

Leadership Team Agenda October 4, 2022 Room 401 3:45 – 5:45 p.m.



- 1) We agree to respect and support all leadership team decisions made, accurately communicate those decisions to stakeholders, and honor any requests for confidentiality.
- 2) We agree to respect others' time by beginning and ending meetings on time, staying on task, following the meeting agenda, and committing to completing assigned tasks.
- 3) Maintain and practice our PRIDE expectations.

WHS Building Goal: In response to the 2019 data, on-time graduation and 9th grade on-track rates will increase through the use of high-impact opportunities to respond (OTR) strategies by the end of 2023-2024 school year. Specifically, our ELL students will achieve growth of 10% in on-time graduation rate and 15% growth for 9th grade on-track

Time	Agenda Items	Notes
3:45 p.m. 5 min.	Attendance Review Norms	Eric called the meeting to order on time to honor our norms. Unanimous thumbs up in agreement to these norms along with sharing the WHS Building Goal added to the top of the notes for all to be aware of.
10 min.	Operational/Building Issues Phone policy Attendance Staff Feedback Leadership Team Concerns* Check the document for responses to your concerns.	<p>Leadership Team concerns were a bit lengthy, Admin had a chance to reply to those.</p> <p>*Cell Phone policy reminder...today admin noticed a distinctive up-tick in cell phones in the hallways. Asked us to remain consistent and vigilant in maintain the “not having it on them.”</p> <p>*One concern that was brought up in Leadership Concern was how paras address the policy when a classroom teacher isn’t following the policy. Eric asked us again to follow the policy as an entire staff. The only way we can make this work is if we are all in this together to continue our consistency. Eric clarified that chromebooks can be used for most things teachers are currently allowing phones for (calculators, translate, Google Earth, etc.). Dan E praised the interaction he’s had with students/staff as he’s checked in with students regarding work-site learning-- students often have to retrieve their phones from backpacks.. His interactions have been positive about that.</p> <p>Steve Priest shared that the gray area they encounter in Art is when students need to take a photo of their projects to be uploaded. He doesn’t give a green light for phone use, it’s only for a specific time and purpose. Eric agreed that specific exceptions like this are fine.</p> <p>Cori shared her thoughts about how she’s seen an uptick in use, more challenge.</p> <p>Tara H shared she’s been in the hallway more and she could use her entire prep period taking phones from students if she wanted to. That’s something we need to be more diligent with students about...verify that your student has kept their phone in their backpack. Tammy Giacomazzi shared she uses “Show me your phone in your backpack” before you leave/before you’re given the hall pass.</p> <p>Attendance: Eric shared that if a student shows up and doesn’t scan in, have them scan in. If they say they don’t have their ID...ask them how they were able to get in the building. If they show up with one of the green/red cards (due to new ID’s running out...new order arrived today).</p> <p>Holly M: What about the Bus ID as an alternative...they don’t scan in. Eric: That’s where you’d want to call for a push in.</p> <p>Carrie C: Asked about the scanned ID on their phones or via the skyward app?</p>

