

Leadership Team Agenda
 TUESDAY January 14, 2020
 Room 500B
 3:30 p.m. – 6:31 p.m.



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance	<p>There's no snacks, people. Quit asking already. Seriously. For a while now. Because.</p> <p>McCormick, Busse, Harle, Butler, McLean, Janet, Andrewjeski, Wilson, Giacomazzi, White, Dacey, Devereaux, Moser, Schneider, Cristensen, Cloke, Feil, McPhetridge, Collins, Montgomery, Berryman, Anderson, Me (Higgins), Ellwood</p>
5 Minutes	Operational/Building Issues	<p>Eric: Jake and Eric have been discussing the copy issues. Speaking with Larry Mayfield regarding a new contract for new machines. It potentially looks like by the end of February we will have new machines. The expectation is that the larger production machines will be taken first. 11 million copies have been run in Office, almost 7 million in the Resource Center. Tech confirmed that they were definitely at the end of their productive use.</p> <p>Emily: 3 Items from her group - 1) Lunchtime supervision? Can we find a way to get the areas that have "horse-shoes" more supervision to keep the noise down and PDA. 2. Camera's outside of 400B/CTE hallway need to be checked? (Eric confirmed they have been replaced and are now working). 3) Can we end the closing of the bathrooms as students with mobility issues can use closer bathrooms. (Eric-The only bathroom that we have kept closed is the boys near the bus ramp entrance. We have advised students that if lingering continues to occur near the girls bathroom by Science. That potentially could be closed if that continues to happen. We have had more custodial support in cleaning boys restrooms post-lunch to keep issues more clean.</p> <p>Tammy G: 1) A staff member asked if we could have more awareness for assemblies. Eric shared that once again, the calendar for staff has those items listed in advance. The "Litter Box" assembly got missed...that was on us (admin/leadership) and the kids had done the work. We'll take</p>

		<p>responsibility for that one...other than that, the remainder have been on the Google Staff Calendar for months. We can also try to get the assembly schedule attached to those Google Calendar links.</p> <p>Dan Ellwood: 2 weeks prior notice of schedule is plenty. Eric: We want the message to be that all of our items for planning for staff has been and will continue to be in the Google Staff Calendar.</p> <p>Koni: I have staff concerned also about the hallway chaos at lunch. It can be a little frightening to be down by that hallway near music as there is so much going on at times. Eric- We have attempted to make rounds throughout those areas as lunch goes on. We have 2 roaming staff, Ricardo is in that area. We aren't seeing consistent behavior after focusing on those areas after receiving emails about this prior. Can we treat this like a 'Push-in' situation where we have members call it in so we can address it. Holly/Tammy: Both mentioned that they have addressed it in and around the English area and it's been better. Eric: I want to reiterate that this shouldn't be something you have to deal with during your lunch time. We don't want you to have to take this on. Please call one of us and we can have that "push-in" type connection.</p>
2 Minutes	Update on Principal-Union monthly conversation	
2 Minutes	Topic to send out for input: SEL common practice	<p>One item that has come up with our counseling/admin about doing a "Two Minute" Mindfulness event at the end of lunch. Something like a 2 minute quiet meditation-type event where we are trying to bring students back down from their lunch to get them refocused. Eric is asking for departments to discuss this and bring back department feedback in February. Not a lesson-plan, we're talking about a "refocus"</p> <p>Donna: We all would be involved with it. More school wide that all staff would be involved with to help bring</p> <p>Dan E: Would we shorten lunch by 2 minutes? Eric: No, the belief would be that using those 2 minutes would allow for better</p>
50 minutes	Action Team Share outs Student Culture and Recognition	<p>Student Culture & Recognition Action Team: *Carrie Christensen: We looked at this from multiple ways and the Heart of the</p>

		<p>Panther assembly came up. Wondered if we had to wait until the end of the year to recognize students. Potentially having departments recognize students of the month. Not just academics. We surveyed multiple classes and students responded with things they would like to be recognized. They responded Kindness and perseverance (among several others). Carrie shared that they could create a shared document that would help departments share in recognizing students that may have not already been selected. Students responded they liked medals/plaques...but next was letters home to parents (which is more achievable). We created a template letter that would allow for staff to use. There is also room in the former "student of the month" display for students to have photos from this recognition. We are also looking at ideas to help make the "Heart of the Panther" Assembly to be more meaningful...we'll be getting back to you on that item.</p> <p>The action team would like to get this rolling 2nd semester. We'd like to make it so the Heart of the Panther assembly not have all the names, that this would serve that role.</p> <p>Dawn M: asked if there would be a form/document?</p> <p>Carrie: Yes, we would create a document that would be easily accessible.</p> <p>Cori: Mentioned how much she appreciated the committee's work and how she's doing it up front for all of us.</p> <p>Chris Cloke: We can still do department specific awards...that those awards are more meaningful and focused as opposed to just the "Reading of the Names" approach.</p> <p>Tammy G: We can still mesh those items in some way. Unless that's not the intention.</p> <p>Carrie: Our intention is to make the HoftP assembly more meaningful and to have student recognition be more valued. Also making the "Pride-o-Gram" a bit more public perhaps through social media so more people can be aware. We want to work with departments to see what role they still want to have with regards to the HotP assembly.</p> <p>Eric: Asked if departments are willing to take this on starting in Feb/2nd Semester.</p> <p>Unanimous thumbs up.</p> <p>Carrie reminded us that they will be taking those noms by the later part of February as the next time the action teams meet to compile this Eric wanted to reiterate we liked the idea of recognizing 2 students per month with the theme coming from the action team.</p>
--	--	--

