

Cabinet Notes

February 4, 2016 - 8:30 am



PRESENT: Jennifer, Nancy, Susan, Aaron, Dick, Marc, Scott Absent: Kari

1. Board Agenda Review

BOARD AGENDA, Monday, February 22 - Roosevelt at 6:30

| | READING | PRESENTER | TIME |
|--|---------|-----------|------|
| Focus on Roosevelt | | Sean | 30 |
| Policy Update - Sexual Harassment Policies | 1 | Jeff | 15 |
| Budget timeline and budget survey | | Jennifer | 30 |
| Election update | | Susan | 10 |
| Kindergarten Round-up Report | | Keitlyn | 5 |
| | | | |

Presenters please note: Agenda form is due by February 12; materials for Packet by February 17

BOARD AGENDA, Monday, March 7 - Knox at 6:30

| | READING | PRESENTER | TIME |
|---|---------|-------------|------|
| Projected Enrollment and Staffing Allocations | | Jennifer | 20 |
| Resignations, Retirements and Recruiting | | Aaron | 10 |
| Principal process update: Pioneer and Capital | | Aaron, Dick | 10 |
| Classified Proclamation | | Susan | 5 |
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Presenters please note: Agenda form is due by February 26; materials for Packet by March 1

NEXT CABINET MEETING AGENDA ITEM: "Runway" framework discussion.

2. Department Updates - 30 minutes

- Communications - Susan
 - i. TCPA/plans for 2016-17
 - ii. Election information
 - iii. Online reg
 - iv. Full-day K communication/all staff then community/Feb. 10
 - v. Communication planning
- Technology - Marc
 - i. TRL
 - ii. Tech Initiative - PD
 - iii. Email transition progress
 - iv. Tech PD Hours

- v. SIS
- o SPED and Student Support - Kari
 - i. DONE
- o Human Resources-Aaron
 - i. Evaluations
 - ii. VEBA vote for non-reps
 - iii. Personnel update
 - iv. Job Fairs
 - v. HQ update
- o T&L - Scott & Nancy
 - i. HiCAP
 - ii. Surveys: Wed. vs half day with high school folks and School Data Solutions
 - iii. Report Card Update
 - iv. [Bridges Leadership Cadre](#)
 - v. Math Updates -
 - o District Math Placement Committee, Elementary Bridges Trainings,
 - vi. ELA Material Review Update ,
 - vii. [Mathematics & Science Professional Development](#) for High School Teachers
 - o [OSPI Web Info](#)
- o Operations - Jennifer
 - viii. Orientation for Alan Tyler
 - ix. Transportation issues and traffic issues
 - x. Enrollment and staffing
 - xi. Big budget issue planning: ELA, 1-1 pilot, bell schedule (bus schedule)
 - xii. Safety next steps: safety manager, emergency supplies, radios finalized

Attached is a copy of the survey used in 2015. I have updated the instructions for 2016 because at this early date we know what items must be excluded from the survey. Please bring your ideas for what items to ask of our community.

3. Summer School - Nancy
Dates: June 27 to July 29th (per Jim Anderson)

UPCOMING MEETINGS AND EVENTS 2015-2016

| Date | Time | Event | Notes |
|--------|-----------|----------------------|---|
| FEB 9 | 7:45/8:00 | GA | Operations 7:45 - 9:00 Principals 8:00 levels breakout All: 9:00-11:00 (enrollment, budget survey, annual training, highly qualified) |
| FEB 20 | 10:00 | Kindergarten Roundup | Capital High School - set up starts at 8:30 |
| FEB 23 | 8:30 | TILT | |
| MAR 10 | 7:30 am | HAVE A HEART | FOR KIDS BREAKFAST - Red Lion Hotel |
| MAR 15 | 8:30 | GA | |
| MAR 29 | 8:30 | TILT | |
| APR 12 | 8:30 | GA | New School Messenger Requirements? |
| 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 |
|--------|------|--|----------------------------------|-------|
| FEB 8 | 6:30 | Levy funding cliff threat assessment | Jennifer/Dick/Nancy | yikes |
| FEB 29 | 6:30 | ELL Program and options | Gayle Mar-Chun, Carol Richardson | |
| MAR 14 | 6:30 | Joint Meeting w/Griffin | | |
| APR 11 | 6:30 | | | |
| MAY 9 | 6:30 | Special Education functional program/curriculum? | | |
| JUN 13 | 6:30 | HIB Report at public board mtg | | |

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

| Date | Time | Topic(s) | Notes |
|--------|------|----------|-------|
| 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 | |