

Leadership Team Agenda
 August 10, 2019
 Room 500B
 3:30 p.m. – 5:30 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance	McPhetridge, McLean, Buzzell, White, Wilson, Giacomazzi, McCormick, Dacey, Feil, Janet, Montgomery, Collins, Schneider, Busse, Harle, Anderson, Higgins, Berryman, Hedman, Andrejeski, Ellwood
5 minutes	New LIT Reps Process for final LIT Rep position Co Facilitator Election	<p>Nominations for LIT Co-Facilitator: MANY nominations for Brian Higgins. Vote taken, unanimously selected to continue.</p> <p>Vann Berryman and Emily Wilson are new LIT Reps. Still one spot open. Brian Higgins and Jake St. John will have planned to fill that position at the end of September.</p> <p>Nominations for LIT reps will be sought in the middle of September. If any staff wants to know more about being a LIT rep, please seek out a current LIT rep: Tammy Giacomazzi, Nikki Buzzell, Hannah Schneider, Brian Higgins, and Jackie Andrewjeski.</p>
2 Minutes	WENEA Announcement	<p>LIT Reps and DHs should be sure to contact their building rep about the info shared in the WENEA meeting.</p> <p>WenEA meeting at 3.45 today, we will miss, but someone is taking notes and that will be sent to us. No action items, just information. Was noted that it is a bargaining year.</p>
5 Minutes	Operational/Building Issues	<p>No water in the building for 30-40 minutes on Friday August 23. This may have an effect on sports practices if the teams do not have any access to water.</p> <p>Dead Mouse found in a room. Janitors on Watch.</p>
2 Minutes	Update on Principal-Union monthly conversation	Has not occurred as of yet, will meet with Jake St. John to get that structured.

20 Minutes	<p>LIT Reps and Department Heads</p> <ul style="list-style-type: none"> • Structure of the Leadership Team review (?) • Review of meeting times and commitment to attendance for the entirety of meetings • Parent and Student voices at Department Head meetings 	<p>*Brian led discussion that touched on prior discussion about changes in Leadership meeting agenda (3rd Mon of the month change as to allow for union reps to also potentially serve on Leadership Team)</p> <p>August (Wednesday, 21st at 3:30 pm) -</p> <p>October (Monday, 21st at 3:30pm) -</p> <p>Jan (Tuesday, 14th at 3:30) -</p> <p>March (Monday, 16 at 3:30) -</p> <p>May (Monday, 18th at 3:30) (2 hours per meeting = 10 hours)</p> <p>Department Heads will meet monthly (listed on staff calendar), Brian will attend to only take notes so all department heads can better participate.</p> <p>First Fri of Sept will have first LIT Funds Request due. Brian will send that out to staff who will have that to you.</p> <p>Eric: Wanted to make sure we know that LIT items like prior field trips can be discussed via email vote or Google Forms if needed as the meetings may not meet in time for requests.</p> <p>Tammy G: Does Gear Up have money available?</p> <p>Brian H: Will ask them when we have requests to see if they can contribute.</p> <p>Brian H: Asked Dept Heads to continue to send him agenda items. Preferably at least a week in advance of the next meeting.</p> <p>Eric A: Concurred, we'd like to have the agenda to the team as early as possible so all can read through and digest the items for better preparation.</p>
30 minutes	<p>Data Review</p> <ul style="list-style-type: none"> • Broad overview of the data • How do we want to break up the data for future meetings? 	<p>Brian: Last year staff asked for comparative data on some of our Matrix. We also had questions about student success in the valley or tech schools?</p> <p>Eric: We don't have access to some of that info.</p> <p>Brian: SBAC? Accuplacer?</p>

		<p>Eric: SBAC is on the data matrix, can't get accuplacer.</p> <p>Brian: Having data matrix gives the staff something to look at for problems of practice. Will we have time on the 16th to look at this?</p> <p>Eric: No that is all action team time. It was LIT time that we dedicated to action teams. You'll notice there is one in June that we left as LIT teams; we didn't move it so that we can actually meet once.</p> <p>Holly: The one that got sent out just says LIT.</p> <p>Vann: We should let the staff know that it's in the handbook.</p> <p>Eric: I will email that out. It's easier to email as a link because it's always updated. (Tara double checks that it will be emailed out; confirmed)</p> <p>???: Why not just have these be our new LIT teams if we're only going to meet once.</p> <p>Eric/Brian: Because a) it would reduce the options that leadership team has for the action teams, and b) it's two very different systems that need to be balanced.</p> <p>Eric: Yeah it'd be ideal if one of us was on each action team; we'd have even representation.</p> <p>Vann: Can we not just bite the bullet and do that?</p> <p>Brian: Yeah, I'd vote against it because some groups need to meet that happen to have a lot of LIT members on the team (AVID, etc) and that needs to remain effective.</p> <p>Eric: They need someone to go to to facilitate.</p> <p>Vann: Can we establish that so that each action team leader has a LIT member to report to?</p> <p>Brian: Yeah each staff member overall will have a LIT member to report to regardless of action team.</p>
<p>15 -30 minutes</p>	<p>Review and Finalize Brainstorm Questions for Staff</p>	<p>Eric: The brainstorming we did today with questions (about 194 questions/statements from about 12 different areas) that we all have access to. We didn't really see a way to narrow it down. Suggested maybe a small team can help narrow that down? (Eric listed off a series of potential topics). The idea of creating these teams were to create topics that staff was interested in being a part of working on.</p>

