

Leadership Team Minutes September 13, 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.

WHS Growth Goal: 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.

Time	Agenda Items	Notes
3:45 p.m.	Attendance	*Meeting called to order: 3:48PM
5 min.	Review Norms	*Eric reminded all of norms (Unanimous thumbs up to follow...even Dawn) Thanks to the effervescent Brandon Harle for taking notes.
5 min.	Operational/Building Issues Leadership Team Concerns* Check the document for responses to your concerns.	*See the document for Student Handbook link regarding admin procedure for tardies (8 per quarter starts the process...not per class) *Admin had first parent meeting today regarding tardies. *Tammy also reminded that prior year's "Leadership Team Concern's" are linked on the current doc if you need to look back on it. *Eric double checked on the \$50 additional to cover during our prep...the answer is no (after checking with HR). Hannah: Do we still fill out a timesheet if we do cover ? (YES: Fill it out and deliver to Kendra)
5 Minutes	Update on Principal-Union monthly conversation	Meeting scheduled for this week. Will bring update to next meeting
10 Minutes	Smart Pass	*Eric hoped staff were able to view... (not many had a chance). *Chromebook App that is added to each student's device. Eric shared the information about what this can do. *Dan E asked if you can put a cap on hall pass use *Eric: Yes, but we'd prefer for location as students that need passes to counselors, etc...these allow for specific data (how often they've been in hall, how long, how much time we have you missed, etc...) *What if a student doesn't have their chromebook? You have a couple options: You as a teacher can enter it on your own laptop/iPad or...call for a push-in and they can be escorted to the restroom (or you can just say no). Obviously, this is another way to encourage students to have their chromebook. *Ms. Englund asked if we still have the ability to look at Skyward for scan in/scan out for hall passes / Eric: Yes, but only for individual students. Not an easy use on our end for identifying patterns of misuse. Eric asked if there is anything that we as a team see as a barrier to being able to do this? This can be in place within a couple weeks but we MUST have staff support to make this work. Liz M asked if students can access this by phone? Eric: yes but we definitely want students to only use Chromebooks. They can't access their account with their phone while they are out as a work-around. Tara: Have we had issues with bathrooms being closed? Eric: The boys restroom by the bus ramp has been closed all year due to the immediate bad choices going on in there. (Steve P asked for

		<p>clarification...the problem is that bathroom is so isolated that you can't hear what is going on unless you specifically go down there. It's very tough to manage. No destruction like last year so far).</p> <p>*Many staff provided positive comments about the current vibe/culture that's going on compared to previous.</p> <p>*Eric asked again for any other comments about SmartPass...none, so they are going to move forward with this. We will have some staff training around this.</p>
10 Minutes	Exterior Door Alarms	<p>*Trying to look at some door alarms that can be activated throughout the school. This is a way for prevention of students leaving throughout the school as a response to behavior. If a student has their off campus pass revoked they will likely look for another way out...also as a safety piece to</p> <p>Dan asked if staff will be able to exit while these are activated? Eric is looking at how that will work and will need more information.</p> <p>Dawn asked about late students to Zero Period...doors should be unlocked (outer banks of doors open at 7:45). Eric will talk with Kendra about that.</p> <p>Dan E asked about 4th period release (work release as an example)...should we get a sticker for them to show? Eric: That would be helpful yes.</p> <p>Things are <i>better</i>...tardy kiosk lines are shorter. Generally feeling better about the numbers of tardies/return late from lunch. They are better and feeling positive about that. We will continue to pass on information to us.</p>
10 MinutSes	<p>SIP discussion plan</p> <p>SIP Template</p>	<p>Some items that came up from middle schools that Eric wanted to pass on. We had a PLC group formed last year, that didn't end up meeting, but that middle school used that group for this SIP plan.</p> <p>We want these goals to be meaningful and useful...they don't have to be the same thing for everyone. We want things that can be cross content but ELA and math can be more targeted.</p> <p>Eric asked if we like the idea of using a PLC group as a way to come back to the leadership with a better idea of the data. Dani and Holly both shared they like the idea of a small group being able to dive into the data and lead that discussion.</p> <p>PLC Team: Tanner D, Daniel D, Elizabeth M, Flora, Shelly Forrester, Tammy G</p> <p>Eric asked if we are comfortable with this plan? Mid November is the board presentation. Thumbs up.</p>
15 minutes	<p>LID Calendar Discussion: OTR Training?</p>	<p>We want to be intentional with this time October 24: 45 Min LIT time Dec 12: 45 Min LIT time</p> <p>Couple things came up: Do we want to talk about OTR training? Do we want training on the Chromebook Securly Student Software</p> <p>*Only 11 Staff members have responded to the iPad Email form (we already have them...should come to a staff member pretty quickly after you submit form) We could also do more tech training for iPad use???</p> <p>Cori: We can have options for other choices (can staff choose different session?) Yes, it's only 45 minutes so we'd be limited for time. Then we could potentially have another training later for additional support.</p>

