

Leadership Team Minutes November 2, 2021 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.

Time	Agenda Items	Notes
3:45p.m. 5 min.	Attendance Review Norms (Donna)	Eric Anderson - offsite meeting. (Donna Moser running the meeting) Sarah W, Sarah B, Steve P, Chris C, Koni M, Holly M, Vann B, Lindsay H, Ricardo I, Emily W, Elizabeth M, Penny H, Daniel D, Scott F, Hannah, S, Cori M, Nikki A, Dawn M, Will W, Tammy G, Brandon H., Dan E. Donna called meeting to order 3:49pm, reviewed norms. Provided a thanks for helping keep things positive in terms of our expectations.
10 min.	Operational/Building Issues Leadership Team Concerns * Check the document for responses to your concerns. Holiday Party- November 18th-	* Donna provided input that Admin Team met to do their best to answer the questions on the document. If there are still questions, please follow up on those. *Some of the items to be discussed later in the meeting. * Donna provided info that we are offering a Holiday Party on Nov 18 after school hours. It was discussed to do this a bit earlier before the business of the holidays consumes staff with their own family plans. We will also hope to create a "holiday breakfast" on a Monday Morning schedule
5 Minutes	Update on Principal-Union monthly conversation	*No current update at this point.
5 Minutes	9th grade screener	*A big thank you for the support around this 9th Grade Screener. 372 (out of 535) filled out the screener. 91 students came down students came down to the counseling office. Those 91 students were identified as a raised concern and were contacted by staff. Of those 91 assessed, 6 were promoted to a "crisis meeting" for immediate intervention with our community resources. Not enough thank you's for the ability to connect with these students. The last time we did this screener there were less than 25 students willing to come down to counseling to share more personal info. * Dawn M: Does immediate safety regard suicide? - Donna: Yes. * Dawn M: When social workers (asked to see Bob) are busy, what is the protocol? Donna: First, call for a push in. We want to make sure a student gets to their safe space. We shouldn't try to take our students to Bob/Sarah as they may be busy. Always go with the push in first. If this is NOT an emergency, you feel you can speak to student, fill out a " Student Concern Form " as they go to the proper responder. When in doubt, go with the Push In...do NOT send them out on their own looking for Bob/Sarah. Tammy G: Didn't have issues with the 9th graders doing the screeners but she had several trickle in late, then a little more late. Wanted to see if there was a way those students could be funneled to a different site, then rejoin class. Holly M: Maybe do this at the end of the period? Donna: We only have limited time with the community resources, so we need to get those done as quickly as possible. Donna: We have also been in discussion to perhaps add this screener to the Sophomore Class...still in early discussion. TBD

15 Minutes	<p>Instructional Focus - Ricardo</p> <ul style="list-style-type: none"> ☰ WHS Learning Walk Data (Octob... ☰ WHS Learning Walk Data Month... 	<p>Ricardo shared out the most recent Learning Walk data (via shared documents) Please view the data for breakdown.</p> <p>Holly M: Asked what NHY meant (Not High Yielding response) More intentional data provided for this most recent data. Wanted breakdown to be more informative.</p> <p>Ricardo led us through what felt like a "cult-like" clapping experience. No "Kool-Aid" provided.</p> <p>Ricardo wanted to also touch on any misunderstandings on "overload." If a staff member goes into overload at any given month, for instance, day 3 of November...administration contractually has 10 days to rectify overload. If on the 11th day, then the teacher has the opportunity to submit overload pay forms.</p> <p>Emily W: To confirm, on the 11th day is that then retroactive?</p> <p>*Ricardo Yes...you are able to retroactively receive the money you deserve for that situation.</p> <p>Steve Priest: That form happens monthly? Ricardo: Yes, if you have that happen, please keep track and submit the form for pay.</p> <p>Ricardo/Donna: Submit that to Kellie VonBeck and you can find the form on our Staff Link Documents. Chris Cloke reiterated that Ricardo had previously sent out a good email explaining the process in detail</p> <p>Donna, who was late, recognized Ricardo went off the agenda.</p>
5 Minutes	Hall pass form	<p>Donna: One of the concerns on the Leadership Team Concerns has to do with hall pass use. We don't have a good way to keep track of that.</p> <p>Donna asked us to pass this out to staff for ideas. We often use our relationships we build with students to help us determine Hall Pass use. We, as an Admin Team, had an idea of if we were able to create a form for students (not staff) to fill out before they requested to use a hall pass from staff. This would potentially put some additional burden on staff, but it would allow admin to monitor which students are abusing hall pass privileges</p> <p>Emily: A couple years ago, we used to have our students scan in and out for hall pass use. Can we do that?</p> <p>Donna M: That data is really clunky and we don't have the ability to differentiate the data. A form would allow student services to see "the why" of the student often choosing to leave. It doesn't answer the issues of students leaving.</p> <p>Tammy G: Shared that one of her classes had an epidemic of requests for hall pass use. Changed to "you can go but you have to stay 5 minutes after class." It's changed her dynamic.</p> <p>Dawn M: Shared that she's experienced similar. Limited use to students that had no urgency to 5 minutes.</p> <p>Several staff shared how they felt there was a feeling of too many students out in the hall all the time. While that may feel the case, we don't have any data of which kids are consistently out in the halls.</p> <p>Dan E: Shared he could see how beneficial it would be for a kid to fill out a form to leave, would it also be helpful for them to fill one out upon reentering? So many</p> <p>Dawn: What about the courses that are less likely to have a computer in their hand?</p> <p>Nikki A: Like in PE, would we have to let kids <i>back</i> into locker room to access their computer? Donna: No, I wouldn't say that would be the case. With PE we don't see hall pass use being a concern there.</p> <p>Chris C: Asked about new Hall Passes...email from Ricardo requesting new ones? Donna: I don't have an answer for that, but I will check and see when/if they've been ordered.</p> <p>Dan E: Location of pass also plays a role. If you have it near the door it makes it much easier for kids to grab and go without notice</p>

