

Leadership Team Agenda February 1, 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.

Time	Agenda Items	Notes by Brandon Harle
3:45p.m.	Attendance	*Eric called meeting to order at 3:50 w/review of norms
5 min.	Review Norms	*all thumbs up agreeing to norms.
10 min.	Operational/Building Issues Leadership Team Concerns * Check the document for responses to your concerns.	*Asked to make sure we reference this document to see the responses to share with our teams. *Holly M shared that not only is the resource center clock not working, she is seeing other clocks in classrooms that are now not accurate. Which may lead to concerns about students that are out in the hallway *Vann shared about the lights being off yesterday, longer passing period of 10 min yesterday. Eric will look into it. *Still looking into getting the new PA system installed (blue wires in your classroom ceilings). Hoping to get that at some point this year but that position is difficult to fill.
5 Minutes	Update on Principal-Union monthly conversation	*Eric met with Jake and no new topics to currently share out.
10 Minutes	Instructional Focus - Ricardo WHS Learning Walk Data Month... WHS Learning Walk Data (Jan 1 - 31)	*Ricardo shared ongoing data from his "learning walks" broken down in a variety of ways. (Please view on your own or with teams) *Ricardo's goal is 100 classroom visits a month. He's also scheduling final evaluations for those that are in that format. *Monday morning, we usually have a mid-year evaluation review. Often few people need adjustments. Ricardo will share more this week in the weekly. He will be hosting a meeting at 8:15-8:45am for people that are on provisional/comprehensive evaluations in the new commons for help/questions. For people on a focused evaluation there will be a meeting from 9:15am- 9:45a.m. in the new commons for help/questions. *Ricardo has already been able to do some final evaluations this week. Look for an email from Tanya Dacey to set this up via a calendar invite. Ricardo asked to make sure the time works for your needs. These final evaluations will be from February through May. *Ricardo wanted to reiterate that he's been sharing the phrase "it is going to be ok" and he's well aware of the many things that are impacting staff in the classroom. So when he meets with you about student growth data...we know there are limits and challenges and the data you report to me... it is going to be ok. He recognizes that we are all wanting more improvement/perfection and due to the many, MANY challenges try to put yourself at ease regarding data. Recognized the great work we are doing as a staff and if there are things that arise, please share so we can have that communication open and not a surprise. Ricardo wants to offer support to you for the concerns that you may feel about the issues that come up in your instruction. *Eric also wanted to reiterate that he wants us to hear that our grade data is NOT a reflection of how hard we are working. We have had conversations with staff about how their hard work doesn't always equate to a grade that a student earns. Please don't beat yourself up

		for the scores/data you garner from your students. We recognize the very real challenges.
15 Minutes	Spring Testing Dates Assessment Schedule	<p>*Please take a look at this schedule as it will impact us for the remainder of the year. May will be the month for many of the assessments. May 10/11 ELA May 17/18 Math May 24 Science</p> <p>will all be half-days to complete these required assessments.</p> <p>Monday April 25 morning will be used for all staff SBA training. Admin will try to keep a tight classroom area for testing, like before, to limit movement of students.</p> <p>*Cori asked if the training will be different than the fall? *Eric: Yes, Sarah will be walking through with us as opposed to just an online training. *Cori asked if there was a way to be partnered up with another teacher during proctoring? *Eric: If there's a request for that, he's happy to help with that. *Holly M: Asked if at least the other proctor can be there to start with set-up, instruction on the first day. *Cindy: Shared that she had one of her para's doing this work with her previously and this helped start the testing. *Tammy G: Will ALL students be here at school? *Eric: All buses/transportation will run at the normal time. If students need to ride the bus, they need to be here in the morning at normal time with supervision in the gym/new commons.</p>
20 minutes	LID Schedule Discussion 2/28- Review Building Goal Data 3/21- 4/18-	<p>*Eric asked what we would like to build in for LID mornings: *2/28 will be reviewing data for our current goal (We recognize that the data we have will be rough...again it is NOT an indicator of how hard we are all working. However, we need to share out the data.</p> <p>3/21? Lyndsey H: Are we allowed to use that as individual planning? Eric: That time is used for whatever staff feels the need to use it for. Koni: Motioned to use 3/21 LID time as Dept Classroom Based Assessments connected to our schoolwide goal. Chris Cloke 2nd... There was 100% support for that and will be voted on by LIT.</p> <p>4/18: Nikki A: Presented an idea about staff morale...could we have staff building-directed morale boosting activities OR choice for staff to continue to work on classroom based assessments? Eric asked for those that liked the idea to give a thumbs up...all agreed. Will be voted on during LIT portion of the meeting.</p>
20 minutes	Staff morale Idea - Teacher Self-Care	<p>*Clear that staff is struggling with morale. Looking for ways to find opportunities with admin, they are feeling it as well and are struggling to find ideas. Shared a couple ideas and then asked for others to share.</p> <p>*Eric shared a thought: "that he had to come to grips with an idea that "this" isn't coming to an end anytime soon. That the real possibility is that we may have two more years of this. And though two years is tough, it isn't ten years and maybe I can make it two more. We all had high expectations and hopes coming into this year for more normalcy...the reality is that has not happened. That, no matter the mindset, he doesn't know what the answer is right now. However, all people have been feeling this and if we have staff that need to lead this...this would be "one more thing" and he's not sure if there is enough staff that can give one more thing.</p>

