

Leadership Minutes

January 18, 2018

DO/MBR



GEM AWARDS & SPECIAL AWARD FOR BRIAN FLONES – Lisa

- Lisa presented GEM awards to Andrea Komro, Stacy Humphreys, Cyndi Valdez, Josette Tran. She also presented the District Office 2nd Quarter GEM Award to Janet Hill.
- A Community Group presented Brian Flones with an award nominating him in all 8 categories of the GEM award.
- Jodi Smith Pain presented an award to Brian that was a list of words submitted by district employees describing Brian's exemplary qualities.

Tech Tip – Ron B.

- Ron shared a humorous video – *The Shoulder Shrug* - a way for teachers to get a point across to students
- Google Forms & Add-Ons: use these to collect anything quickly - how to use the helpful add-ons to make the information you're collecting useful – easy to make your own or use available templates – he demonstrated how to create and use a Goggle Form and how to use the available hints as they pop up
- For fastest retrieval of summary data use multiple choice, check box, or drop down menus to get instant data results – use the hints as much as you can, they speed things up
- When you send, embedding the form into an email makes getting results go faster since they don't have to go to a link
- If people are working with you on a project, you "add collaborators" not share...it's different
- Use URL shortener "gg.gg" to reduce a long address to be more usable, then copy/paste
- These tips are all posted in the *Classroom Link*
- Our new, more powerful survey option Qualtrics, is also available to use for internal surveys - we will be using this more in the near future – check with Ron if what you're doing isn't working in Google Forms

Inclement Weather Procedures, etc. - Jon

- Jon reminded everyone to be using the Kudos Cards and GEM Awards to encourage your staff
- Jon reviewed the process that is in place for inclement weather days – he explained what happened that caused so much confusion on the recent inclement weather partial delayed start day - we were trying to err on the side of safety but weather changes and a multitude of other variables that morning made things extremely difficult to determine the right course of action
- We will review this with staff so things are clear for everyone going forward

Meeting Schedule - Jon

- The meeting schedule and amount of time admins are out of the building has been brought up in the past by concerned staff – we have made some adjustments this year with the 8:30 starting time (except for collaboration) – discussed moving meetings to afternoons or other options – want to relook going into next year – but it is important that we have all of leadership together at one time, we want to continue having all leadership groups meeting together – possibly less Pro Growth – met in small groups to discuss and give feedback on how can we make this different and a better use of this time – possibly use email more (but this has not had good response in the past)
- From now on Asst. Principals are no longer required to attend Leadership Meetings, they may stay at the buildings if needed so there is an admin to handle issues as they come up
- Concerns about **WSD website**: there was a presentation to the Board...walked them through process for choosing the tool we now use & how it was chosen – it helped some – Ron's working with webmasters – Eric and his webmaster had a meeting with WHS parent advisory committee using laptops and working in the website as a group – got feedback on building websites and helped them become familiar with it – that was helpful to the board – banners at the top need to stay the same from building to building and across the district – focus on the parent piece/review the content for info that's lacking so we get a sense of where the frustrations are – work with PTSA groups for ideas to update - take larger navigational concerns to Ron
- **Operational folks**: check your departmental sites to be sure forms and documents are updated with correct names, dates, etc. – if not, let Laurie know so it can be replaced

K-12 Prins & Cert Directors: Professional Learning Survey to topics on Leadership – Jodi, Ron

- **Local & Global PD Licenses** (\$70/teacher for additional) – Jodi is checking into that – some shared articles cannot be read without the license – she will make sure all Leadership has access and keep you informed
- Assessment Committee is starting again in Feb. - working on documents to share – recruiting teachers who are not already highly committed – Jodi will get info to you if you have a teacher who can serve
- Qualtrics Survey...our new survey option – want all buildings to participate to determine what people want regarding Professional Learning – new Board wants data from teacher's voice as well as principal's & Leadership - Cabinet will do everything possible to be sure every teacher has the survey - Monday morning January 22nd all teachers will have a survey link unique to them with all instructions in their box – Monday 29th anyone who has not taken it will get a reminder in (classroom.google.com) - will close February 2nd – contact Ron & Holly for help
- **Board Appreciation** will be the next Board meeting (Jan.23)– Jodi encouraged everyone to attend

K-12: Evaluation Electronic Resource Committee & Cert Contracts and Misc. – Lisa

- Next Board Meeting is **National Boards Recognition** - if you have any of those teachers you'll want to stay for that after Board Appreciation that night
- **Transfer Fair** moved to Feb 1st – good for teachers so they can meet all admins – bigger deal at elementary
- **Eval Committee:** discussed last year about moving away from iObservation - never finished so we're using it this year but it will continue to be “wonky” – talked about going to Eval 2.0 mixed reviews – want to form a committee w/4 admins HS/MS/Elem/... (so far Ron B, Donna M, Trisha C)
- **Contracts:** for some reason there are teachers who do not return contracts – HR spends lots of time tracking people down who don't return theirs – we will be asking for admin help next year for anyone who does not respond to HR requests – may see if Chris/WenEA can help with this

K-12: ELPA 21 Testing - Bill

- Proctor training tonight at DO – participants will be time sheeted – bring a proctor or two (not all) who can train other proctors in your building – have them bring a laptop - call Bill for questions
- Test Tubs will be given to the proctors this year – everything you need is in the tubs – test tickets will go out at the last minute so we have as many new students as possible – call Bill's office if you need a test ticket for a particular kid and they will email it right to you – keep all test tickets secure, including practice sets – be sure to have a sign in/sign out...OSPI has a new auditing group so teachers may be audited...best practice
- Bill went over dates the site will be available and when it will be shut down – call him for details
- There is a paper/pencil test for K-1 students in addition to the online writing segment for them – recommend doing them back-to-back, online first
- There is an alternate test for Special Ed students with severe cognitive abilities – let Bill know if you have any of these students in your building and he will help you
- Discussed testing overload – kids who are done but others still testing – supervision and how to handle it

6-12 Prins, Jon, Jodi, Sarah: Math Pathways for 6-9 graders – Taunya

- In depth discussion about all the options available to students regarding MS math – what is the best way to handle this as they move into the high school – how do we schedule this – what will be offered and how – how do we handle students who fail first quarter but pass semester – if they fail a semester what happens next...what will be available to them the next year
- 8th graders & Big Ideas Curriculum or Algebra, Geometry, Math 180 – all 3 MSs are different so they're asking if they can offer kids different options depending on how they're moving through the courses – can't start where they left off in the fall so kids are either redoing or missing some instruction – issues of not enough teachers to cover all the requirements – we'll run out of time and curriculum one way or the other – we want our teachers to be responsive to student needs and we need the flexibility to do that – licensing concerns also - need to order books
- There are many struggles, difficult to determine what's best – need to be consistent across all 3 MSs

9-12 Principals, Jon: Graduation & Assessment Waivers – Kory

- Kory explained to Jon the complications that we are having actually using the waiver process
- We will use college enrollment to get a waiver
- Losing the CoE has put us in a bind