <p>Brian H: More participation in sports. But not sure how to feel about counseling referrals.</p> <p>Eric A: Remember this was with the introduction of the SEL room. Also it's tough because our counselors can't do all of this with students <i>and</i> do all of their other clerical-type work they need to do.</p> <p>Will W: It's how we track it. Anxiety and stress are increasing, but it's more a matter of being better about tracking.</p> <p>Brandon H: Did the screener produce anything? Forty-something referrals?</p> <p>Eric A: Out of 530 that were presents, 223 took the screener, and ~40 were referred that day to talk to someone.</p> <p>Eric A: Job shadows decreased. Tammy Fendley was sort of pulled away from job shadows last year but we're working with Jeremy [Wheatley?] to work on doing more of that again.</p> <p>Eric A: Question for us, is there an area of focus we want to talk about throughout the year? Anything we really want to go over? Admin is focusing on EL progress.</p> <p>Chris C: On the data that's color coded, on median earnings, I noticed we're high on median earnings with Bachelors and Associates. Schools usually reflect the community, does anybody have an clue as to why that is?</p> <p>Eric A: I'm not sure that there's a specific reason. Our data is different from Eastmont but the reflection varies.</p> <p>Michelle: Is the color coded thirds reflecting the state or just schools similar to us?</p> <p>Eric A: Just referring to schools similar to us.</p> <p>Chris C.: Is the data that we will be using to assess the effectiveness of the block schedule?</p>
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		<p>Eric A.: This is the data that we have. If we are going to evaluate it using data this the data that we've been tracking</p> <p>Dan E.: So the leadership team put this list of items together for tracking</p> <p>Holly M.: Is there a timeline we are supposed to be looking at?</p> <p>Eric A.: We can have a conversation around this data whenever we want. It is difficult to correlate directly, holistically, that this is schedule or not schedule.</p> <p>Chris C.: Are we collecting anecdotal or qualitative data?</p> <p>Brian H.: We have the Janet Gordon survey data from a couple years ago</p> <p>Eric A.: We have not collected survey data recently.</p> <p>Chris C.: If we're going to use this determine effectiveness of one schedule over the other we should probably try to also determine how classes have changed in the schedule.</p> <p>Nikki B. This helps to explain the why.</p> <p>Holly M.: I think you can get data that compares grades in courses from one schedule to the next. I can definitely see how some of my students could do better in a class every day for an entire year.</p> <p>Dawn M.: I can see how that is a fair question because I've also had to change my classes a lot. Did you make changes in order for your class to be successful in the A/B schedule?</p> <p>Eric: Won't everybody say that they changed their course to fit the schedule.</p> <p>Chris: In a semester class (previous schedule) I expanded my content (current schedule) but in the year long courses we've all had to reduce. So that course is not the same as it is now. Somehow, can that be included in the discussion? Maybe it's just a list of courses that were expanded and a list of course that were collapsed?</p> <p>Eric: We can certainly provide that list.</p>
20 minutes	Review staff calendar	Clarification...does everyone have access to the STaff calendar?

