

Leadership Team Agenda
 November 18, 2019
 Room 500B
 3:30 p.m. – 5:55 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance	McCormick, Harle, Devereaux, Headley, Feil, Montgomery, Busse, Ellwood, McPhetridge, Janet, McLean, White, Anderson, Higgins
5 Minutes	Operational/Building Issues	<p>Updated staff calendar with A and B days</p> <p>Grate near ELA exit still needs replaced</p> <p>Practice room B needs more lighting (music hallway)</p> <p>FCCLA classes are blowing their circuits a lot. Ron is aware of it.</p> <p>We need to get some more lighting replaced in the CTE wing. When they took every other bulb out years ago they left the entire building with little light. Eric has this issue on his agenda for a meeting with the cabinet tomorrow.</p> <p>Half day next Wednesday will use last year's schedule. Eric will send that out</p> <p>Kids having lunch in ELA hallways is getting to be too disruptive. Can the kids be corralled out to the main hallway? There is also an issue with kids eating lunch in the science hallway. Being rowdy, blocking the halls and making messes.</p> <p>Resource Center is only open 2 days a week and that is hard. Eric reports that they are working on training another</p>

		<p>person to help open it up more. For now kids can be sent to the library and there is someone there who can take them up to the resource area to get books checked out.</p>
2 Minutes	Update on Principal-Union monthly conversation	<p>Questions around some split classes (2 subject areas taught at the same time in the same class like Spanish 2 and Spanish 4) and why it works out that way.</p>
10 minutes	Progress Reports and Report Cards	<p>A member of a department was wondering why we were asked to print out progress reports for conferences if they are also mailed home?</p> <p>Progress reports have not been mailed home in 4 years. This year, reports were sent out to students with Ds or Fs in classes. This included a percentage breakdown and number of days missed as well as academic resources and missing assignments. This was mailed out last week. But the mass mailing of progress reports has been stopped due to cost.</p> <p>The idea of progress reports at conferences came from parents because they like to have the ability to make notes during conferences and have a reference material for a conversation with their kids.</p> <p>How many of our parents have access to Skyward? Or, how many access Skyward? They all have access but how many have signed up for it?</p> <p>Super helpful for parents with multiple kids at the school.</p>
35 Minutes	Professional Commitments	<p>Reiterated with staff the need to meet their professional responsibilities. This includes arriving to meetings on time.</p>

		<p>Eric's goal is not to micro manage but he feels the need is there to hold people responsible as individuals. Building reps have been consulted and showed support for the idea that staff do need to meet their professional commitments.</p> <p>First step is a one-on-one conversation when Eric will seek what the individual needs as a support to help out. Further individual accountability is the next step from now on.</p> <p>If last minute issues come up, it is IMPORTANT that you contact your evaluator ASAP.</p> <p>DHs are not being asked to have those one-on-one conversations. It is not their responsibility to address this as DH. As professional colleagues, that's up to them. But ADMIN will begin to have those conversations. If DHs have consistent resistance from department members about on time attendance and they need help, ask admin for some support. Also, start your meetings on time.</p> <p>Admin is doing a lot to keep the communication piece going, but else can they do to support staff? Let your evaluator know.</p> <p>What is the expectation for part time or split employees? There is a primary school for those individuals. Also, we need to clarify that for single site, part time individuals. Eric will ask HR for that one but he feels like they will tell him to decide based on what is reasonable.</p> <p>Other professional commitments we need consistent support from all staff on include</p>
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10 minutes	<p>Morning Announcements</p>	<p>Wanted to follow up with all staff. ASB students are reporting teachers failing to show the video announcements. The goal of doing video announcements was to reduce the amount of time dedicated to announcements. If staff would rather go back to announcements every day, let us know. If there is another method someone suggests, let us know.</p> <p>Tuesdays seems to be the day, so please be showing them. PE can't show but does hang announcement notices. Sometimes the sound quality is hit and miss and often results in some teachers feeling less need to show.</p> <p>Subs have chromebooks now, and email addresses, so please ask them to do that in your sub notes. If they run into technical issues, they can contact the office to get help.</p> <p>Teachers do report much better time usage with video announcements rather than daily announcements.</p>
35 minutes	<p>Upcoming Scheduling Dates – Important dates</p> <p>Dec. 2nd - Grade level/Dept. course offerings Scheduling Sheets put in Dept. Heads boxes.</p> <p>Dec. 9th - New course proposals due</p> <p>Dec. 19th - Edited Grade level/Dept. course offerings Scheduling Sheets Due to Ricardo</p> <p>Jan. 10th - 2nd Smstr. Scheduling adjustment window announcement begins for current year.</p>	<p>Calendar for course scheduling</p> <p>Can teachers add courses that are no longer in the course catalog. Yes! It is a living document. The descriptions for courses that were once in the course catalog are saved so we can add them back in. Warning for departments: The more courses you offer the more diluted the student pool will be, and the less students choice into those classes, the less chance the courses will be run.</p>

	<p>Jan. 13th - 2nd Smstr. Scheduling adjustment window beings</p> <p>Jan. 17th - 2nd Smstr. Scheduling adjustment window ends</p> <p><u>2020-2021 Scheduling</u> Feb. 4th - March 20th: Grades 10 - 12 Scheduling request windows</p> <p>April 6th - Dept. Heads are provided numbers to build a draft schedule to be proposed to administration</p> <p>April 13 - 15 Dept. Head meets with evaluator to finalize dept. drafts to be proposed to administration</p> <p>April 16-17 Administration finalizes Master Schedule</p> <p>May TBD - Student self scheduling windows and finalizing of student schedules.</p>	<p>We want to have a completed catalog sent/available to parents and students a week or two before Feb 4.</p> <p>March 4, 5, 6, counselors will reach out to the middle schools</p> <p>Some classes aren't being offered to incoming freshmen. Can we fix that?</p> <p>Like last year, students will not just have the class they registered for in their class offerings for when they schedule. They will also be able to access other classes beyond those initially asked for.</p> <p>Can teachers have access to numbers as the class fills? There were some classes filling up last year that ended up with only 5 or so kids in them. Counseling could set up a fake account for teachers to use to check the numbers, AS LONG AS TEACHRS DON'T USE IT TO SIGN UP FOR CLASSES. Lots of finger pointing and conspiracy theories here. Should this be for all teachers or DHs only? Not super sure what level access we can give so some looking into it will be done.</p>
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<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: Approved with one objection. Notes revised and approved.</p>		
	3448	<p>LIT funds: \$26,263.00*</p> <p>ADMATCH: \$16,000.00*</p> <p>Total funds: \$38, 815</p> <p>LIT Time Surplus: 20 minutes</p> <p>*No longer up to date</p>
	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> • Hildorfer <ul style="list-style-type: none"> ○ DNA Extraction, amplification, electrophoresis and analysis project and 	<p>Motion Wilson Second Schneider Passed Unanimously</p>

	<p>filed trip transportation</p> <ul style="list-style-type: none"> ▪ \$371.05 <ul style="list-style-type: none"> • Ouellette <ul style="list-style-type: none"> ○ Subscriptions to Action Magazine for adaptive art class <ul style="list-style-type: none"> ▪ \$335.95 	<p>Motion Wilson Second Schneider Passed Unanimously</p>
<p>4:57 p.m. (proposed) 4:35 p.m. (actual)</p>		