



Norms:

- 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.	<p>Snacks Attendance</p> <p>Review Norms (Eric)</p>	<p>Tammy G, Kendra, Hannah, S, Cori M, Elizabeth M, Holly M, Penny H, Scott F, Dawn “Mamma Mia” M, Sarah W, Chris C, Will W, Emily W, Lyndsey H, Nikki A, Tanner D, Brandon H, Eric A. Jackie A. Dan E and Steve P.</p> <p>*Eric self-reported for not starting meeting on time (shame).</p>
5 min.	<p>Operational/Building Issues</p> <p>Last due date for student work</p> <p>Leadership Team Concerns* Check the document for responses to your concerns.</p>	<p>Masks: The biggest issue tends to be the “lowering” of the mask. Mask below the nose. Often not being addressed by teacher. We need to be very consistent about the masks. We need to A) model this appropriately and B) address it with students to be worn above the nose correctly. Admin hasn’t seen much resistance to it being brought up. They</p> <p>Cori M: I’ve had several students that have consistent issues with this. After a couple times...is this a push in? (Eric: Yes, that should be a push in).</p> <p>Chris C: Spoke to how many students just don’t have masks that fit in general. As we walk around the building, we have seen some staff that may not be modeling the best mask wearing behavior. We can definitely help students with adjusting their mask.</p> <p>Lyndsey H: Offered a video idea she shares with her kids. Often she seems to be addressing students that don’t know how to wear it properly.</p> <p>Eric/Kendra: We have gone through almost ALL of our masks that were left (over 600 in the first two and a half weeks). We have ordered more of the disposable type. They have extra in the office if you check with the student if they need it.</p> <p>Elizabeth/Nikki offered up some ways to show us how to make their masks fit more snug over the ear.</p> <p>Last Day to Turn in Work Topic:</p> <p>Eric- When we are talking about the “end of the semester/end of the year”...here’s what I am proposing. Teachers have their own late work policy. Eric is proposing that the FINAL DAY TO TURN IN WORK would be</p> <p>Emily W: Felt there would be push-back to that as we often have students submitting their work late.</p> <p>Jackie/HollyTanner/Lyndsey: Shared similar responses.</p> <p>Nikki A: Needed clarification from Jackie A about where this concern came from? Jackie shared this was a student concern. Isn’t this a time management concern? Students need to be able to learn about shuffling</p> <p>Chris C: Shared that the teachers he spoke with wanted to know if this is about the teacher perspectives or student perspective?</p> <p>Dawn M: Wanted to jump on the “Kids need to responsible” bandwagon. However, as teachers, we need to be VERY clear, either on our syllabus or posted on your board, what our last day is for accepting work.</p> <p>Tanner D: Can it be an expected that teachers clearly post, like on a Canvas page, that we can have it clearly stated?</p>

		<p>Eric: I like that because it also helps parents stay informed...can we have our teams/PLC groups commit to that we post our “Final Day of Accepting Late Work for your Semester” on your Canvas pages.</p>
2 Minutes	Update on Principal-Union monthly conversation	Taking a look at the workload for teachers around directed study...having the dialogue on this tomorrow.
5 minutes	Order Form Requests	<p>Order Request Form Kendra shared the above link, that we as LIT/Dept Heads can share out. It will have an entry for “approved by dept heads” included. Once order is filled out and submitted, you will receive a form response.</p> <p>Kendra will ask Leadership team to make sure we send her an invoice/receipt that may come to us before her. You can also attach it to the form if you’ve prepaid.</p> <p>If this isn’t working, please provide feedback to Kendra. She’s looking to improve the process and if this doesn’t seem to be functional, let her know.</p> <p>Cori M: This is separate from CTE? Kendra: Yes, CTE will order through the CTE requests (Via Jake B).</p> <p>Holly M: Is this separate from Office Depot orders, KCDA, etc? Kendra: Yes, you would still fill those out as usual.</p> <p>Chris C: This would be used for LIT funds requests that have been approved? Kendra: Yes.</p> <p>Eric: FYI...Science, if you are ordering LIVE animals...please communicate that with Kendra so we can work with the warehouse to make sure those get delivered quickly.</p> <p>Chris C: A follow-up question about how several staff “checked out” their personal hand-held whiteboards to students last year that many people received through GLAD and very few came back. Is there a way to get those ordered back? Eric: Come check with me first and we can find ways to get those back in the hands of teachers.</p> <p>Dawn M: We have the same issue with musical instruments. Eric: We need to get those back. We can check with SRO to see if they can do a home visit to get those back. If you have a list of names please get those to Eric.</p>
15 Minutes	Instructional Focus	<p>Ricardo: Passed on how great it has been from his perspective to experience so many classes, even for a short amount of time, that he hasn’t been in before.</p> <p>He looks to be, on average, in classes about 10 minutes. Looking for things like... Beginning: Entry Tasks Middle: Instructional work End: Exit activities</p> <p>Looking for ability to celebrate things he sees throughout the building that is working along with our PLC work with Amber Birks.</p> <p>Ricardo’s goal is to be seen often. His goal is 100 of those “mini” observations a month.</p> <p>Evaluation: If his time in your class is about an evaluation, you will receive an email from eVal. If you are being evaluated on PLC work, he will observe your PLC work and you will receive an eVal email for that.</p>

He's not looking to share out anecdotal data, but mass collected data from the times he's been out observing the positive things that staff is working on throughout the classes.