		<p>Variety of responses...Koni said she had to specifically go to Tanya Dacey to be added.</p> <p>Eric asked if there should be Remind's sent out for meetings for all meetings? So far he's only sent out Remind messages for all-staff... Todd B: It would be good for those Remind's for all meetings. Eric A: [Clarified how communication works] Vann B: You clarifying helped a ton. I was unsure what to do if we <i>didn't</i> get a text. Eric A: Right and that's partially in the departments and focusing on the fact that we're professionals and can read emails and follow calendars.</p> <p>Tammy G: Could we get an A/B calendar added to the staff calendar? Dawn M: Yes please. Vann B: Didn't we just talk about over-communicating and overdoing it? Eric A: Well this is just adding another calendar that can be toggled on and off.</p>
<p>20 minutes</p>	<p>What information should we use to collect action team feedback</p> <ul style="list-style-type: none"> • Google Survey <ul style="list-style-type: none"> ○ What questions 	<p>Brian H: What questions do we want to ask to gauge the effectiveness of action teams? Eric A: Do we want to talk about that now or electronically do it? Brian H: I'd like to have us do it here before we bring it to the whole staff. Dawn M: Well we have some well established action teams and some "new kids on the block" teams. Holly M: This is for down the road though right? Eric A: Yes. Dawn M: Well this came from "pay time" groups being able to work together. Eric A: Well this all came about from no timesheets. But we have these new action teams like attendance that are actively addressing problems. Vann B: And these groups are generated from staff discussion on Principal Days about what issues they want solved. Brian H: "Leveraging the silence," we can have people just throw questions on the Google Doc so that we can add all questions. So let's do it. <i>Silence was leveraged</i> Eric A: Vann and I are going to go over the questions and develop a draft.</p>

		<p>Brian H: As well as anyone else who wants to participate.</p> <p>Brainstorm list:</p> <p>has your team experienced positive results</p> <p>Is your team addressing the issues you expected it to?</p> <p>Does your action team have the resources it needs to accomplish its goals?</p> <p>Does everyone on your action team have an equal voice?</p> <p>Is this year's action team time more productive than last year's LIT time? Why?</p> <p>Does your action team have an end goal as well as steps to achieve the goal?</p> <p>How much additional time has your action team taken from your daily tasks?</p> <p>What action team are you on?</p> <p>What are the measures your action team has established for determining its success this year?</p> <p>How effective has your team been at communicating their progress with the rest of the staff?</p> <p>How do you know your action team is successful in its efforts thus far?</p> <p>Do you feel like time spent on your action team is productive and benefits the staff/students?</p> <p>Has your team established action steps?</p> <p>What has your action team achieved so far?</p> <p>Do you feel the time spent on your action team is valuable?</p> <p>Do you feel like your action team is working on an important issue?</p> <p>Are you on an already established action team or a new action team?</p> <p>Who is showing up to your meetings?</p> <p>What role do you play in your action team?</p> <p>Do you feel your team can make an effective difference at this school?</p> <p>Do you think your team can complete your task within the designated Action Team time, or would it require time outside of the meeting time?</p> <p>Did you feel forced to choose a team - such as choosing the best topic, just because it was required?</p> <p>Do you feel you've been an active member of your action team?</p> <p>Do you feel your action team remained focused on a specific issue/problem/concern at WHS?</p> <p>Do you feel that your Action Team is a valuable use of your time?</p>
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		<p>Does your action team have a goal? Do you feel you are accomplishing it?</p> <p>Chris C.: Will we be able to disaggregate the data by team?</p>
20 minutes	Plan Time for January's Action Team Ideas	<p>Eric A: In January, action teams are going to come back together and communicate with each other on effectiveness, as well as to see if anyone needs more support (financially or otherwise). But how do we do this</p> <p>Vann B: Can we have them meet with a LIT member? Because otherwise there will be very little time for each team.</p> <p>Dan E: Could we split the time?</p> <p>Brian H: Well we could split established teams from brand new teams.</p> <p>Holly M: Right our established teams might not need as much support.</p> <p>Brian H: Find a way to push a team that <i>does</i> need support to another meeting where they can be focused on.</p> <p>Chris C: Do all teams need face to face presence here?</p> <p>Eric A: It's really anybody who wants to.</p> <p>Chris C: Can they send in a document if needed instead of face to face?</p> <p>We could do that.</p> <p>Dan E: If it's an ongoing thing could we hear from three groups per LIT meeting? Doing it all at once would be stressful.</p> <p>Eric A: Right that's what we're trying to figure out. Let's see how many groups actually want to present in January?</p> <p>Hannah: This is during our Action Team time or during LIT?</p> <p>Eric A: No this is in our LIT meeting.</p>
