

Cabinet Notes

February 18, 2016 - 8:30 am - Room 307



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

Absent: Marc

1. Jeff Carpenter to Review Sexual Harassment Policies
2. Board Agenda Review

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

		READING	PRESENTER	TIME
P	Recognition - Marra, Waugh			
P	Focus on Roosevelt		Sean	30
4	Kindergarten Round-up Report		Keitlyn	5
8	Election Update		Susan	10
8	Budget Timeline and Budget Survey		Jennifer	30

1. 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
P	Proclamation - Classified Employees		Susan	5
1	Policy Update - Sexual Harassment Policies	1	Jeff	15
2	Resignations, Retirements and Recruiting		Aaron	10
2	Principal Process Update: Pioneer and Capital		Aaron, Dick	10
8	Projected Enrollment and Staffing Allocations		Jennifer	20
	National Board Renewal Recognition		Teresa Bond	5

Presenters please note: Agenda form is due by February 26; materials for Packet by March 1

PAM: March 7th for Consent Agenda....Include \$10,000 payment to extend The Olympian purchase for an additional 90 days, in order to obtain time to proceed through city Pre-submission Conference and finalize Phase II environmental.

3. Department Updates - 30 minutes

- Communications - Susan
 - i. NBCT renewal teachers recognition
 - ii. Spaghetti Bowl change/admin?
 - iii. Update on KOMO request
 - iv. Update on staff communication/blog and website
 - v. Annual report publish date
 - vi. Robo Calls
 - vii. Budget/CHS and Pioneer/1:1/Full day and online/ELA curriculum/parent survey/CHS surveys/Bond passage, next steps
 - viii. Parent Group Leader meeting March 1
 - ix. Videos
 - x. Staff out next Friday
- Technology - Marc
 - i. Gmail Transition - TOSA's are reporting that almost every school has had or has scheduled training for their staff. We are proposing to the OEA an extra hour for Cert staff for Tech PD.
 - ii. 1:1 - Tech Dept staff adding their thoughts to the 1:1 plans under development. I will share with all of you once I have a chance to work through the thoughts of the Tech Dept folks.

- iii. Annual Inventory - Almost complete. Techs are working through the remaining buildings.
 - iv. Shared Resources Calendar - We're working hard to set up school and department shared resource calendars in Google (think of them as check out calendars for items, rooms, etc.). If you are interested or need one, contact the TOSAs and they can help set them up and provide training.
 - v. Homeroom Support - In Susan's absence, SIS, Teresa F. and Dave E. will be providing user set up support for Homeroom. They are in the process of obtaining some training right now.
- SPED and Student Support - Kari
 - i. Parent letter
 - ii. Section 504 training
 - iii. Safety Net updates
 - iv. Transition program location
 - v. Job fairs> PLU, WWU, Tacoma, UPS
 - vi. Bump-Up meetings process this year
 - Human Resources-Aaron
 - i. Alternative programs
 - ii. Principal Hiring Update
 - iii. Job Fairs-- Admin Volunteers
 - iv. Early Notice Incentive
 - v. Investigation Update
 - vi. HR conference next week
 - vii. HQ update
 - T&L - Scott & Nancy
 - i. Tribal History in Washington's Basic Education Act (Trainings 3.10, 4.14, 5.19)
 - ii. Math Trainings (Geometry 2.22, 6th Grade 2.25, Bridges 2.22)
 - iii. ELA Materials Review (Elementary 2.24, Middle 2.22, High School 3.2)
 - iv. Math Placement Meeting (2.23)
 - v. Summer Math Training for 4th-10th Grade Teachers: Mathematics Education Collaborative (MEC) ESD, NT & Oly
 - June 27-30 - Expressions
 - August 15-18 - Ratios and Proportions
 - vi. Science Vertical Articulation Collaboration (2.25)
 - vii. Survey closed for late start/early release
 - viii. Student Data Solutions
 - ix. Parent Survey
 - x. 24 credits
 - Operations - Jennifer
 - i. Safety Manager applicants have been screened. Interviews to be set up for next week.
 - ii. Tying up Emergency Supplies purchase. Business Office will make purchase shortly.
 - iii. Online Registration system will open for use March 28 by new kindergarten families.

UPCOMING MEETINGS AND EVENTS 2015-2016

Date	Time	Event	Notes
FEB 20	10:00	Kindergarten Roundup	Capital High School - set up 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 29	6:30	ELL Program and options	Gayle Mar-Chun, Carol Richardson	
MAR 14	6:00	Joint Meeting w/Griffin	Bond, principal	
APR 11	6:30	Homeless-Soc Svcs wraparound / Engagement	DSK / MS Prins / Soc Svc Coords	
MAY 9	6:30	SpEd functional program curriculum / Timberland Library 1-to-1 Pilot		
JUN 13	6:30	Budget/ HIB Report at public board mtg	Board meeting instead (to have a 1st Reading on Budget)?	

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

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	