Eric: We have a form we want to share out to you to see the "big picture" pieces that data has collected. The objective is "where are we" and "where can we grow" within our system. Ricardo has already been in 40 observations through last week. The goal is to look at, celebrate the data and talk t

Dawn M: What are the big picture items?

Eric/Ricardo: Examples like "opportunities to respond" entry tasks...exit tickets/exit activity, think pair share, strategies that over the years, our building has been trained on and wants to use. Offered up many different instructional examples/student engagement strategies that are being used. Socratic seminars, philosophical chairs, etc...

With Ricardo doing the observations alone, it helps create consistency and streamlining of data collection.

Hannah S: It would be helpful if the Admin team would clarify what this process specifically is. She's had conversations around the building with staff that we go from having 2 or 3 evaluations a year to weekly?

Eric: Tomorrow's LIT meeting is a great time to clarify this...these observations are not always evaluations.

Hannah S: Asked again for more clarification. Eric confirmed to have LIT speak to this tomorrow.

Elizabeth M: Wanted to clarify we will have the pre-post conference for the formal evaluation.

Ricardo: Yes, of course. Formal Evaluations will have the formal process as always. Will work with those being on focused evaluations to be more clear.

Eric A: This is a new process so we are working on making this more clear. We, as an admin team, have heard from staff over the years that you would like us (Admin) to be in the classroom more often. We agree and want to be in there seeing you in the classroom. Your classroom is a priority and we want to make you feel that it is.

Tanner D: Reiterated that this is a change that needs to be communicated with our, the Leadership Team, help.

Dan E: Your Admin team has done work ahead of this and we as a staff aren't as clear. Wants to make sure the intent is more clear so that we are able to understand. Also, asked about being video-taped...

Ricardo: Clarified that he was taking a picture that addressed a safety issue that related to gang activity. Clarified this issue to make sure it was understood.

Chris C: Wanted to make sure we have the wording of this process could be better so these "blending of terms" don't feel like we are being "observed"

Lots of agreement...Eric agreed with Chris that we are using the term "observation" in multiple ways and agreed that we need to make an effort to address the language to keep clarity as opposed to anxiety/confusion.

Ricardo: He met with new teachers and mentioned this process, the difference of evaluation/observation. With new teachers they will receive more feedback as they are on "comprehensive" model.

15
Minutes

Data Evaluation / Building Goal Process

Eric: Asking for some feedback on how we want to move forward on this. We held off until we knew more about what we are going to be asked of us from the DO on their strategic plan. We aren't having that conversation with the district team until late Sept - early Oct. Feels that is too late at this point. Eric would like to pull a smaller team of 10-12 people to look at data points to bring to the Leadership Team. Question is...do we want those people to be a subgroup of the Leadership Team or do we open it up to all staff that can be a part of the process. Several agreed to open it up to all staff.

Chris C offered up that perhaps we should be the ones who do this work as we were elected, selected to do the work for the staff. If we have an ad hoc committee added that will have more to do when we can do the work, it may not need to be done.

Tammy G: Asked if we can have a split group...half from the Leadership team, half from the larger group as a whole?

Chris/Dan E suggested the LIT teams could be used to do this.
(discussion ensued)

Chris asked if there was a push to change the goal? Eric: No, not specifically but wanted to see if there was a different goal, now that our prior 3 year goal, has ended.

Eric made the decision to assign this, with much support from Chris Cloke, to the LIT team.

10 minutes

Fall Conferences

October 27(W), 28(Th), 29 (F)

We had good responses from staff/parents about the virtual format. We get to choose our format...we just need to decide.

Cori M: Prefer to have face-to-face meeting. Can we have a split?

Eric: The large gathering of traditional might be difficult. If we have them meet in your classroom, that may be doable.

Hannah S: Likes the idea that parents get the opportunity to visit the school

Lyndsey H: Brought up the point that if we have online options it helps negate the challenge that some community members would have to adhere to the mask mandate. We might have to be a part of challenging situations.

Eric: We can set it up that in order for parents to enter, they will have to have to wear a mask. If they challenge that once they are in your class, you can say that you will have to end the meeting.

Chris C: Asked about Open House...are we going to have one? Spoke to the process we've had the last few years about it.

Holly M: Shared that she would prefer virtual zoom option. Any other normal year, she prefers face to face. (Several staff agreed) However, with the current climate of anxiety that mask mandates create, we would prefer online.

Steve P: Asked if we can have a way to have parents meet in person if we wanted to schedule them?

Eric: That's a good question...can we have a middle ground? Can we have staff create invite individual times with parents that would be available

Dan E/Will W spoke to the idea that if we have individual appointments, what is to keep them from saying

"While we're here can we speak with Mrs/Mr ___?"

Hannah S: Spoke to the need to address the fact that we have some kids who have been in the building for 2 years...their parents haven't had a chance to see where their kids go to class. As a parent that would be something she'd have trouble with.

