

Leadership Team Minutes August 24, 2022 New Commons 3:15 – 4:20 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
3:15 p.m.	Attendance	
5 min.	Review Norms	
5 min.	Operational/Building Issues Leadership Team Concerns* Check the document for responses to your concerns.	HVAC is a hot topic. They've been working all summer, so thank the AC folks if you see them. All spaces except the library should be working by Tuesday. There are contingency plans just in case.
4 Minutes	Update on Principal-Union monthly conversation	
10 minutes	Staff input discussion	Requesting input on how staff can provide input/perspectives on decisions. This was a topic of concern per the end-of-year survey last spring.
10 Minutes	SIP discussion plan	New approach this year with specific targets in four areas: math, ELA, SEL, PLC. Dawn: these are specific areas Hollie: Are these whole school goals Eric: Yes. They are building-wide goals. Do we want a small group or admin to come up with suggestions? Do we want to split the leadership group and assign one topic to each group? Other suggestions Elizabeth: can we make small, multidisciplinary groups Chris: What about LIT groups? Tammy: Maybe assign two targets to each LIT group (Math/PLC, ELA/SEL) to gather staff input, then break leadership into two groups to come up with draft goals. Eric: Do LIT reps feel comfortable leading this? We have some time to make this happen. Carrie: Is there data we're basing this decision on? Dawn: Where did these 4 areas come from? Eric: These were developed by the district based on data. All schools are creating these four targets. Dawn: It's frustrating to be asked to incorporate things like math and ELA that don't specifically apply to my content area Carrie: That's something that the LIT discussions could support. But maybe department heads should be in charge of the drafting so every department gets represented. Jackie: This is pretty nebulous. What does "specific target" mean? Eric: I'll send out the template. This isn't as deep or complicated as we think. Chris: This is something similar to what we've done in the past. Focus on the piece that fits in with your curriculum. It worked really well. Eric: We'll come back to this on Sept. 13 when everyone has had a chance to look at the template.
5 minutes	Leadership calendar	Eric: Keep meetings to the first Tuesday of the month with follow-up LIT meetings the next day? (General approval) Sept. 13 Dec. 6 April 11 Oct. 4 Feb. 7 May 2 Nov. 8 March 7 June 6
10 minutes	2nd period student email/communication check	Eric: Kids don't check their emails. Ever. This is an important life skill. 1st period pledge only; 2nd period announcements. How do you feel about giving three minutes for email checks (with incentives)? Dawn: Kids in music and PE don't use their computers.

		<p>Tanner: Could we add it to a syllabus and make a point of reminding students rather than taking time out of 2nd?</p> <p>Eric: How does everyone feel about shaving 5 minutes off of lunch passing period and adding it to 2nd or 3rd?</p> <p>Tara: Why not keep the incentives but drop the designated class time?</p> <p>Jackie: Can teachers choose random students to get an email out to, with an incentive for them to respond to their email?</p> <p>Eric: That's a great idea, but we don't want to add a burden to teachers</p> <p>Scott: Our department would be fine with having kids check every class, since they're on their computers. Would that work for other departments?</p> <p>Danielle: You could set up automatic Canvas emails</p> <p>Carrie: I don't want to take out additional instruction time, either. Why not add it as a sign-off to announcements?</p> <p>General support for this idea</p> <p>Hannah: Kids feel overwhelmed by a lot of the district newsletters and notifications.</p> <p>Eric: Filtering junk emails is a life skill. Kids are missing important information. We won't add an expectation to class, but we will be deliberate about reminders and incentives.</p> <p>Dan: Can we revisit this at a later meeting for progress report?</p>
5 minutes	LID Calendar Discussion: Sept 12 (later dates in Sept. meeting)	<p>Could we use Sept 12 for evaluation explanations?</p> <p>Carrie: Could we get some of that time back later if we need it?</p> <p>Hannah: Evaluation help early is good.</p> <p>Holly: Especially with so many new staff, that would be helpful</p> <p>Chris: I think we should give the time. It will reduce peoples' workload.</p>
<p>DEPARTMENT HEADS RELEASED</p> <p>Minutes Approval: C. Cloke, D. McCormick, Tara Hanson, Danielle Meadows, Scott Feil, Lindsay Hilldorfer, Elizabeth McGregor, Jackie Andrewjeski, Hannah Schneider Tanner Dotzauer Cori Montgomery Holly McPhetridge Emily Wilson Kelly Sims Dan Ellwood, Steve Priest, Tammy Giacomazzi, Carrie Christensen</p>		
10 minutes	Staff fund discussion	Autodeduct form for staff fund will be going out soon.
1 minute	LIT Funds Review	<p>Class Mix: \$24,000 (anticipated)</p> <p>AdMatch: \$11,000</p> <p>Staff Fund: \$0</p>
1 minute	LID Calendar vote	<p>Chris moves</p> <p>Lindsey seconds</p> <p>Unanimously approved</p> <p>Chris: Helpful in the future to set out big agenda items in advance so we can set LID days around conferences, etc. at the beginning of the year.</p>
4:12 p.m. (proposed)	Adjourn	<p>Motion – Hannah</p> <p>Second – Jackie</p> <p>Unanimously approved</p>