

Cabinet Minutes

May 14, 2015 - 9:15 a.m.



PRESENT: Aaron, Dick, Jennifer, Joni, Kari, Marc (electronically), Nancy, Rebecca, Scott

1. Board Agenda Review

BOARD AGENDA, Monday, May 18 - ORLA - Opening Event @ 4:30 to 6:30

		READING	PRESENTER	TIME
P	Focus on ORLA		Joy	30
P	Washington Achievement Awards		Nancy	20
P	Staff Recognition		Aaron	45
1	2015-2016 Calendar		Nancy	5
8	2015-2016 Budget Priorities - Online Survey Results		Jennifer	15

Presenters please note: Agenda form is due by May 8; materials for Board packet by May 12

BOARD AGENDA, Monday, June 1 - Knox

		READING	PRESENTER	TIME
P	ESD Services Update, Mike Hickman ESD 113			20
4	Healthy Youth Survey		Jeff	30
4	Technology Fair Presentation		Marc	10
8	2015-16 SY Budget		Jennifer	30

Presenters please note: Agenda form is due by May 22; materials for Board packet by May 26

2. Department Updates - 30 minutes

Communications - Rebecca

- May 18 - ORLA Grand Opening
- May 18 - Employee Recognition Awards
- May 19, 20 - Budget public forums
- May 28 - Ice Cream Social
- Videos (OlyBear Preschool, Homeless program, others)
- Media planning
- Report card communications

Technology - Marc

- i. HS Building Rewires
- ii. Hiring
- iii. Tech PD
- iv. SBA update

SPED - Joni

- i. Evals
- ii. Hiring
- iii. SSC Assignments
- iv. Staffing Allocations
- v. Classroom changes for new DLCs

Human Resources

- i. Hiring/recruiting update... HQ checks
- ii. Principal feedback about staff placement procedures
- iii. PAF procedure
- iv. Bargaining

T&L - Scott & Nancy

- i. Calendar
- ii. Dar's list
- iii. Gravity
- iv. Report Card Team Update
- v. K-4 Intervention Plan

Operations - Jennifer

- i. Tim's resignation → Revising jobs and organization in order to better reflect duties and to better coordinate with maintenance, grounds and custodial.
- ii. Payroll Office → 50% new staffing, new staff are transitioning in and are not full time in the payroll office yet. Please be patient as they must learn a new job, and keep going in their current job. This is difficult.
- iii. Field Trips → Make sure you put your requests in immediately; we have many to accommodate. If the field trip is not approved by transportation, please call Troy directly.

UPCOMING MEETINGS AND EVENTS

Date	Time	Event	Notes
May 21	8:00	Early Cabinet Meeting	The Day of Champions event
May 28	7:00 am	BGCTC Breakfast - St. Martin's	Attendees: Dick, Allen Miller, Kari L, Frank W., Nancy, Need more people????

STUDY SESSIONS

Date	Time	Topic(s)	Facilitator	Notes
Jun 8	6:30	Budget Personnel meeting added???		
July 8	6:30	Budget		

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

KNOX STAFF MEETINGS

Date	Time	Topic(s)	Notes
Jun 9	8:15		

GRADUATIONS

Date	Time	Event	Notes
June 4	6:00	Avanti	
June 5	7:00	Transition Program	
June 11	7:00	CHS	
June 12	7:00	OHS	

No ORLA graduation ceremony this year.

OTHER

June 15 Board Meeting: Drop dead date for school lunch prices
Add: Wednesday, July 15 Board Meeting @ 12:00 pm