Dawn M: Wanted to share out again, that there are people out there looking for an opportunity to invite potential conflict that can be volatile. Do we want to create an opening, that is just before the school board election, to take a risk where we have potential conflict.

Eric: These are all good points. We are at a point where we are sadly having conversations about how we can have parents attend without potentially having conflict. He's also interested in providing an opportunity, as Hannah suggested, to have parents come in with their student and have the student "guide" them around. Possibly have an open evening...for example...from 5-8 some night (staff would not be here). He's good with such an idea...however would then prefer to have the Zoom format as conferences.

Are we good with such a format?
Tanner: Would our doors be open (No...) yeah, then would it be worth this?
Hannah appreciated the attempt to find a common ground but agreed that it probably isn't worth it.

Eric: Asked for a "vote" and it was agreed for **VIRTUAL CONFERENCES ONLY.**

Holly M: We don't have school those days? *Correct

Eric: We want to speak about time shifts...half day on that Friday, the remainder of the half day is for completion of "Safe Schools"

Dawn M: At 5:14PM said "I agree with Eric"

Chris C: Asked if we have to have both nights go until 8pm?

Eric: We do need to have the chance for parents to reach out after they get home from work.

Several staff asked about us signing up for struggling students like last year? Many liked that opportunity, **Nikki A** shared that if you didn't sign up for students you knew that was more difficult as you couldn't get access to their skyward/grades.

Cori M: Is there a way we can make it easier regarding phone calls to parents to ALL parents. Received comments that receiving multiple phone calls was overwhelming to parents.

Eric: We were in a tough position last year with the sheer amount of failures early.

Lots of talking about priorities and who we call...who we don't...

Goal is to reach out to any student that has an F/D.

Set up a Zoom with a waiting room for parents to pop-in.

If you have a student on an IEP, please coordinate with their Special Education teacher.

Wed 12 - 8

Thurs 11 - 7

Fri: 8:30 - noon.. (We will confirm this later)

Lyndsey: Do we have expectations for student contact with A,B,Cs??

Eric: Connect with those that you see need to be contacted.

Dan E: Language support?

Eric: We will have the same bilingual form to share out. Think we have 4 or 5 that can support that work.

20 minutes

LID Schedule Discussion

Eric: LID Calendar...can we agree that the 25th of Oct...can we we give that 45 minute LIT time to staff to prepare for Conferences?

*Overwhelming thumbs up...use that time for conference prep.

20 minutes

Assessment Schedule

The state provided directive we must test students in the fall...

Oct 5/6/7...we would like to run our normal bus schedule (commons/gym open)

Tues 5th 9 & 11th Grade ELA testing 8:40

Wed 6th 9 & 11th Grade Math testing 8:40

Thurs 7th 9 & 12th Grade Science Testing 8:40

We will have our Monday schedule for the remainder of the day for all students.

All staff will be in our classrooms at normal time. Staff will be proctoring these. Sarah Dietrich will be sending out a "training" link that will take 30 minutes. Sarah D. will have the student/staff assignments. Tech help will be available.

Cori: Are we using a Morning to take that training?

		Eric: Sarah D and I had Sept 29 morning meeting to allocate that 30 minute training.
5 minutes	Finals Schedule	*Moved to October
DEPARTMENT HEADS RELEASED		
Minutes Approval: Chris Cloke, D McCormick, Scott Feil, Cori Montgomery, Emily Wilson, Tanner D, Brandon Harle, Penny Hedman, Elizabeth Mcgregor, Holly McPhetridge, dan ellwood, Tammy Giacomazzi Jackie Andrewjeski		
5 minutes	LIT Action Group Expectations	Move to October Meeting
5 minutes	LID Schedule Vote	Move to October Meeting
2 minutes	LIT Funds Review	LIT funds: \$20,684 ADMATCH: \$25,812
15 Minutes	<p>Lit Funds Requests</p> <ul style="list-style-type: none"> ● International Language <ul style="list-style-type: none"> ○ Kahoot <ul style="list-style-type: none"> ■ \$432 ● Hilldorfer <ul style="list-style-type: none"> ○ Sheep brains <ul style="list-style-type: none"> ■ \$86.72 ● AVID <ul style="list-style-type: none"> ○ College Campus Field Trips <ul style="list-style-type: none"> ■ \$3,040 ● Busse <ul style="list-style-type: none"> ○ AP Stats video subscription <ul style="list-style-type: none"> ■ \$319 ● Lasater <ul style="list-style-type: none"> ○ Bicycle storage <ul style="list-style-type: none"> ■ \$4,682 	<p>Motion – Chris Cloke Second – Emily Wilson Passed unanimously</p> <p>Removed due to being approved by building funds</p> <p>Motion - Chris Cloke Second - Emily Wilson Passed unanimously</p> <p>Motion - Chris Cloke Second - Emily Wilson Passed unanimously</p> <p>Motion - Buzzell Second - Emily Wilson motion passes 7-1</p>
5:44p.m. (proposed) 6 p.m. (actual)	Adjourn	Motion – Tammy Giacomazzi Second – Jackie Andrewjeski