	<p>AVID</p> <p>Staff Morale</p> <p>Volunteer</p> <p>SEL</p> <p>Student Involvement</p>	<p>Carrie asked for departments to decide how they would like to divide this up.</p> <p>Eric mentioned that he has had two separate conversations thanking our staff about the cards we sent home to kids. Other members mentioned that they had received positive interaction because of that.</p> <p>Brian H: Spoke on behalf of the AVID Action Team. Recognizing we have now had AVID for 15 years. We had an info night that celebrated those successes with past members and parents.</p> <p>Eric, speaking on behalf of the Staff Morale Team. Positive feedback from the Staff Social before the holidays. We would like to try to do this again as school is wrapping up.</p> <p>Vann B: The team would like to also continue to build the staff calendar of events. He will be sending out the Feb calendar tomorrow.</p> <p>Valentine's Day Potluck w/a dessert competition (*Important that it cannot be cheesecake from Costco). With the calendar of events, please don't feel that the Staff Morale team is the only one's hosting events. We're just trying to get the ball rolling...individual departments are always welcome to continue.</p> <p>Nikki B: For Volunteer Action Team(Nikki & Joyce B)- Feels like we have done justice to this item but due to lack of time they aren't sure if they are able to measure success. Happy that we are doing something, but we want it to be more. *Tammy and Eric talked about connecting them to their communication systems.</p> <p>Donna: SEL began as support for staff and has morphed into support for students. Currently reading a book to deepen our research into these topics. Also looking into data that has led to us to look into ways teachers are using SEL already in their own classrooms. Staff will have a really targeted survey during one of our morning meetings that will help us better understand how we already address these in our daily practices.</p> <p>Don Collins: Student Involvement Action Team. Looking to create a Club Fair (we had an email sent out last week)...</p> <p>Eric: What we need to ask the group, the last time was only during lunch. We've been asked to see if we can attach this to an assembly</p>
--	--	---

	<p>Media Outreach</p> <p>Vocational</p>	<p>schedule so the students can have more time to interact with adults...we were pushing kids to class and those important interactions were cut short. We're looking at Feb 7 to see if we can make it more of an assembly schedule. Holly asked if there was a location. Don = Hallways & Commons Cori M: Asked about the prior question that came up at the beginning about having staff given appropriate notice to these events/assemblies. Eric: We're 3 weeks out until that date. Holly asked how we get students out of the hallways and down to the people to interact. Donna M: Mentioned that the more we implement these items during our lunch already helps keep the kids here and involved more. We have an already long lunch that would give them ample opportunity. Holly: Concerned about the kids that are already not as invested. Would they just make the choice to skip/not attend? Don C: We can make it work at lunch for sure. Eric said he'd speak to the nutrition folks to see if they can make a quicker "grab & go" option so we can get kids there more quickly.</p> <p>Media Outreach Action Team: (Scott Dev & Will White) Goal is to get all the cool things that clubs/depts/our school is doing and get the word out to the community. We want you to share that with Kendra or Dianna Haglund. Even if you feel those items seems small, share those items out. We want to get the word out...the sense is there is a whole bunch of things that the community doesn't know that goes on. Eric-To echo that, we've met as an Admin team to figure out how to be more consistent with how to get info out on our social media.</p> <p>Vocational Team: Hannah S - Spoke to how they are creating a new course that will be a 6 week rotational class taught by 3 different teachers in their department to create more interest in their programs. With the pathway requirement now allowed instead of state testing requirement, we want to allow students to see what other options CTE offers. Currently looking at a combo offering of: Ag / Business / Tech We are looking at other options but for now we have to share some common content area. Looking at trying to get students a "taste" of more courses.</p>
--	---	--

	Safety	<p>Safety Committee: Dan E spoke of how they are making a “punch list” of about 30 items. The committee has actually been around for awhile and more often than not, little has been done. We currently have items that are being actionable. We are starting to make a dent, slowly.</p>
30 Minutes	Semester 1 Push in and intervention data share	<p>Donna/Molly - Provided data from beginning of year up until winter break. As of 12/20: 590 total push in responses for 228 unique students. 65 different teachers & 15 different subs</p> <p>51% of those push-ins were from 9th grade</p> <p>65% of those students returned to class. *It is ok to not have students return if that works best for the situation.</p> <p>35 Students have received 5 or more push in responses. (18 of those in 9th grade. 14 in 10th grade) *What has happened with those students? 9th Grade: Parent meetings/meet with IEP coordinators/suspensions/safety plans/escorted to an alternative location/phone calls home/meeting with PO/meetings with counselors/nurses, etc... 10th Grade: Improvements/transfer to different schools/transfer to WSHS/emergency expulsion/schedule change, more reflection around restoring to the classroom.</p> <p>Most of concerns around 11/12 graders are around attendance and drug use rather than behavior/push in support.</p> <p>Summary of additional student reports: 402 student concern reports - being addressed by 1 or more adults each day. Molly broke down those numbers by specific groups that address these concerns.</p> <p>Challenges: Communications with all stake holders around added supports provided. With beginning of the year, the majority of the push-ins were around the new phone policy. Lately that has been less of an issue (not completely solved but better). Due to the difficulty of enforcing attendance laws we have to focus on the defiance portion</p>