		<p>Eric: Yes, they can scan in with their phone/skyward app but they cannot get into the building without a physical ID. Asking us to be vigilant about scanning in.</p> <p>Dawn: Shared that there are definitely students leaving out the music wing during 3rd/4th period that are not music students. They seem to know they aren't being monitored.</p> <p>Eric: We are trying to remind students that leaving WHS is through the main entrance only. We can't cover all</p> <p>Tammy: Shared the comment that was added to the Leadership Team concern about staff not having input on decisions. The agenda (with links) is shared out to all staff a week before, and the staff is responsible for viewing those notes and discussing those topics with their Dept Head and/or LIT Team leader.</p>
15 min.	<p>Learning Walk Data Learning walk data</p> <ul style="list-style-type: none"> • Wed Morning Trainings 	<p>Eric: Shared how we want to use the data to compare from last year. Learning Targets, Entry Tasks, Exit tickets are all up in use. Collaborative Structures Observed, up from last year... Whole Group OTR's up Intentionally Soliciting a response up just slightly...</p> <p>Bottom line...good! Great start and we want to continue to use this data to build our instruction.</p> <p>The question now is how we can use our LIT/LID meetings for the year, which is limited and not much time. The thought process (not a decision, just something to think about/consider)...what if we cut back on dept meetings and instead do a "mini-training" around these, once a month. Like 20 min type training to offer staff ways to provide training.</p> <p>Emily W & Holly M: Both shared that there's not always enough on an agenda to drive 2 dept meetings a month.</p> <p>Eric shared that's the feedback he's had from most departments...he wanted to reiterate that these mini-meetings are to be about 20 mins. Cori shared that if we do these, let's be intentional with the trainings and have them be something we can actually take with us and use...not Brian Higgins shared it would be great to have these being shared by staff inside the building that are doing these in their classrooms. Eric asked Dept Heads to solicit feedback from their department on this...also LIT can include it in discussion.</p>
5 min.	Update on Principal-Union monthly conversation	<p>Lots of conversation around AC. Eric is getting heated about this, but he invites us all to vent. Anyone is free to text, yell, scream, phonecall, telegraph, email him regarding HVAC issues...he's literally calling M&O daily about this.</p> <p>Emily asked about "preventative issues" that can be worked on before the heat in the spring comes back and this issue gets repeated again. Eric-Bill and our board are investigating ways they can get grant funding for this issue. (Tara gave a shout out to Bill showing up a couple times in science to see/hear the issues)</p>
10 min.	Freshmen Screener	<p>Stephanie Stuber (not able to be here) but wanted to remind that all frosh will watch a video, first period, where we have community resources ready and available. It is the same format as it has been. It is October 20 (we will go over a review the day before at a staff meeting)</p> <p>If you have a mixed class of different grades, admin/counseling would ask you have a 10-12 minute entry task for the other students to be working on while the 9th graders do this on their chromebook.</p>

		Be aware that some 9th graders may be pulled from class to meet with counselors throughout that day.
5 min.	SMART PASS implementation update	<p>*We are very close. The smart pass folks will be here on Monday. We have that morning set up for staff instruction. They will have demos for us and a trainer will be doing a virtual tutorial for 20 min or so then we will have time. Eric shared we will have a couple classes pilot this for a week to see obstacles that come up.</p> <p>The week of the 10th, we will front load the release with parent communication, shared out with students ...we anticipate that it will be a bumpy roll out. We know we will be monitoring and adapting as we go. Eric has spoken to Ron Brown about wifi coverage outside. The one question we don't have an answer for is the track. That's still being looked at.</p> <p>Cori asked about subs knowing the system or trained to use it? Eric: We will have a one-pager that shares the process. The subs will not have to do more than what is already expected. Students will show them their chromebook to check out. Danielle M: Is this an app on an iPad we need? Eric: There is an app but you don't need it. It will be on each student's Chromebook. Elizabeth: What about those students that don't come with a Chromebook Mary S: I don't have my students have their Chromebook out as they tend to use it for games. Is there anything we are doing to prevent that. Emily W: Shared the steps on how to use Securly. (Eric-We will be receiving a training on Securly on Monday) Emily also shared that students have found a way to download Minecraft via Google Drive and play via that way (including with other students) and if you, attempt to block that tab, you block Google Drive.</p>
15 min.	LID Calendar Discussion:	<p>Recreated the high school LID calendar... some times have shifted around. This will be listed in the WHS Staff Links (BUT THIS WILL NOT BE ON OUR WSD SITE. Please use the WHS Staff Link and it will also be on our Google Staff Calendar)</p> <p>We don't have trainings listed past Dec 12... Eric asked if there are any early requests for trainings in March/April/May???</p> <p>Tammy brought up the March 13 would be shifted to "Conference Prep" for the 45 minutes? Unanimous thumbs-up but we will vote in LIT for that.</p>
10 min.	Finalize Fall conferences	<p>Eric checked with HR to confirm that we do have a half-day on Wednesday with the expectation that PM is release for SafeSchools completion.</p> <p>Monday: 8AM-3:30 Arena Tuesday: Noon-7:30pm Arena Wednesday: 8:30-Noon Zoom/Phonecalls (You are free to invite parents in on this day if you want, but expectations is Zoom/Phonecalls only)</p>
5 min.	Student Household Income Survey	<p>Please turn these in if you haven't yet. We need to get those forms in.</p> <p>Mary S: Can we have these at the front doors for those at Parent conferences? (Eric, yep... good idea for that).</p>
10 min.	Show for dough Oct. 14	<p>Sarah Wall sent out email about agenda. Math morning is PLC time, afternoon PLC time for everyone else.</p> <p>Eric shared a question that came up about "How do we know if our PLC teams are showing up?" It is a "show for dough" day and that's your choice...but would it be better for planning/communicating with teams if we shared a form for that? Eric repeated, there is no expectation for you being here, but it helps us with planning for needs/team meetings.</p> <p>*Please see Sarah's email for the agenda.</p> <p>Carrie C: A question came from her LIT, wanted to clarify that PLC time will be used to build the work of their teams...not a different agenda? Eric clarified that yes, there is some district expectations of using what you were given in the earlier training but that is not the expectation for the entire time for your PLC.</p>

