

Leadership Team Agenda December 7, 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.	Attendance	*Eric called meeting to order with a promise to keep it short. Minutes by Brandon Harle
5 min.	Review Norms	
10 min.	Operational/Building Issues Student IDs required Leadership Team Concerns * Check the document for responses to your concerns.	<p>*Donna spoke to LIT/Leadership team concerns - feedback review...teachers want more information about the behavior work for students once we have put in a concern report for students. Donna shared that they will share out more info to staff after winter break so there is better understanding of what goes on once we send in a concern.</p> <p>*Attendance: There are limits to the actions that can now be taken (by law and/or consequence). The consequence is the ability of a student to be here at WHS. Often that cannot happen until their junior year. Wants to remind staff that the power of the Concern Report is important (shared with a student that had been skipping class but checking in at another spot) Donna would not have known about this issue had a teacher not sent a Student Concern.</p> <p>Do we track data via Student Concern? Yes...MTSS has that data and it is collected and shared. Donna recognized that we often feel that information doesn't feel like it is shared out; that is mainly a communication issue. The Concern Forms are being monitored and information shared out immediately. Will work on updating teachers.</p> <p>*Holly M: Asked to clarify regarding the faculty handbook about using Skyward Referrals. Donna- No, that should not be there. All responses should go through the Student Concern form (regardless of issue: tardies, absences, behavior, etc...)</p> <p>*Dawn M: If you don't check your Skyward Attendance, you won't know if a student scanned in themselves.</p> <p>*Chris Cloke: Asked about Student Concern forms...mainly a catch-all form regardless of issue? Donna: Yes, all the info comes to the same place and MTSS(Kate), along with Admin(Donna & Molly) & Social Workers(Bob & Sarah), can triage that concern and respond appropriately.</p> <p>*Chris C: Are we still using the Incident Report? Donna: Nope. Student Concern form for all of it.</p> <p>Eric A: When we talk about attendance, the Student ID piece. It is critical that we as staff are holding all kids accountable for that. Some staff are allowing students to enter class and check them in manually via skyward. We need to be consistent and not allow that. We are starting to see more and more kids without ID showing up late without ID, more kids being marked present manually as opposed to scanning in.</p> <p>Vann B: ASB office where kids are required to go to get replacement card but often the ASB office is closed during 2nd period (that is around the time for Tami Walter's scheduled lunch). Eric asked if we should print out more bar-code labels</p>

Holly M: Asked about Tech Center kids that are gone for first period...they may only be here in the afternoon.

Tanner D: I'm willing to have copies of the bar code for all classes as currently he's been telling kids go to their 1st period teacher to get their sticker. (*What happens when students keep using stickers instead of just bringing their ID card?)

Eric A: Willing to print out a single label for each kid, every period. They have 2 in their first period already...now they can have as many as four more?

*Several comments about students using their phones to scan in? Yes, that's completely fine.

Koni M: Appreciated the conversation as she was told by an administrator that it was fine to enter attendance manually. Eric spoke to clarify that...we are not talking about isolated incidents. It's more about the habit of entering attendance manually. The goal is for all students to have their ID every day.

Chris C: What is exactly the procedure that we are supposed to follow if their cards are not with them. Wants clarity about how we need to follow through.

Eric: The goal is every kid with an ID ready to use. We don't know how many can be printed in a day...until they can get a new ID card, we have to supplement with sticker ID.

Scott Devereaux : Mentioned how he toured Pasco HS 20 years ago and they had this issue. No card, the student was marched to the main office, new card printed...\$5 fee added to their student account. If that could happen 20 years ago, why can't we have that now?

Chris C: So do we need to send them to ASB or not?
Can we move the ASB card printing to a more central location? ASB often takes longer.



Yes, the goal is for them to have their ID. We need to relay the message that students need to scan in. Eric will have bar-code stickers printed by Friday.

Dawn M asked for clarification about the sticker bar-code vs actual ID. The sticker is supposed to be a back-up, their ID card is what they need to use.

Lindsey: What happens if you give them a sticker on one day, then the next they don't have it again? -Send them to ASB for a new card.

Hannah S: Does anyone else have intermittent issues with their scanners...hers often doesn't stay connected via internet and leads to frustration of just taking attendance on her own Skyward.

Eric asked to share an idea from Leadership Team Concern form regarding teacher-burnout. He recognizes that we have a huge shortage of subs and that we are using staff to fill those needs is not at all ideal. Pitched an idea that was shared by a colleague from another district(Mt Si, Mt Spokane, another in Olympia) about how each staff member is rotating through sub coverage by their prep. Example...if you have 1st prep, you would go on the list for those that all have 1st