*Asked for ideas:
-**Nikki** asked if we do GEM awards still? The affirmation of recognition can be something staff can feel good about.
-**Eric**: That info often comes in from the DO and not sure who that comes from now...will check into it.
-**Holly**: Shared some thoughts but struggled like all of us, as she hasn't been able to come up with a solution.
***Eric** shared that he's connected to principal groups all over the country that are struggling to find ways to answer the same struggles we currently are having. There just doesn't seem to be a unified way to deal with
***Koni**: Felt that by having a larger conversation with staff about these ideas, as a whole, maybe we wouldn't feel so lonely/isolated in our feelings.
***Eric**: Asked for clarity...like at a staff meeting, having staff share with each other about these things. The idea isn't about "Sharing our misery" but there is some therapeutic value to knowing that we are struggling with similar things that helps us feel less isolated.
***Chris C**: Shared that he has split feelings about this...it is good to have some of these activities are light-hearted. While at the same time, while participating in these activities I think about all the things that I could be doing for my classroom. What he has felt the most helpful are the moments of "forced escapism" of these activities are less organic than meeting for breakfasts to talk about things that are NOT school/job-related.
***Eric**: Will double-check on a couple things about food costs...what if we used time coming up, we have an all-staff breakfast coupled with LID. Maybe we do a breakfast instead of a data-review on the 2/28 LID instead?

***Lindsey H**: When some of her team saw "Staff Morale" on agenda, some came to her about ideas. For instance, can we take things off our plate...reduce our things that sometimes create more feelings of just another thing for us to do. One item was that while we have "student concern forms" can we have one for "staff concerns?" Of course, staff can opt out...but if we are legitimately concerned about a staff member, is there a way to provide support? Little things that can help?

***Dan Elwood: Tacos**. (has occasionally blurted this brilliant idea out for the last few minutes and this note taker feels the obligation to make sure all staff heard this worthwhile suggestion. Tacos.)

***Eric** asked "What can we take off of people's plates?" Shared there are things we obviously have to keep...what does staff feel we can do?
***Hannah S**: The things we have to do each Monday morning...the PLC form. It's just another thing we have to do that feels like its rushed.
***Eric**: We meet with Amber each Tuesday about using that information about helping admin with that data.
***Dan E**: Shared how he had used this form in the past and his team had no feedback, despite his efforts to get a response. Does anyone actually use this/look at it?
***Eric**: I can't speak to the past, but I will tell you that we (Admin/PLC) are looking at this for our own help.
***Holly**: Asked if we can somehow share our PLC agenda in the form?
***Eric**: Yes, you can share the link within the form and I want to reduce your work. Your responses are driving important work on Admin growth with Amber and PLC information.
***Koni**: Just by you saying that you use this information and it's driving useful dialogue helps me...can you be more intentional about sharing this out with staff so they know it is more than just another thing (Eric asked to share this out with our LIT teams tomorrow).

The only work we have asked staff to focus on is these PLC forms. We (admin here at WHS and across the district) have asked the DO to limit the items coming to us. Eric and his team are asking for ideas to help take some things from you.

***Chris C:** Appreciates the offer, not sure if/what there is admin can do. We still have to do the tasks we need to do. It is harder now with absences than ever and my own expectations are still high, like two years ago, and the reality is that my own frustrations don't meet my expectations.

***Elizabeth:** Building work in Canvas is more work. I'm already doing more in my classroom and splitting more time to build my work into Canvas adds more...one more thing. Everything is another thing.

***Jackie A:** Agreed with Liz, there are little things that add up. She loves her PLC teams but it feels rigid that she has to hop from one team to another without having time for individual time to get things done instead of heavy PLC time.

***Holly:** The department can flex that time, with your PLC to meet

***Eric:** Wanted to clarify that within math, there is more structure around PLC expectations as they work with Amber.. You can discuss how to revisit that... Eric recognizes that math is difficult with the PLC work to find time that doesn't disrupt the department.