		<p>Tammy asked if we have this new tech coming soon...can we swap dates for collaboration to get this out?</p> <p>Moving LIT to October 10...changing Collab to full 90 min Oct 24</p> <p>Carrie asked if our building goal is still OTRs? (Yes) It would be really helpful to review that. (Yes, Eric agreed). Eric agreed with Carrie, wanting to take a morning about OTR strategies to help increase those in the classroom</p> <p>Thumbs up for December 12 for OTR training for our LIT time. (Agreed)</p>
5 minutes	Fall conferences	<p>Tentatively built from last year...</p> <p>Mon Oct 31 - 8am to 3:30 Arena</p> <p>Tues Nov 1 - Noon to 7:30 Arena</p> <p>Wed Nov 2 - 8:30am to 12:00PM (Zoom / Phone call only) *TBD-Eric will ✓ on half day</p> <p>Thurs Nov 3 - B Day</p> <p>Friday Nov 4 - A Day</p> <p>Holly asked if we could maybe go 9 - 1pm as we may have more people on their lunch hour</p> <p>Hannah shared she preferred to keep it early as it doesn't feel that is a true half day.</p> <p>Debbie Downer (Holly)...Open House?</p> <p>Eric: Nope...with former superintendent transitions over the years that has gone away.</p> <p>Hannah: Some of our LIT members have asked if we can have some conferences in our rooms?</p> <p>Eric: We can have that discussion but prefer to have them in one area where they can be all in one place (with counselors, IEP's, etc) You're right...it is more noisy and that's an issue. But arena conferences do have better attendance.</p> <p>Sept 24th: We are having a "Parent Fair" with tours of the building that will include a full walk through of the building (including the places that need attention). *Dani-ASB kids would love to help with that. Suggestion was made to add tour option to conference night</p> <p>*Staff calendar currently updated with Conference Schedule</p>
5 minutes	Student Household Income Survey	<p>Admin needs our help...this will impact many of us. No more "free and reduced lunch" survey. This survey is what will be used to determine at the state level what our student percentage for the accuracy of enhancement dollars that are added to National Board bonuses as well as students are provided with more opportunities (College in High School, Event Tickets, SAT tests, etc...) to have them paid for.</p> <p>Eric would like for every first period teacher to hand these out Monday morning and try to get as many back as possible (hard copy in both Spanish/English only. Must be taken home and brought back).</p> <p>*Lots of discussion... We will hand them out on Monday during 1st period with an announcement. Try to collect them throughout the week</p>
5 minutes	Pep Assembly	<p>We have shifted that between 1st and 2nd...we are using a school-wide connection schedule with a SHORT 20 min assembly. You probably will end up having more time for 2nd.</p> <p>CHeck in...leave backpacks, phones in backpacks, chromebooks...</p> <p>We want to treat it as "We want all students there..." but if they have anxiety/other potential conflicts, we will leave</p> <p>*Dani, we want to WAIT for the band to march around the school and your class is dismissed when the marching band comes by your area. (Fall in</p>

		<p>behind). It's been awhile since we have practiced this...we need staff to scatter around and mix it in (And be super enthusiastic). Students will sit by class. Eric asked that staff just sit in the stands. Be present in the bleachers, you don't have to sit with your students specifically, find a place within the students (it will be a brief assembly)</p> <p>Eric will send the schedule out...making an adjustment to it now.</p> <p>*Head's up...Homecoming Assembly will be Friday BEFORE Homecoming week due to No school on Fri of Homecoming week.</p> <p>Danielle M asked about our Thursday "Red, White, Blue" day...will that be something that can be considered a conflict with the dress code due to gang wear?</p> <p>Lots of important discussion about safety issues surrounding Thursday... Eric and Dani will look at an alternative.</p> <p>Cori asked about backpacks. during fire drills. We need to remind students that we want them to leave their stuff (like we're asking students to leave their stuff coming to the assembly).</p>
5 minutes	Snack discussion	<p>YES! YES! YES! TACOOOOOOOS  </p> <p>Cori's students would like to take this on... (Advanced Foods only runs 2nd semesters) Eric can work with Kendra in the short term.</p> <p>Cori: Let's lock in 2nd semester</p>
5 minutes	Opening Week of School	<p>Shoutout that we need to share out to staff...our first week was fantastic. Great examples, relationship building, culture building, positive engagement and quickly connecting. PLEASE share out with staff about this as well as the fact that Eric has had several positive calls/emails from parents regarding this.</p> <p>Dawn: Asked where/who do I go to with regard to Field Trip procedures... come to Eric, then Ron Brown and Transportation will coordinate. (Travel Tracker is GONE...they are working on making it better)</p> <p>Danielle M: Had a group of passionate students that came to her about suicide awareness month?</p> <p>Dani: Spoke with Sierra Larkin about "Be the Light" and she will be sharing out information for the Oct 23rd game.</p> <p>Eric: We try to have that final week of Sept for the Suicide Awareness...can share out more information.</p>
<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: Emily Wilson, Tara Hanson, D. McCormick, Elizabeth McGregor, Danielle Meadows, Hannah Schneider, Scott Feil, Kelly Sims, Lindsay Hilldorfer, Carrie Christensen, Holly McPhetridge, Dani Schafer-Cloke, Tanner Dotzauer, dan ellwood, Cori O'Brien, Tammy Giacomazzi, Stephanie Stuber, Jenaia Johnson Steve Priest,</p>		
10 minutes	LIT responsibilities/expectations	<p>*What we need to do/responsibilities/expectations:</p> <p>-We're the representatives for each of our groups. Tried to best mix different subjects with different dept chairs. One of the main responsibilities is communicating with your team. Try to reach out once a week, if possible, but focus on what works best with your group.</p> <p>LIT funds is another major responsibility, how that's allocated/approved. WHS Leadership page has info funds requests guidelines.</p> <p>*We also run our LIT small group meetings...what we need to get feedback from. We don't have to rehash everything from the Leadership Meetings (all</p>