		<p>Steve P: Asked about how Music, Art, PE is also listed on the K-12 training for this time...</p> <p>Eric checked and it looks like there will be some vertical alignment with your job-alike teams during that time.</p>
10 min.	Student voice	<p>Question came up about how students used to be a part of this group, but that hasn't happened for a long time. Thoughts about having those students come, be at the beginning of the meeting where they can share info, participate.</p> <p>Brian H: We have many students that would be willing to do this and have enough prep prior to the meeting (From co-facilitator or Admin) to better understand the topics to be a part of that conversations.</p> <p>Dani SC: Echoed what Brian H shared but reiterated that she doesn't see this as something that needs to be ASB. They have their voices heard around school and we can have other voices heard here (like ASB already share out to the School Board).</p> <p>Holly M: Liked the idea of students from groups AVID, Mentors, etc. . .</p> <p>Eric shared that ASB Rep meeting collected some interesting data that was brought up.</p> <p>Jenaia: How did you get students here before? (ASB Pres/VP)</p> <p>Mary S: Asked about parent representatives? Is that still a thing? Also would like to offer an opportunity from Honor Society a chance to be here for volunteer work. Or even students in leadership positions of other clubs/sports/activities be available to do this.</p> <p>Jenaia: Without speaking for her AVID kids, she wanted to remind us that our students, to be accurately represented based on our population, it would be good to have a broader perspective.</p> <p>Eric: Prefer to have it open to any 11th & 12th graders. We will work on that process of finding students to be a part of this.</p> <p>As for parents, we have had a cycle over the years where we have parents that are interested... then often they lose interest once their particular issue has been addressed... then we no longer see that parent/and or they lose interest.</p> <p>Dani SC: Shared out that from the Student Rep Council meeting, it was reported back about 32% of students aren't having staff share the morning announcements.</p> <p>Mary S: Her PA is very quiet (other staff having the same issue). Lots of convo regarding PA volume level, issues... Eric shared the tech guys are aware and are working on it.</p>
<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: D McCormick, Tara Hanson, Elizabeth McGregor, Kelly Sims Holly McPhetridge, Scott Feil, Danielle Meadows, Dani Schafer-Cloke, Carrie Christensen, Emily Wilson , Steve Priest, Cori O'Brien, Dan Ellwood, Tammy Giacomazzi, Jenaia Johnson</p>		
1 minute	LIT Funds Review	<p>Class Mix: \$26,614</p> <p>AdMatch: \$20,482</p> <p>Sunshine Fund: \$20.18</p>
10 min.	Sunshine fund	<p>New CFO, some dialogue with him that Eric will continue to pursue. Used to be "Staff Fund" and it was changed to "Sunshine Fund" to prevent confusion</p> <p>Carrie C asked about is it a private/public funds issue?</p> <p>Eric is trying to get an answer to that. There's been back and forth communication and he's still working on it.</p>