		<p>prep. Then the people that have that prep would rotate through as those that would then cover. If you cover a period that day, you then go to the bottom of the list the next day.</p> <p>Eric reminded us that this was just an idea...not advocating, just an idea that could be considered. If he could hire 10 more subs he would...but those resources aren't available. He's not sure how often you'd end up covering...might be once a week, might be a couple times a month. There's not a sure way to know.</p> <p>Chris C: The idea of this rotation is good but he's not willing to support this if we are all required/obligated to report to cover during prep.</p> <p>Lindsey: Asked about a central area that one sub can cover? Eric: We are currently doing that...with as many as 3 classes being covered at once by our sub (Brent) in the Commons.</p> <p>Koni M: What would help, if you do cover, it would be better to have the pay-sheet put directly into our mailbox so we remember to fill it out. Eric: Kendra has moved the timesheets right up front, there is a stack for you to fill out and turn it into her.</p> <p>Tanner D: Agreed with Chris' comment about being OK with rotational coverage, but not ok with required.</p> <p>Eric: Yes, other districts made it an MOU...it would have to be a negotiated piece. Again, this is just an idea.</p> <p>Jackie A: Asked if we can raise the rate of pay for subs to attract more subs?</p> <p>Eric: Pay has shown little to attract that. We have currently \$270 per day for permanent subs available and that is getting no response.</p> <p>Chris C: Spoke to the things that subs have mentioned to him about why they are reticent 1) Covid concerns...2) Not getting the job they agreed to when they signed up. They show up and are sent to another class/assignment.</p> <p>Dan E: Also student behavior... Dawn M: Also we know this isn't just a district issue, all businesses are struggling to get employees. LIT small groups will discuss in tomorrow's meeting.</p>
5 Minutes	Update on Principal-Union monthly conversation	*Eric will meet with Jake tomorrow. Nothing new currently
,10 Minutes	<p>Instructional Focus - Ricardo</p> <ul style="list-style-type: none">  WHS Learning Walk Data Month...  WHS Learning Walk Data (Nov. 1... 	<p>*Eric spoke to how Ricardo is up to another 130+ learning walks for November. Shared the data that Ricardo had collected...this is data we have seen each month and Eric went through it quickly.</p> <p>Trend data, over 3 months collected... Some drops in OTR...Eric's theory and he reiterated it is ONLY a theory...we had a HUGE number of teachers covering classes in during their prep in November, and he believes that the drop in OTRs and collaborative structures may reflect a lack of prep time</p> <p>Hannah: LIT concern...student teachers data is also being used in this. Eric: Wanted to remind that this data is only for our building.</p>

15 Minutes	Hall pass form discussion	<p>The previous Leadership meeting we had discussed an idea of using a Google Form for Hall Pass tracking/accountability data. Asked for LIT leaders to share out responses from their teams:</p> <p>Chris: Zero wanted to do this. Lots of discussion...no support Vann: Discussion was that students are already using the pass with no consequence but this would help remedy, the Form feels like a lot of frontloading for not a lot of return. Dawn: There are many of us that don't use Chromebooks (music, PE, ag classes...) consistently. Emily: Majority of her group was against this as being too cumbersome. Offered the idea of perhaps one Chromebook to fill out this form. Or use an actual paper form. Another requested to make sure they stick to not allowing students to take their phones with them. Lindsey: Asked about targeted intervention of repeat offenders. Eric: We continue to have vandalism in bathrooms and there are times when you randomly look in the hallway there will be 40 kids, often in groups. We struggle to use cameras to find out who these kids are and if we had data from a form we could help narrow down who those kids specifically are. We often are able to get the common hall-pass users and have direct conversations with parents. Tammy G: Her LIT group supported the idea of the form. Often with their own suggestions on what they use in their own classes.</p> <p>Chris C: Not that this is the answer...but does Skyward have the ability to check to see if a kid scans out when they go to the restroom? I can see if there is a consistent way to look into the data myself.</p> <p>Eric: I will bring this to a full staff meeting in January for better clarity and understanding. Until then, please share out this: Limit the hall pass use for all students. Have students scan in and out of class with their IDs.</p> <p>Also, Tammy G asked and Eric clarified, we do NOT yet have all ELL students marked in Skyward. Sarah clarified she had the ability and the test student worked and was only waiting for Eric's ok. He gave it.</p>
20 minutes	LID Schedule Discussion 1/31-Semester turnover (IP) 2/28- Review Building Goal Data 3/21- 4/18-	Monday 2/28: that would be a building directed review of data. Chris C asked when we would have the discussion about Spring Conferences? Procedures, layout, etc? March 17 is conference (March 18 is PLC team directed). Eric asked for clarification of what Chris was asking...Do we have any pre-work for that Spring Conference...like calling D/F parents, having 5 students assigned to check into? Eric- Ok...we will look into that and then we can chat more about that day later.
<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: Tanner Dotzauer, Holly McPhetridge Scott Devereaux, D McCormick, Cori Montgomery, Dan Ellwood, Scott Feil, Hannah Schneider, Daniel Deal, Cindy Martinez-Corrick, Tammy Giacomazzi, Brandon Harle, Vann Berryman, Koni McLean, Lindsay Hilldorfer, Chris Cloke, Emily Wilson, Elizabeth McGregor</p>		
1 minute	LIT Funds Review	Class Mix: \$9,286.62 Ad Match: \$17,629.31
4 minutes	Lit Funds Requests Funds Request Form	

	Tiedeman VR headsets McCormick uniforms McCormick Honor Choir Travel Samantha Holton LIT Request Form	<p>\$974.14 passed unanimously Motion: Chris Second: Vann</p> <p>\$739.00 passes unanimously Motion: Hannah Second: Nikki Discussion: Is this a core classroom item? What if math wanted new textbooks? Under normal circumstances, this would probably be a no. However, COVID disappearance is a big issue. Approving this wouldn't necessarily be setting a precedent</p> <p>\$190.74 passes unanimously Motion: Nikki Second: Lindsey</p> <p>\$115.00 passes unanimously Motion: Hannah Second: Nikki</p>
4:45 p.m. (proposed) 5:09 actual	Adjourn	Motion – Vann Second – Hannah

Small group notes from November:

[Ashby](#)

[Cloke](#)

[Berryman](#)

[Giacomazzi](#)

[Hilldorfer](#)

[Wilson](#)