5 minutes	Career Expo	<p>Eric A: Jeremy sent out an email today. On the 5th of November, juniors go for two periods in the AM. If you have juniors in those first two periods then you go on the bus with them. Same with freshman in the afternoon (I think)?</p>
15 minutes	Cell phone refresh – What's the next step	<p>Eric A: Staff has gotten complacent with not seeing it in the classroom so we've eased off of the conversation. Behavior is creeping up where teachers are telling students to put it away when they shouldn't have it at all. I recommend with a quick conversation about where the cell phone belongs. Extra emphasis on putting phone in pouch or lock box about keeping their phone in the classroom while they're at lunch.</p>

		<p>Nikki B: I've been putting in referrals but nobody has come for a push-in. Eric A: Let me talk to Molly and go from there. Nikki B: It's supposed to be on a different system for our department. Eric A: Yes let's talk to Molly and address it. Tanya D: Can you do a hangout? Nikki B: Yes but I have no service.</p> <p>Koni M: Scenario. During a teacher's worktime in Core Success, a student asks if they can have their phone to look at other assignments to get help. Tammy G: Have them email themselves on Google Drive Todd B: I do the same thing in my class. Eric A: We have plenty of access [to carts, etc.]. They should be able to grab a computer from nearby and use it. Holly M: I have a student who broke her glasses so she uses her phone to enlarge the notes. Brian H: These are exceptions and I definitely understand, but there is research that students don't interact as well with pictures.</p>
10 minutes	Fall Conferences information	<p>Eric: If there are parents you want to see, call home and invite them. We are going to spend a little time to have staff write a handwritten note to a parent that we can mail home. We need grades updated. Handing info to parents (progress report) can be very powerful.</p> <p>Academic menu will be available for teachers and parents as well. It will outline all the different interventions students may partake in. Also, if you know you are not going to be at conferences for a period of time, you need to email out ALL of your parents that you will be unavailable at those times. Putting up the list is not enough because parents are showing after making time to meet with teachers and then they arrive to realize they won't have access to some teachers.</p>
<p style="text-align: center;">DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: Tara Janet, Scott Feil, Todd Busse, Dawn McCormick, Tammy Giacomazzi, Koni McLean, Don Collins Holly McPhetridge, Hannah Schneider, Emily Wilson, Chris Cloke, Jackie Andrewjeski, Brian Higgins</p>		

2 minutes	LIT Funds Review (up to date as of 10/01/19)	LIT funds: \$26,263.00 ADMATCH: \$16,000.00 LIT Time Surplus: 50 minutes
10 Minutes	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> • Art Teachers <ul style="list-style-type: none"> ○ \$1387 <ul style="list-style-type: none"> ▪ Bus and subs for field trip • Apple Leaf <ul style="list-style-type: none"> ○ \$1766 <ul style="list-style-type: none"> ▪ Bus, registration and sub for field trip. • Nelson <ul style="list-style-type: none"> ○ \$294.90 <ul style="list-style-type: none"> ▪ Test dividers • Carlson <ul style="list-style-type: none"> ○ \$750 <ul style="list-style-type: none"> ▪ Educator's Workshop 	<p>Motion Giacomazzi Second – Dacey Approved 11-0</p> <p>Motion – Dacey Second – Berryman Approved 10-0-1 Discussion ensued on how LIT reps vote on behalf of their teams and should not feel the need to abstain just because it is their personal request</p> <p>Motion – Berryman Second – Schneider Approved 11-0-0</p> <p>Motion – Cloke Second – Buzzell Denied 0-11-0</p>
11 minutes	Create Prompts for December 18 LIT team meeting	Jackie and Brian will work on the prompts for December LIT time.
10 minutes	Adding Maintenance Prohibition to LFR Guidelines - Buzzell	<p>LIT funds will not be used for building maintenance issues. LIT funds will not be used for out of state travel for staff professional development.</p> <p>Note: Update tech person for guidelines</p>
6:15 p.m. (proposed) 5:55p.m.	Adjourn LIT time surplus: 20 minutes (proposed)	Motion – Berryman Second – Dacey