

# Cabinet Minutes

February 19, 2015 - 9:00 a.m.



PRESENT: Chris, Jennifer, Dick, Marc, Joni, Nancy, Scott, Aaron

ABSENT:

## 1. Board Agenda Review

### BOARD AGENDA, Monday, February 23 - MMS

		READING	PRESENTER	TIME
	MMS Focus		Condee Wood	30
	Superintendent Goals		Dick	20
	Facility Assessment & Capital Planning Process		Jennifer	15
	2015-2016 Budget Planning		Jennifer	5
	Executive Session - Personnel Issues - following meeting			

**Presenters please note:**

**Agenda form is due by February 13; materials for Board packet by February 18.**

### BOARD AGENDA, Monday, March 2 - Knox

		READING	PRESENTER	TIME
8	Budget		Jennifer	
6	ORLA Update		Joy	
4	Data Late Start/Early Release		Dick	
	Executive Session - Negotiations			

**Presenters please note:**

**Agenda form is due by February 20; materials for Board packet by February 24 .**

## 2. Department Updates - 30 minutes

- a. Communications - Rebecca
  - i. Proactive health planning/letter
  - ii. 3rd grade letter/new law
  - iii. Middle School Option Nights
  - iv. Kindergarten Day
  - v. PRR requests
  - vi. ORLA opening, new web site, Grand Opening Event May 18
  - vii. Student spotlights and staff spotlights
  - viii. Next parent group meeting April 28 (budget focus)
  - ix. Other events on horizon: Ice Cream social, employee recognition May 18, Staff Recognition Week May 4-8
  - x. Rebecca and Conor at WA School Public Relations Assn. meeting Friday, Feb. 27 (Burien)
- b. Technology - Marc
  - i. Leaves - Long term and technology implications
  - ii. ORLA Update and Service/Use Questions
  - iii. Phone Update
  - iv. TAC Meeting 2/19
  - v. First Class [Survey](#) - Knox Staff
- c. SPED - Joni
  - i. IEPs/Safety Net

- ii. Bump-Up Meetings
  - iii. Student Placement Decisions 15-16
  - iv. Hiring
  - v. Observations
  - vi. SOS Role
  - vii. March 2nd interviews
- d. HR - Aaron
- i. Roll out for Volunteer Register (check in)
  - ii. Measles notice- joint letter to all staff
  - iii. HR staff attending WSPA conference
- e. T&L - Nancy & Scott & Chris
- i. Bridges Collaboration Meeting
  - ii. Standards-Based Grading & Report Card Update
  - iii. ELA Planning
  - iv. AVID
  - v. Bridges to College Courses
  - vi. Science Support
- f. Operations - Jennifer
- i. Two new light duty staff have started today; safety message ideas needed.
  - ii. Emergency Planning: Excellent training on Friday. School secretaries? August 11.
  - iii. April 1st AS training.
  - iv. Focus: Facility assessments; staffing allocations; camera deployment.

### 3. Superintendent's Goals - Dick

#### UPCOMING MEETINGS AND EVENTS

Date	Time	Event	Notes
Feb 21	10:00	Kindergarten Info Day @ CHS	setup starts @ 8:30 am
Feb 23	6:00	TOGETHER! CHAMPIONS FOR KIDS	Indian Summer
Feb 24	8:30	GA @ KNOX	9:15 All GA Dick Welcome 9:20 - Web Accessibility Dave 9:30 - Budget/Capital facilities planning/ secretarial summer training - Jennifer 10-11:30 - Active Shooter with law enforcement - Jeff Carpenter
Feb 26	7:30	HAVE A HEART FOR KIDS BREAKFAST	Red Lion Hotel - Dick, Allen, Mark, Eileen, Jennifer, Joni, Aaron, Rebecca
March 10	8:30	TILT @ KNOX	
<b>March 23</b>	<b>6:00</b>	<b>Joint Meeting w/Griffin Board</b>	<b>at Griffin</b>
March 31	8:30	GA @ KNOX	
April 14	8:30	TILT @ KNOX	
April 28	8:30	GA @ KNOX	
May 12	8:30	TILT @ KNOX	

#### STUDY SESSIONS

Date	Time	Topic(s)	Facilitator	Notes
Mar 9	6:30	PBIS & Robotics	Randy Steele & Chris Johnson	Avanti Demo?
Apr 13	6:30	Budget (pos Homeless)	Jennifer (pos Sarah)	(per JM request)

May 11	6:30	Budget	Jennifer	
Jun 8	6:30			

*Future Topics: Smarter Balanced, 3<sup>rd</sup> Grade Ready, LAP/Title 1, High-Cap*

**KNOX STAFF MEETINGS**

Date	Time	Topic(s)	Notes
Feb 10	8:15	Public Records Requests Measles Update Safety	Diana Jeff All
Mar 3	8:15		
Apr 14	1:30		
May 5	8:15		
Jun 9	8:15		

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