		<p>Eric asked for a small group of 3-5 members to help narrow down these topics...(Nikki, Brian, Tammy, Vann agreed to meet with Eric on Monday to help tighten down the topics)</p> <p>Will be done on Monday with Eric.</p> <p>Cori: Some people around me asked about whether this is required as they are already busy coaching teams or running clubs. Eric: Yes, because this is already contracted time. They will not be sacrificing any additional time or taking time away from what they already use on their teams and clubs. Brian: Will AVID, etc. be using this time to meet? Eric: Yes, if that comes up as something that needs to be discussed in groups. For example, we've had an AP team in the past and a lot of these questions are about AP so maybe they'll be addressing more than just administering AP tests and focus more on some of these staff concerns. Koni: When will we have a list of action committees that we can bring to the staff? Eric: Hopefully we can handle that Monday and then bring that to staff before the first action plan day of September 16th. We don't have a ton of time to make that happen so that's why we're going to be moving pretty fast on that. ???: It'd be nice to have a leader on that. Eric: Right that'd be ideal. We can handle that case by case.</p> <p>Eric: I do want to clarify: the LID calendar that is on the staff handbook is different than the district one because ours is modified because of these action teams. Staff needs to be looking at the WHS handbook. Staff can look in the Google Calendar and staff can reference that there. Vann: Yeah the one on the website is the district one as far as I know. Eric: Right so use the one on google calendar. The reason I say all of that is that the action team is going to dive into some of that data. Everything and anything we have is shared out, and our action teams can look at all of that.</p>
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DEPARTMENT HEADS RELEASED

Minutes Approval:

2 minutes	LIT Funds Review	LIT funds: ?????? ADMATCH: ????? We will have the funds balance soon. LIT Time Surplus: 0 minutes
15 Minutes	Lit Funds Requests Process	There were no Funds Requests at this time
	<p>Schedule LIT Mondays for for 1st semester</p> <ul style="list-style-type: none">AVID site team has offered to do trainings with the staff. They have a variety of 15-90 minute long training modules that cover a wide variety of areas that include strategies in the classroom, classroom culture, parent and community relationship building and more.	<p>Brian: Do we want to have a day at the end of the first semester to meet with our LIT teams and ask how the action teams are meeting? ALL: Yes. Brian: When? December 15th? Or January 15th? Emily: December would be good because it's before Christmas break and it'll be fresh. Eric: Gives a little urgency, only three meetings before that. Brian: LIT reps with LIT teams will talk about experience on LIT teams and action teams, as well as what other feedback people have that wants to go back to the leadership. Don't want to lose the progress we've made of people being heard. Emily: Need to be able to hear people's feedback from group to group. Jackie: Able to re-energize other groups by sharing successes.</p> <p>Emily: Maybe give people a chance to switch groups? Eric: Only concern is that people will be getting after their own group when others are able to see that. Emily: If in action team, they might not be as honest. Eric: Right so how do we say that; don't want to make a negative dynamic. Brian: Make it so we're checking in with our LIT teams, find out problem solving solutions. Eric: Can we do that in an individual email back to the LIT rep, not as a reply all. Constructive feedback, doesn't pit people against each other.</p>

		<p>Jackie: The feedback sounds like it should be more important than the off-chance that someone takes it personally.</p> <p>Eric: That can be facilitated via these emails.</p> <p>Tammy: Maybe do it structured with questions, perhaps a google form?</p> <p>Emily: Right our main form of communication would be via email in LIT teams. That can be on us.</p> <p>Eric: Let's create it here, send it to your folks, then get data back.</p> <p>Brian: Into October agenda?</p> <p>All: Yes</p> <p>Hannah: Need to be checking in in person, not just email. That face to face is really important, if just to recap/summarize.</p> <p>Brian: Agrees, December is the time for it.</p> <p>Eric: Yes, let's modify though. Shrinking time will be ineffective. Let's take one department meeting and give it to LIT.</p> <p>Brian: Right but staff already wanted to give LIT time in this way.</p> <p>Eric: We're not taking LIT time, we're giving <i>more</i> LIT time. We're adding more department time this year than we've had in awhile. We want to take <i>one</i> of those to give to LIT time.</p> <p>Brian: Let's do December, don't really need a department meeting for December.</p> <p>Eric: Gives chance to meet with LIT teams in December, then report to LIT in January.</p> <p>Vann: Who is the action team feedback for?</p> <p>Brian: Probably us. Is the time being used, is it effective? Then for staff to see the whole group and see experiences of other teachers, see how experiences compared to others.</p> <p>Eric: Could we then have-</p> <p>Brian: Have action teams report to LIT?</p> <p>Eric: Exactly.</p> <p>Brian: How much time do they need?</p> <p>Eric: Let's decide in October.</p> <p>Jackie: That department time being given to LIT, will that be all for these google surveys?</p> <p>Brian: I mean it might come up but we need to facilitate that.</p> <p>Eric: It's been helpful in that past to have specific questions that can be given to LIT leaders and see how they go. In October we need to figure out what those prompts are going to be.</p>
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Proposed 4:40 p.m. Actual 5:30 p.m. LIT Time Surplus 50 minutes.	Adjourn	Motion – Buzzell Second – Berryman