		<p>Vann B: Much like what Chris C mentioned, would this have to be universal? Would this be an option or would this be something along the lines of “Well, my other teacher doesn’t make me do this?”</p> <p>Donna: Yeah, that would be the biggest concern. Lack of consistency. There is nothing to keep you from keeping your classroom culture as your own. There is only so much we can monitor.</p>
15 Minutes	<p>Building Goal Feedback and vote</p>	<p>Comment from “Leadership Team Concern” spoke to the wording of the goal...needing to clarify it: one sentence/two?</p> <p>Donna asked if we had a movement to approve the goal? Chris C made a motion, several seconded. More discussion prior to voting: Will W: Asked for clarification of the data. Dan E.: How will we know if the OTR’s will be the reason for potential improvement in the data? Tammy G: Suggested “from 2019-2024...?” Does that answer the question of that? Will W: Are we talking about a specific cohort of kids? Tammy G: Explained some of the thoughts of the original team</p> <p>Donna: To clarify, we chose to go back to 2019 scores...because COVID data is not an accurate reflection. We want to have by the end of 23-24 school year, we are going to measure 9th grade on track and graduation.</p> <p>Many comments about the path to this specific goal and thoughts from LIT members about intentionality of the wording.</p> <p>Will White (former English teacher) Offered many edits/suggestions to the wording of the goal. Wordsmithing ensued.</p> <p>Tammy G: Where can staff find this? Where will it be posted? Donna: It’s found on Leadership Team documents, can be on WHS Staff link.</p> <p>Steve P asked if you fail 9th grade classes, can you still be on track? Holly: Yes...but you can pass all your frosh classes and then fail some 10th grade classes. Donna: Back to Dan E’s comment...how do we know if the use of OTR’s will be helping us achieve this goal?</p> <p>Donna Asked for an official vote: Yeas: 19 Nays: 1 Abstain: 1 Sarah B: Asked for clarification about grade levels. *We are looking at 9th and sophomores.</p> <p>Building Goal Approved: 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.</p>
20 minutes	<p>LID Schedule Discussion 11/15- OTR Training (DD) 12/6- Special Programs- Sped Ed (DD) 12/13- Holiday breakfast</p>	<p>Donna shared the 11/15, 12/6 info...then asked for a swap of Collaboration time from January 10(Admin Directed) to 12/13 for a Staff Holiday Breakfast.</p>

