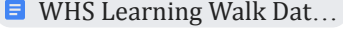



**Leadership Team Minutes March 1, 2022 Room 401 3:45 – 5:45 p.m.**



- 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
3:45 p.m.  5 min.	Attendance  Review Norms	VP Donna Moser called the meeting to order. Eric is in DC meeting with Senators Cantwell and Murray, Congresswoman Shrier for the Association of WA State Principals.  Emily, Tanner, & Brandon were able to share/read out the Norms for review.
20 min.	Operational/Building Issues  Scanner behavior Consequences Key communication  <a href="#">Leadership Team Concerns*</a> Check the document for responses to your concerns.	Donna: A couple of things that came up from the Leadership Team concerns - Scanner Behavior Issues: Donna reiterated her thanks for the work we are doing on it and recognize that it has been more work. What we know is that scanners work for 90% of students and the remaining 10% are ones that are the students that have many issues that we are able to intervene at a higher level. Donna shared about a staff member that recognized a student scanning into another class despite being enrolled in his. This isn't a scanner/attendance issue, this is a behavior issue that leads to a higher tier intervention. Donna provided several recent examples about how those scanners and staff's extra work are helping. Donna recognized that consequences today are very different than what they have been. These conversations with students tend to be focused on behavior change. The scanners are working... parents are being notified that their student is not meeting the expectations. Cori M: Do you want us to continue to do push-in requests and/or concern forms for attendance issues? Donna: Yes. We want you to use whichever of those options you want. Don't worry about changing attendance on students that are scanning in at different locations. Submit a concern as that is a behavior issue, not an attendance issue. There are students that are being removed from the learning environment due to their choices based on attendance issues. Donna shared that consequences feel like a gray area... both from a staff and administrative standpoint. Admin is providing consequences.  Vann B: Asked about more clear communication (a student that had a 10-day expulsion, was back a couple of days later. Not sure why?). Donna: We spoke about that with Student Services, we are trying to get that communication back to you. It's something they are aware of; please recognize it's a work in progress. With emergency expulsion, by law, that could be up to 10 days... 10 days for the school to remove a student without appeal (can be fighting, drug-related, an escalated due process around attendance, etc.). It can be converted to a shorter expulsion based on follow-up on the issue. Nikki: You can check within a couple of days in Skyward for that info (Vann checked right after and it hadn't been updated in Skyward, checked now and it was. Donna-It comes down to a man-power issue at times. Sometimes the work takes longer to get in there). Donna reminded that staff will be informed if it is a specific actionable issue for you and your safety. There are some things that student privacy doesn't allow to be shared.  Donna asked about Key Communication. That was set up so we didn't send out continual emails, the info can be in one place. We are receiving the same type of communication from the DO for Admin. We

		want to know if there is a time that works best for you? Does receiving it on Friday's work? Thursday evenings? Monday mornings? Tammy G: Asked if we wanted to bring this back to our small groups for more responses? Donna/Dawn: Shared how it's really about that consistent system and training ourselves to keep it as something ongoing we have to refer to.
5 Minutes	Update on Principal-Union monthly conversation	Donna - No monthly update
10 Minutes	Instructional Focus - Ricardo  <a href="#">WHS Learning Walk Data (Feb. 2022)</a>	*Ricardo gave updated data for the month of Feb (646 total learning walks). Please feel free to view the link that Ricardo shared out for the team's review. (Lots of power-claps)  Nikki A: Asked about teachers that have had a formal observation, then a learning walk shortly after. Wondering if they can have those spread out to alleviate some possible stress. Ricardo: Wanted to remind us that if there is an actual evaluation, they will receive a generated email from eVal that will indicate they are being evaluated. There are times that some staff under comprehensive Nikki: Just asking if there's a way to spread that out so they are not being observed three times a week? Ricardo: I'll do my best but there are times I need to be in classrooms to collect data and evaluate those on comprehensive. Donna: Wanted to share out that these are diagnostic and should not be part of a formal observation unless you're receiving it via eVal. Tara J: To clarify, on comprehensive you're trying to get into classes two times a month or two times a week? Ricardo: Two times a month, but this is a big puzzle and he's trying to be equitable about tracking when he's in classes (different periods, different times: beginning/middle/end). He will be more intentional about that. Koni: Asked if OTRs are being tracked by department? If her dept wanted to work on this as a goal next year, could we get this data for our dept to use? Ricardo/Donna: Yes, looking for ways to share that out to depts by the end of the year so you can look at it for possible goals for next year. Ricardo asked for continuing conversations... please feel free to have anyone speak with him about questions.
10 Minutes	Spring Testing Dates 4/25- Full training for proctors- all teachers 5/10- Beginning of testing <a href="#">Assessment Schedule</a> <a href="#">SBA Bell Schedule</a>	Donna: State testing schedule is out there for staff to plan ahead with. Wanted to make sure it was available for advanced planning and staff training. Dawn M: Which ones are the late starts? SBA, ELA, Math, Science... our grade level sessions. We're looking at days in May. One-to-one devices give us the ability to do this. Tara: We will be trained in April? (Donna: Yes on 4/25 by Sarah D)
10 minutes	10th-grade Screener- 3/16- Staff and community commitment	*Wed before Spring Conferences. Suspect that there will be a large amount of 10th graders that will show up on this. We have not had a chance for this group to build stronger relationships as 9th graders during the COVID year. We ask you to prioritize any 10th graders you have, please allow them to take this screener. You don't have to stretch the screener out for students that are late. We are asking you to encourage them to take it but don't feel you have to take the entire class period on this. You can move on to your instruction. It takes about 5-6 minutes, a video that explains the why and if they do end up scoring high on this screener, they will have staff coming to meet with them. The reason why this is first thing in the morning, is we have community partners/assets here that help us get to as many kids as possible, as early as possible.