		<p>of it (scanning in to class, then leaving type of issues). Also, an additional stress on staff when trying to reduce exclusionary practices.</p> <p>Molly & Donna both reiterated that there is nothing wrong with requesting to have the student to not come back that day. But more often than not, staff has actually been more receptive about keeping the student at times than admin.</p> <p>Nikki B: Made a call for a push-in and had a situation where the student was willing to do what was expected after being told they would need to have a push-in.</p> <p>Donna reiterated that often these healthy push ins are about just being heard and understood.</p> <p>Eric spoke to the positive impact how having the conversation right then allows for a more functional discussion (as opposed to one side giving only their version). There is now a good chance these issues will be solved quicker.</p> <p>Eric also added that admin has had more parent meetings than usual. That has helped make the system to change the behavior.</p>
35 Minutes	Follow up on Scheduling from December	<p>Eric wanted to follow up...Dec 9 all course proposals were in. By Dec 19 Ricardo finalized those items. We've been meeting with counselors. Asked if there is any items to address/ask about? None at this time.</p>
10 minutes	Language and Friendship Students Visitors - Informational	<p>There is an organization that works with schools for 2 weeks shadowing students. This is a group of students from France, paired up with a student from their French class for 2 weeks, 10 days. Eric has to get board approval as this is a contract. No concerns.</p>
10 minutes	Explain Grading Categories to Students	<p>Will and Eric mentioned this as they are meeting with students it has become more evident that students don't fully understand what grading buckets/percentages are. They have a misconception of "if I just turn in a couple assignments I'll pass." The reality is that they often don't understand the scale of their teacher's grading categories. Asking to revisit this for students at the semester or for new students at the beginning of 2nd semester.</p>
10 minutes	March Parent Teacher Conferences	<p>Reminder: It is ONE day...March 12. Feedback from parents was that evenings work better than earlier in the day. Eric would recommend that</p>

		<p>we'd go 1pm - 8pm. The following day is the optional PLC day.</p> <p>Staff's workday, because it's technically 7.5 hours, would be 12:30 to 8pm, start meeting with parents at 1pm.</p>
DEPARTMENT HEADS RELEASED		
Minutes Approval:		
2 minutes	LIT Funds Review	<p>LIT funds: \$26,263.00 ADMATCH: \$11,572.00 LIT Time Surplus: 16 minutes</p>
15 minutes	<p>Adding Maintenance Prohibition to LFR Guidelines – Buzzell</p> <p>LIT funds will not be used for building maintenance issues.</p> <p>LIT funds will not be used for out of state travel for staff professional development.</p>	<p>Motion Giacomazzi Second Schneider Approved 8 -1</p> <p>Motion Second Dead by lack of motion</p>
10 Minutes	<p>Lit Funds Requests for December</p> <ul style="list-style-type: none"> • Hilldorfer - Science <ul style="list-style-type: none"> ○ Half day substitute for class field trip <ul style="list-style-type: none"> ▪ \$85 • Buzzell - Fitness <ul style="list-style-type: none"> ○ Mission Ridge field trip and ski lessons <ul style="list-style-type: none"> ▪ \$2370 • Lasater – Science <ul style="list-style-type: none"> ○ Bus, subs, printing costs for CWU field trip and project presentations <ul style="list-style-type: none"> ▪ \$1273 • Carlson – Photography <ul style="list-style-type: none"> ○ Professional development conference tuition, transportation, lodging, and sub <ul style="list-style-type: none"> ▪ \$1542 	<p>Motion Second Approved unanimously</p> <p>Motion Second Approved unanimously</p> <p>Motion Second Approved unanimously</p> <p>The district is not approving out-of-state travel for professional development.</p>

	<p>Lit Funds Requests for January</p> <ul style="list-style-type: none"> • Schneider <ul style="list-style-type: none"> ○ Student Registration for the Professional Learning Summit <ul style="list-style-type: none"> ▪ \$1680 • Devereaux <ul style="list-style-type: none"> ○ Toner for student printing <ul style="list-style-type: none"> ▪ \$186 • Mariachi <ul style="list-style-type: none"> ○ Guest Clinician <ul style="list-style-type: none"> ▪ \$1900 	<p>Motion Buzzell Second Andrewjeski Approved Unanimously</p> <p>Motion Higgins Second Giacomazzi Approved Unanimously</p> <p>Motion Second UNDER CONSTRUCTION</p>
<p>6:31p.m. (proposed) 5:36 p.m. (actual)</p>		