4 minutes	LID Calendar vote	<p>With feedback from our March LIT date, we need a vote on that.</p> <p>Tammy G asked for clarification on the Dec 12 “OTR” training.</p> <p>Tammy G motioned - Dani SC 2nd No Discussion...motion voted and unanimously approved to set our March LIT date aside for spring conference prep and Dec 12 for OTR training.</p>
5 minutes	<p>Lit Funds Requests Guidelines</p> <p>Funds Request Form</p> <p>Schafer-Cloke Conference Transportation</p> <p>Meadows/McLean Kahoot/Quizlet</p> <p>Moore Field Trip</p> <p>Devereaux Die cuts</p>	<p>\$325.10 Motion: Mary S. (withdrew motion due to clarification) Jenaia J made a motion for BOTH of Dani-SC’s Second: Lindsey H. Further discussion...none. Pass unanimously</p> <p>\$647.94 (+tax?) Motion: Second: Discussion on the floor about asking other departments about what their needs/use of these licenses could be? Eric wanted to share out a form with staff to see what they are using so we could potentially offer more staff, for a better rate, these online tools. Eric is going to meet with Ron to discuss options. Lindsay reminded us that Gimkit staff subscription ends Oct 14.. Eric shared he would meet with Kendra to make sure there’s a patch to carry that subscription over for now to make sure that staff who use Gimkit can keep using it.</p> <p>\$2,300.00 Motion: Dani SC Second: Mary S Discussion, none. Vote to approve is passed unanimously.</p> <p>\$1,489.59 Motion: Mary S Second: Lindsey H Discussion: Jenaia asked if it would be cheaper to look into the price of a Cricket machine that could replace this option for more widespread use? Mary shared that the die-cuts are more durable than the Cricket machine and more widely used? Eric/Brandon: What is the volume of the current diecast being used? Mary S: Shared how one of her TA is using it tomorrow but she’s not certain of the volume. Eric shared this is about the third time we’ve had a request for this and does the volume of use justify the cost? Jenaia shared more info that a Cricket can offer. Dani SC shared how much ASB uses this for its projects. Mary S: With regards to Cricket cutter, Hannah Schneider has one, that can create tshirts, mug designs...it’s really a cool tool that the school could use. Carrie C: Asked about the additional request for rollers that need to be replaced? Maybe we should ask Tricia to amend this to include this? Lindsey H: Asked if there would be training for this as she’s not aware of what it is or how to use it?</p>

	<p>Forster/Deal Waste Audit</p> <p>Schafer Cloke transportation</p>	<p>Tammy G: She would like to get more info about where the request is coming from...is it driven by teacher need, or just a request for different sized letters?</p> <p>Dani SC moved to amend the request to pay for the roller now, up to \$150 (so we can potentially get more info about purchasing the die-cuts) Mary seconds. Motion passes to amend.</p> <p>Motion on the floor to vote to approve up to \$150 for the roller replacements. Passed unanimously. *Tammy will communicate with Tricia.</p> <p>\$340.00</p> <p>Motion: Mary S Second: Carrie C Discussion: We'd love for them to come tell us the results of this. Motion to approved is passed unanimously.</p> <p>\$694.35</p> <p>Motion: *See first request as this was coupled together. Second:</p>
0 minutes	Staff Fund Requests	
5:45 p.m. (proposed) 5:43 p.m.	Adjourn (5:43pm...2 min early)	Motion – Dani Second – Lindsay

LIT Small Group Notes

[Andrewjeski / Englund](#)

[Christensen](#)

[Giacomazzi](#)

[Harle](#)

[Hilldorfer](#)

[Johnson](#)

Schafer-Cloke

[Schneider](#)