10 minutes	LID Schedule Discussion 2/28- Staff Breakfast 3/21- Individual Assessment (3/14?) 4/18- Staff Breakfast	Would the Monday of Conference Week (3/14) be ok to swap for “Conference Prep Time” switching 3/14 for that while 3/21 would be Collaboration. The intent would be to provide prep time for your conferences later that week. Tammy: We will have to vote on this in LIT
10 minutes	Chromebook carts in classrooms Google Form (Jake)	Donna: With so many Chromebooks, we have many carts. We are needing to put these in classrooms. We are looking to put a cart in each classroom. We just need a place for the carts to go. If you have a small classroom space and you want to request not to have one, there will be a form. This will be an available, safe spot for them to charge their Chromebooks. We really do need to have this storage issue. There will be a google form about this in the upcoming Key Communication.  Regarding the “students that come to class without a charger” We have ordered extra chargers that will be assigned to teachers. We don’t want students to think they can’t charge their Chromebooks, this isn’t an ideal answer.  Hannah S: Regarding staff tech, is there a schedule/plan for staff updates? Donna M: Yes, we have heard that there is but there has been a lack of availability due to supply chain. Things will be changing, but we’re just waiting. We also added another TSS here at WHS as well.
10 minutes	Spring conferences- Wed-arena, Thursday zoom in classrooms	Long day on Wed...arena style Wed evening 5-8 p.m. with a grab and go dinner (Once again, Dan Elwood’s Taco suggestion was brought up). Thursday mornings will be Zoom conferences in your room. Lindsey H: Will it be open Zoom link for parents/staff? Donna M: Yes, we are asking you to have open zoom links in Canvas and if you don’t have parents in your Zoom, you make contacts as needed.  Hannah S: Asked for an update about make-up days?? Nikki A shared that she was told we were denied and those days will need to be made up.  Cori: If a teacher has to be out during conferences for school reasons, what is the protocol? Donna M: If it’s school-related, they will need to make up contact on their time. If it is non-school-related... sick time or personal days, you put in the absence via Red Rover. If you are missing any conferences please let your direct reporter know so we can plan accordingly with parents.
10 minutes	Making the work more comfortable	Donna asked via Eric’s request, what things can we do to make sure we are more comfortable: New chairs...track-pad keyboard...a standing desk. You will have to choose <b>one</b> of these three options on a Google form that will be linked in our weekly Key Communication.  Brandon Harle will cover for Jackie A’s team.
<b>DEPARTMENT HEADS RELEASED</b> <b>Minutes Approval:</b> <b>Dawn McCormick, Brandon Harle, Scott Feil, Koni McLean Scott Devereaux, Nikki Ashby, Penny Hedman, Emily Wilson, Tara Hanson, Stanley “Dev” Kubrick Elizabeth McGregor, Chris Cloke, Cori Montgomery, Dan Ellwood, Vann Berryman, Lindsay Hilldorfer, Hannah Schneider, Tammy Giacomazzi</b>		
1 minute	LID Schedule Discussion Switch March 14 & 21 designations	Per the earlier leadership discussion, we’d like to swap 3/14 Collab time with the 3/21 LID time. LID time will be for conference prep. Chris moved, Vann seconded, passed unanimously
1 minute	LIT Funds Review	Class Mix: \$9,286.62 Ad Match: \$17,629.31 Tammy: these are last month’s balances. Kendra wasn’t here to provide current numbers.
4 minutes	Lit Funds Requests	

	<a href="#">Devereaux paper</a>	\$744.60 Motion: Hannah Second: Vann Passed unanimously
4:50 p.m. (actual) 5:30 p.m. (proposed)	Adjourn	Motion – Emily Second – Vann Passed unanimously

Small group notes from February:

[Ashby](#)

[Clope](#)

[Berryman](#)

[Giacomazzi](#)

[Andrewjeski](#)

[Wilson](#)

[Schneider](#)

[Hillardorfer](#)