

Leadership Team Agenda  
 June 5, 2017  
 Room 500B  
 3:30 p.m. – 5:00 p.m.  
 and  
 June 8, 2017  
 11:35am – 12:20pm



Time	Agenda Items	Notes
3:30 p.m.	Snacks Attendance: McCormick, Butler+, White+, Jelsing+, Spencer, Hedman+, Stansbery+, Mendoza+, Nelson+, Harle+, Christensen, Busse+, Elwood+, Feil+, Collins+, Pulido+, Higgins+, Bucholz, Joya+, Priest+, Mahoney-Holland+, Swardz+ + denotes presence at both meetings	There were no snacks. No one is sure why. They might have migrated to a cooler climate now that the temperatures outside are so much higher than last month. For the good of the entire staff we will work to keep you updated on this important issue.  If you have seen the snacks, feel free to call the front office, or Eric's office directly.  Snacks arrived. All is right with the world.
	Minutes approval - MAY	Motion - Elwood Second - Busse
	Attendance Keypads - Classroom	2 systems <ul style="list-style-type: none"> <li>• Tardy Kiosk in attendance office or other areas; purpose is to track tardies               <ul style="list-style-type: none"> <li>○ Automatic absence updating</li> <li>○ Students get to class sooner rather than waiting in attendance line</li> <li>○ Teachers never required to mark tardies, only absent</li> <li>○ Cannot let students into class with the slip printed at the kiosk</li> <li>○ Cannot let students out in first/last 10 minutes</li> </ul> </li> <li>• Positive attendance; purpose is to track classroom attendance               <ul style="list-style-type: none"> <li>○ Keypads in each classroom, though not all classrooms have to use them</li> <li>○ Students punch in when they get to room</li> <li>○ Does not assign tardies, Tardy Kiosk would do that</li> <li>○ System assumes student is absent until students punch in</li> <li>○ Teachers see list of students who</li> </ul> </li> </ul>

		<p>have checked in and can override if there is a situation where students try to check each other in.</p> <ul style="list-style-type: none"> <li>○ Staff would need to have the machine ready for students to enter ID's and check the room roster once they've checked in.</li> <li>○ Students tardy to class would not check in and would have a slip from the tardy kiosk showing they'd been checked in as tardy.</li> <li>○ <b>There is a request into Skyward for the system to mark students as tardy, but it is not currently available.</b></li> <li>○ Keypads would be connected to computers (cheapest option), or connected to a chromebook running skyward (Cannot have both computers connected to skyward at the same time), or a special keypad that hooks directly to skyward without being connected to computer (most expensive)</li> <li>○ Tracks where students check in</li> <li>○ Students take about 4-5 seconds to successfully sign in</li> <li>○ This is only a system for compiling data and information and student presence in parts of the building. There would be many things that staff would need to discuss... tardy threshold etc..</li> <li>○ Maybe pilot it with a department? Teachers?</li> <li>○ Leadership team is very supportive of Tardy Kiosk. Requests more info out to staff.</li> </ul>
	Tech Report	<p>Taking one lab in the library and using those machines throughout the building. The machines will be replaced with a chromebook cart that will stay in that lab.</p> <p>Possible group work room</p>

	Senior Parking in Back Lot	<p>Millerdale is going to be repainted to improve congestion. We'll be losing 15 spots on the street.</p> <p>We have a lot of open parking that can be assigned to designated students (15-20). Attendance-incentive based parking for students. Spots would be marked out. Students would be given a form of ID to show they have earned the spot.</p> <p>Leadership team was supportive.</p>
	Assembly Schedule Idea	<p>Attach PEP assemblies onto lunch. Students would not be forced to go to the PEP assemblies. Reduces time we take from instruction because there would be less passing time going to/from assemblies.</p> <p>This would not affect MLK and other assemblies of that nature.</p> <p>Assembly expectations would need to be communicated to student population during a mandatory assembly at the beginning of the year.</p> <p>Leadership team was supportive.</p>
	Final discussion on Bell Schedule structure	<p>Leadership did report back some minor concerns about the one-lunch schedule. Overall, feedback from staff has been positive about this change.</p> <p>Morning announcements were brought up as an issue for next year. Leadership team would like to see morning announcements be looked at differently</p> <ul style="list-style-type: none"> <li>• School remind</li> <li>• More reader boards in lunch room</li> </ul>
	LIT Survey Results	<p>Went through the LIT survey results. Some teachers want more LIT group meeting times during the year, some like that we didn't have many this year.</p> <p>Leadership team needs to be more effective at addressing non-academic, operational issues that arise in the building and communicating this to the staff.</p> <p>Effective sharing of how the Leadership oversees implementation of the CIPP goals needs to happen as well.</p> <p>Still struggle with finding ways to make LID activities feel productive for majority of staff.</p>

		<p>We are adding an operation/building issues agenda item to each Leadership agenda</p> <p>Classified staff do not feel involved in the leadership/LIT/LID activities because they don't get to meet during those times.</p> <p>Leadership is trying to find a way to give those staff members consistent time to meet, hear out and share out.</p>
	2017-2018 Calendar of Events (Year at a Glance)	<p>Events need to be equitably scheduled to make ensure disruption of instruction is fair and balanced.</p> <p>This is for things that have an impact on instructional time.</p> <p>Anderson is sending an email out to the staff. Please add your events so that we can maintain a solid, equitable schedule for everyone</p>
	<p>PBIS</p> <ul style="list-style-type: none"> <li>• LID Time</li> <li>• Ongoing training and data review</li> </ul>	<p>PBIS committee would like to continue the conversation on data at least quarterly. It be awesome to do during Monday morning LIT times.</p>
	<p>LIT Team time 2017/18</p> <ul style="list-style-type: none"> <li>• Preplan next year's LIT time out so we know what the focus is and can be more intentional</li> </ul>	<p>Need time for groups to meet in the fall at least hear concerns and needs, then use those to inform the trainings LIT provides</p> <p>Looking at different ways to increase communication and connection within LIT groups.</p> <p>Need to meet more consistently to reduce confusion across the staff.</p> <p>There is a lot of training time in the schedule next Fall, so do we really need to do trainings during Fall LIT time?</p> <p>September 18 and October 23 LIT time will be trainings on contacting parents and keeping that conversation positive and effective.</p> <p>November 20 will be the first of quarterly pbis data conversations</p> <p>Some discussion on the building giving time to teachers for contacting parents.</p> <p>We should send contact home like the elementary and middle schools do to be sure that phone numbers are correct.</p>



	<ul style="list-style-type: none"><li>○ Tables and chairs for classroom<ul style="list-style-type: none"><li>▪ \$2130</li></ul></li></ul>	
5:30 p.m.	Adjourn	Motion – Second –