		<p>staff has access to Minutes), but it's important to get timely feedback. We need to take notes and share those with Tammy and Eric. Brandon asked if we needed to have a unified note template? Eric: No, you don't have to have the same document but PLEASE bullet-point the items</p> <p>If you're unable to make a meeting, it's vital that you let Tammy/Eric know and then find a member of your LIT group to come to the Leadership Meeting in your place.</p> <p>Please use the Leadership Concern Form to advocate for your LIT team members Carrie asked if someone from your team has a concern that has already been listed, do I add to it? Yes, that's fine. Carrie also asked about taking attendance at our LIT team meetings...yes, please put it in the notes.</p> <p>Ask Tammy if you have any other questions or need assistance.</p>
10 minutes	Staff fund	<p>Still working with payroll on making the autodeduct available to staff. Discussion about adding a staff fund form so people can have an easy way to let LIT know about staff events. Will need to respect privacy.</p>
1 minute	LIT Funds Review	<p>Class Mix: \$36,204 AdMatch: \$20,482 Staff Fund: \$20.18</p>
9 minutes	<p>Lit Funds Requests</p> <p>Funds Request Form</p> <p>Forster Oak Flat paperbacks</p> <p>Symonds Student Magazine</p> <p>Johnson YA books</p> <p>Schafer-Cloke AWSL Field Trip</p>	<p>Carrie wanted to make sure we were clear on the requirements of approval procedures: Kim Englund: Using funding for clubs? Eric: Several years ago we decided to give a chunk to ASB and let them distribute that...there wasn't really an equitable claim to it. If we do this in the future, we need some parameters on it.</p> <p>*AdMatch dollars come from the online "random moments" from State assistance for student's healthcare needs</p> <p>*The form is from 2019 and will be updated to reflect current building goal</p> <p>\$ 519.00 Motion: Hannah Schneider Second: Dani Schafer Cloke Lindsey shared that she would be also willing to share these with others that may need. Approved: Passes Unanimously</p> <p>\$800.00 Motion: Hannah Schneider Second: Tammy Giacomazzi Further Discussion: None Approved: Passes Unanimously</p> <p>\$300.00 Motion: Tammy Giacomazzi Second: Dani Schafer Cloke Further Discussion: Location? In her Classroom...check-in/check out? To stay in her room. Approved: Passes unanimously</p> <p>\$800.00+ transportation (TBD) Motion: Jenaia Johnson Second: Lindsey Hildorfer</p>

	<p>Schafer-Cloke Core Leadership Field Trip</p> <p>Bushy Mouse</p> <p>Merrill Picnic tables and benches</p>	<p>Further Discussion: Dani shared this plan. A Saturday in West Valley in Yakima. Nov 5 Tammy asked if we could split this vote for part of this next month until we know numbers/transportation costs. Dani motioned to amend...passed unanimously Approved: for cost of conference fees</p> <p>*Dani asked if the funds request is requested by me, do I abstain from the vote? - Discussion led to the fact that the vote is not for ourselves alone, but for our LIT Team and students. You should be able to vote for your own request and please do so. Just add the extra step of requesting feedback from your group members in case there are concerns</p> <p>\$3170.00 Motion: Brandon Harle Second: Jenaia Johnson Dani shared information about the director that would be coming to not only train our ASB officers, but all of ASB teaming up with Eastmont's ASB. It would also include middle school trainings that would include engaging students post-covid. This would include a year's worth of curriculum/activity hub/event access. Cost can come down with middle school involvement. This is more than a one day event...training our school leaders to come back to WHS to help build our culture with a year-long program. Further Discussion: Eric shared that with an item with this number requested, it has the potential to impact our entire school. We would like to have our student leaders come and share out how they have implemented these ...possibly have the students share out at a staff meeting. Vote to approve: Unanimously passes</p> <p>\$120.00 Motion: Hannah Schneider Second: Carrie Christensen Further Discussion: While we sympathize and understand why this request has been shared, it does not meet the LIT funds guidelines.. Motion fails unanimously</p> <p>\$4,000.00 Motion: Hannah Schneider Second: Brandon Harle Further Discussion: Some clarification...want this to be something long-term, more industrial while still nice. Clarifying discussion about funding. Motion passes unanimously.</p>
5 minutes	Staff Fund Requests	none
5:45 p.m. (proposed)	Adjourn	Motion – Dani Second – Jenaia Motion passes unanimously. (6:18PM)