	<p>1/10- Collaboration (swap) 1/31-Semester turnover (IP) 2/28- 3/21- 4/18-</p>	<p>Then for 1/31, we would like to allot that day for semester turnover that allowed for individual planning.</p> <p>Dawn M: So the end of 1st semester is on 1/26? (Monday Jan 24 non-contracted day) Isn't that a week after? Donna: We wanted to offer you that Monday time to you to provide as much time as you can</p> <p>Chris C: Asked to clarify, as a Leadership Team, had we discussed what the 12/13 was originally planned for? Tammy G: No, we haven't yet. Chris C: Not asking for this to happen specifically on 12/13, but when will we be more likely to receive OTR training to support our goal. Asking for more clarification about planning ahead of time so we don't have to scramble to plan for trainings. Donna: Agreed. We should have OTR/ELL type trainings in advance. Chris C: Also, to think ahead, we should have "Leveled" type trainings for more experienced teachers vs. newer teachers. *Multiple agreements</p> <p>Donna shared that there are many online trainings that special programs will pay for your time to learn these strategies (Donna will put it in the Key Communication. There are several steps, they are self directed, but you will be paid for completing these modules. You will be paid for your time but you will also learn new strategies that will be helpful for all learners, not only just ELL.</p> <p>Tammy G: Asked for approval for the first three days of LID training before we go too far into next Jan-April LID days.</p>
15 minutes	Spring testing	<p>Donna: The conversation comes from how our recent testing experience went. Hannah S: Shared her LIT team appreciated the late start and not having kids pulled out. However, asked for MORE training on how to run the testing more efficiently. Tammy G: Similar feedback from her LIT team.</p> <p>Donna anticipated that the testing in the spring would also be limited, much like the most recent testing.</p> <p>Nikki A: Passed on that the PE department really appreciated not having their classrooms taken away during testing. Wanted to share her thanks on behalf of the department.</p> <p>Dawn M: Also shared her department appreciated not having kids miss class but asked for hazard pay due to the "Thunderdome-esque" experience of the commons and/or SWAT team presence.</p> <p>Donna also added one item about the comment regarding "Not feeling supported by administration..." We want to help where it is needed. We hear the concern and we want to do better by you, but often we need more specifics. If you're not comfortable with sharing, we hope you're able to find someone to share that with to us. We want to make sure we know we are trying our best and we want to help.</p>

DEPARTMENT HEADS RELEASED

Minutes Approval: Chris Cloke, Brandon Harle, Daniel Deal, Dawn McCormick, Koni McLean, Holly McPhetridge, Cori Montgomery, Hannah Schneider, Nikki Ashby Penny Hedman, Tammy Giacomazzi Scott Feil, Elizabeth McGrego Steve Priest, Dan Ellwood

10 minutes	<p>LIT Action Group Expectations</p> <ul style="list-style-type: none"> Subs Minutes vs. Concerns 	<p>Tammy: Reminder that LIT reps need to get subs when they are absent. Chris: We get paid for it, so we need to uphold our responsibility Emily: Speaking of money, what's up with stipends Discussion about payroll issues and manpower shortage. They're working on it, just make sure you keep track of what you're owed. Chris: As a courtesy, consider giving a gift card or other Thank You to your sub.</p> <p>Hannah: Follow-up to earlier discussion about admin support. It's more the district disconnect than building admin Nikki: LIT group provided feedback about difficulty balancing grace and data Donna: We're not trying to put undue pressure; we know you're working really hard. Chris: People see the negatives so much more than the positive. I don't get to see the kid who's a great artist-- I see the kid who struggles in English. We need to keep that in mind. Tammy: The focus on OTRs is reminding of how I taught before the pandemic and helping me incorporate that Chris: When will we get feedback on conferences? Donna: During tomorrow's small group meetings. Tammy: Please make sure you take notes and submit them. The concerns document isn't a replacement for notes. You can share a document or link. The link is probably the better choice.</p>
4 minutes	LID Schedule Vote	Tammy G asked for a motion to change the LID days - Lindsey moved, Vann 2nd - passed unanimously without additional discussion.
1 minute	LIT Funds Review	Class Mix: \$10,601.53 Ad Match: \$19,768.71
10 minutes	<p>Lit Funds Requests</p> <p>Giacomazzi White Boards</p> <p>Lasater Bikes & Helmets</p> <p>Bushy Go Direct EKG Sensors</p> <p>Higgins & Devereaux Printer Toner</p>	<p>\$3,904.50 Motion: Nikki Second: Vann Chris has one of these sets and highly recommends them. Suggestion to find out which staff members already have whiteboards. Will create a Google Form for staff to request classroom sets. Passed unanimously</p> <p>\$2,964.78 Motion: Sarah B Second: Lindsey Discussion over funds request practices and policies. Passed</p> <p>\$1,709.00 Motion: Chris Second: Lindsey Passed unanimously</p> <p>\$1,000.00 Motion: Hannah Second: Vann Passed unanimously</p>
5:45 p.m.	Adjourn	Motion – Vann

		Second - Lindsey Passed unanimously
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Small group notes from October:

[Giacomazzi](#)

[Andrewjeski](#)