

# Cabinet Notes

November 19, 2015 - 8:30 am



PRESENT: Jennifer, Susan, Kari, Dick, Aaron, Nancy

Absent: Scott, Marc

## 1. Board Agenda Review

### BOARD AGENDA, Monday, December 14 - Knox at 6:30 PM

		READING	PRESENTER	TIME
	Board Re-Organization			10
1	Policy 3246, Use of Reasonable Force	1	Skylar/Kari	10
	Data		Dick	30
	Principal Hiring Process		Dick	
	WSSDA report		Board	

*Presenters please note: Agenda form is due by December 4; materials for Packet by December 8*

### BOARD AGENDA, Monday, January 4 - Knox at 6:30 PM

		READING	PRESENTER	TIME
	Tech Fair Update		Marc	10
1	Policy 3246, Use of Reasonable Force	2	Skylar/Kari	5
	School Improvement Plans		Nancy	30
	Levy and Bond Information		Susan/Dick	

*Presenters please note: Agenda form is due by December 11; materials for Packet by December 18*

## 2. Department Updates - 30 minutes

- Communications - Susan
  - i. Elections department/notification of voters pamphlet/next up explanatory statement and seeking for and against names with newspaper ad
  - ii. Elections publications: PowerPoint, school specific fliers, 2-sided fact sheet: extra copies for all
  - iii. Voter registration article being posted today/election page with FAQs need Dave Eilers
  - iv. Board news/hope to have created by tomorrow to send to the board
  - v. Drop-off and pick-up at Capital HS/working with Kurt Cross and Michelle
  - vi. Contacts with OPD/Communications Directors/
  - vii. Kim/
  - viii. Noise factor of conference room/privacy
  - ix. Emergencies
- Technology - Marc (absent)
  - i. Voicemail procedures> ensuring everyone has it in a timely manner
  - ii. Planning and prioritizing for summer technology installation
- SPED and Student Support - Kari
  - i. SPELT
  - ii. Staffing updates
  - iii. ELL/Sped Team
  - iv. Legal updates
  - v. Suspensions, Sped, and AES
  - vi. SpEd PTO

- Human Resources-Aaron
  - i. What Every Employee Should Know
  - ii. Bargaining update
  - iii. Personnel update
  - iv. Recruiting-- Job Fairs and Talent Ed
  - V. AESOP
  
- T&L - Scott & Nancy
  - i. Curriculum adoptions
  - ii. SIP
  - iii. PBIS, Kendra
  - iv. Finals schedules at the high school
  
- Operations - Jennifer
  - i. Court trial begins 11/30. Runs for two weeks, 9-4. (Meetings before an after court re: next day's witnesses.) Therefore my availability is very limited.
  - ii. Safety Message on Ice/Snow is coming up. Please set aside some time in an upcoming staff meeting---this one is kinda important.
  - iii. Avanti Robotics: Need 1 month of space so trying to determine if we use 301, 303. Importantly, we must hire a "fire-watch" person to mall-walk through Knox to make sure that if the building catches on fire while the students are in a non-sprinkled room, that this person can get students out.

### 3. Summer Tech Initiatives - Dick

#### UPCOMING MEETINGS AND EVENTS 2015-2016

Date	Time	Event	Notes
NOV 24	8:30	TILT	Review of Baker presentation, Problem-solving protocol
DEC 1	8:30	GA	Day off, Leadership Team meeting at 8:30
DEC 15	8:30	TILT	<b>HOLIDAY LUNCH @ Noon</b>
JAN 12	8:30	GA	
JAN 26	8:30	TILT	
FEB 9	8:30	GA	
FEB 20	10:00	Kindergarten Roundup	Capital High School - set up starts at 8:30
FEB 23	8:30	TILT	
MAR 15	8:30	GA	
MAR 29	8:30	TILT	
APR 12	8:30	GA	
APR 26	8:30	TILT	
MAY 10	8:30	GA	
MAY 24	8:30	TILT	

#### STUDY SESSIONS - 2015-2016 *(Board Room Scheduled)*

Date	Time	Topic(s)	Facilitator	Notes
JAN 11	6:30	<b>PBIS Pilot Schools - Tier Interventions, Behavior Techs</b>		
FEB 8	6:30	<b>Levy funding cliff</b>	Jennifer	yikes
FEB 29	6:30			
MAR 14	6:30	<b>Joint Meeting w/Griffin</b>		
APR 11	6:30			
MAY 9	6:30			
JUN 13	6:30			

#### KNOX STAFF UPDATES - 2015-2016 *(Board Room Scheduled)* **NOTE TIME CHANGE**

Date	Time	Topic(s)	Notes
DEC 8	9:00		
JAN 5	9:00		
FEB 2	9:00 (303)		
MAR 1	9:00		
APR 19	9:00		
MAY 17	9:00		
JUN 7	9:00		

**GRADUATIONS - 2016**

Date	Time	Event	Notes
June 9	6:00	Avanti	
June 10	7:00	Transition Program	
June 15	6:00	ORLA	
June 17	7:00	OHS	
June 16	7:00	CHS	