***Lindsey:** Another item was the fact that due to her limited preps, she's able to get out of the building more. While other staff can have multiple preps and feel more time is needed to fulfill their work... can leave them feeling like they spend more time.

***Tammy G:** Agreed that the beginning of each semester feels very heavy with setting up Canvas. There are a lot of things that need to be moved over and set up. The rest of the semester gets easier as it goes, but the beginning is heavy.

***Cori:** Asked to add that she's noticed her grading workload is much more than it used to be due to more work in Canvas. She struggles as students know that if there aren't points attached to an assignment, they're less likely to do it. (Tammy offered her "hack" as don't click the "Sync to Skyward" option on her assignments) Led to a discussion about how we can offer up better help with each other on Canvas options.

***Brandon** added that he turned off student access to grades in Canvas. There was much rejoicing.

***Sara B:** Added that she herself didn't get any Canvas training and when staff have come to her she had such little training herself, she can't help with their needs.

***Tammy G:** Asked for a way where we can share that Canvas help with other staff (**Dan E** shared a similar thought).

***Eric:** We do need to make sure that kids have access to work in Canvas they can possibly do if they are out due to COVID.

***Tammy G/Lindsey** offered some ways they use Canvas.

***Hannah S:** Not in your control...but the schedule shift from getting out at 3:25 has created a feel of longer days. As an employee, it is

		<p>frustrating when aren't heard at the DO. As well as the parental side, there is a feeling of disconnect.</p> <p>*Dan E mentioned the number of parents lined up in the front of the building is really staggering.</p> <p>Eric wanted to share that the shift was based on transportation and research about how we can make it work more.</p> <p>*Eric last thing on staff morale: We are talking about a staff breakfast on 2/28, we are talking about a whole staff discussion about what we are all going through (It's ok... it's all ok), looking at some Canvas pieces, GEM awards...</p> <p>One more thing... there's a link to a Teacher Selfcare calendar where you can grab a friend or colleague and work through the calendars together. We can provide a coffee prize, purely voluntary with some intentionality about stepping outside of the things we have to do daily at work. We just think about how we are able to distract away from the work.</p> <p>*Will W: Also shared how we do work in a building where very little light is available. It's clearly something that affects us and needs to be in the conversation.</p>
15 minutes	Spring conferences	<p>*Eric's recommendation... we have a desire from parents to come into the building. Can we look at a hybrid option? They are scheduled for March 16... can we do an evening session on Wed 3/16 (like 5-8) and then we do virtual on Thurs 3/17 8am-12 and you're done. Friday 3/18 is an optional day. Recognizes that it creates a longer day Wednesday, but you more time away Thursday afternoon.</p> <p>Tammy asked if the expectation is we are in the building Thursday morning? Eric: Yes, with Zoom or by phone, we'd need to be here.</p> <p>Eric: Also we would provide a grab and go dinner for staff on Wednesday (Dan E: TACOS!?)</p> <p>Leadership team gave overwhelming thumbs up on this idea.</p>
DEPARTMENT HEADS RELEASED		
Minutes Approval: Tara Hanson , Cori Montgomery, Elizabeth McGregor, Hannah Schneider, Scott Feil, Koni McLean Holly McPhetridge, Chris Cloke, Brandon Harle, Scott Devereaux, Tammy Giacomazzj Lindsay Hilldorfer, Nikki Ashby		
1 minute	LIT Funds Review	<p>Class Mix: \$4,589.90 Ad Match: \$15,454.48</p>
4 minutes	<p>Lit Funds Requests</p> <p>Stuber light therapy</p> <p>lensen music books</p> <p>Bushy laboratory burners</p>	<p>\$1000.00 Motion: Chris Second: Nikki Discussion: if cost is more than 10% above estimate, LIT will reevaluate Motion passed unanimously</p> <p>\$170.81 Motion: Chris Second: Nikki Motion passed unanimously</p> <p>\$721.00 Motion: Chris Second: Nikki</p>

		Motion passed unanimously
5 minutes	LID Schedule Discussion 2/28- Breakfast 3/21- Classroom-Based Assessments/ Canvas preparation 4/18-Staff SEL activity/Breakfast	Discussion happened during Leadership meeting Motion -- Sarah Second -- Jackie Motion passed unanimously
5:30 p.m. (proposed) 5:37 actual	Adjourn	Motion – Nikki Second – Lindsey Motion passed unanimously

Small group notes from December:

[Ashby](#)

[Cloke](#)

[Berryman](#)

[Giacomazzi](#)

[Andrewjeski](#)

[Wilson](#)

[Hillardorfer](#)