

# Cabinet Notes

July 7, 2016 - 8:30 am - Room 307



**PRESENT:** Dick, Nancy, Susan, Scott...?

**ABSENT:** Jennifer, Kari

## 1. Board Agenda Review

**BOARD AGENDA, Monday, July 18 - Knox at 6:30**

	READING	PRESENTER	TIME
HR Update new hires		Dick	10
2017-2022 Capital Facilities Plan Update		Jennifer	

**BOARD AGENDA, Monday, August 1 - Knox at 6:30 (Public Hearing on CFP at 6:00)**

	READING	PRESENTER	TIME
Opt In on Robo Calls		Susan	10
Board Retreat Review		Dick	
2017-2022 Capital Facilities Plan	2	Jennifer	

## 2. Procedural Changes - Dick

Example: Phone calls can no longer be transferred to the SIS main line (6150)

Example: Online registration process--who is handling? where does it go? who can answer questions?

When changes are made that are likely to generate inquiries to the main line, please let Supt's office know.

## 3. Administrative Retreat - Nancy

## 4. Department Updates - 30 minutes

- Communications - Susan
  - i. Update on bus routes
  - ii. Update on water testing
  - iii. July communication with families
  - iv. OSDEF list
  - v. Opt-in
  - vi. Admin org chart
  - vii. OPD Trainings
- Technology - Marc
  - i. Summer Registration
  - ii. Hapara Mini Conf
  - iii. CTE orders
  - iv. Surplus
- SPED and Student Support - Kari
  - i.
- Human Resources - Scott
  - i. Volunteers

- ii. Personnel Issue
- iii. MOU's ACA
- iv. New Temp HR Assistant

- Operations - Jennifer
  - i.

- Teaching and Learning - Nancy and Lauri
  - i. Summer School
  - ii. Candyce

#### UPCOMING MEETINGS & EVENTS - 2016-2017

Date	Time	Topic(s)	
JUL 23	9:00	<b>BOARD RETREAT</b>	AWSP
AUG 16-17	8:00	<b>Administrative Retreat at ORLA</b>	August 16 - All GA-morning with Val and HR -focus on dealing with investigations, sexual harassment August 17 - Principals-morning T and L,afternoon-PLC work
AUG 31	8:00	<b>All-Teacher Kickoff at OHS</b>	8-9 Breakfast and Vendor and Benefits Fair for Certs 9 Program for OEA 9:30-11 Benefits Fair for Classified Staff

#### STUDY SESSIONS - 2016-2017 *(Board Room Scheduled)*

Date	Time	Topic(s)	Notes
<b>SEP 19</b>		City of Olympia meeting	
<b>OCT 10</b>			
<b>OCT 31</b>			
<b>NOV 14</b>			
<b>DEC 5</b>			
<b>JAN 30</b>			
<b>FEB 13</b>			
<b>MAR 13</b>	6:00	Joint Meeting Griffin Board	@ Griffin
<b>APR 10</b>			
<b>MAY 8</b>			
<b>MAY 22</b>	6:30	Staff Awards	OHS Commons

#### KNOX STAFF UPDATES - 2016-2017 *(Board Room Scheduled)*

Date	Time	Topic(s)	Notes
<b>SEP 9</b>	<b>2:30</b>	<b>ROOT BEER FLOAT KICK-OFF</b>	
<b>OCT 4</b>	<b>9:00</b>		
<b>NOV 8</b>	<b>9:00</b>		
<b>DEC 14</b>	<b>12:00</b>	<b>Holiday Luncheon</b>	
<b>JAN 10</b>	<b>9:00</b>		
<b>FEB 14</b>	<b>9:00</b>		
<b>MAR 14</b>	<b>9:00</b>		
<b>APR 18</b>	<b>9:00</b>		
<b>MAY 16</b>	<b>9:00</b>		
<b>JUN 13</b>	<b>12:00</b>	<b>Year End BBQ &amp; Staff Update</b>	

#### GRADUATIONS - 2017

Date	Time	Event	Notes
<b>June 8</b>	6:00	Avanti	
<b>June 9</b>	7:00	Transition Program	

<b>June 15</b>	6:00	ORLA	
<b>June --</b>	5:30	GRuBuation	
<b>June 14</b>	7:00	OHS	
<b>June 13</b>	7:00	CHS	