

Cabinet Notes

August 25, 2016 - 8:30 am - Room 307



PRESENT: Dick, Nancy, Susan, Jennifer, Scott, Lauri, Kari, Marc

ABSENT:

1. Board Agenda Review

BOARD AGENDA, Monday, September 12 - Knox at 6:30

	READING	PRESENTER	TIME
Beginning of the Year > Opening Day Roundup		Nancy	15
PLC Conference Share Outs by Monica, Geoff, and Matt		Principals	30
Enrollment Report Including Hot Spots		Jennifer	15

BOARD AGENDA, Monday, September 26 - Boston Harbor at 6:30

	READING	PRESENTER	TIME
HR Update		Scott	15
Mini Building Update		Jennifer, Alan, Kurt	30
Enrollment Update, Including Contingency Spending		Jennifer	5

2. BoardDocs - who needs training (in addition to Cabinet); plus, designated backup for Pam for Board meetings, BoardDocs, etc. [Connect with Pam for the first time you are doing this set-up.]
3. OSDEF Principals Checkbook Fund Breakfast - September 29, 7:30 a.m. - Red Lion
4. Department Updates - 30 minutes
 - Communications - Susan
 - i. Nametags/security
 - ii. Parent group meetings 16-17/Sept. 20 Marty Fortin
 - iii. Luncheons/Faith Community October and Retirees November
 - iv. Routes update/finalize before school starts
 - v. School supply donation Capital Medical Center
 - vi. Police message safety
 - vii. Service Monday at 11am at St Michael's (Roosevelt, Reeves, OHS)/PTA project
 - Technology - Marc
 - i. Google Classroom Automated Parent Notification
 - ii. Chromebook Printing
 - iii. FERPA
 - iv. Accelerated Reader
 - v. Tech at Vendor Fair?
 - SPED and Student Support - Kari
 - i. Support for our new teachers> Dianne A and Joni for about 2-3 weeks to help them get set up?
 - ii. Staffing
 - iii. New Teacher Orientation for SpEd- Aug 26 8:30-11:30 in board room
 - iv. All Staff Updates for SpEd- Sept 6 at 1:00-2:00 in Knox Auditorium
 - v. PLC> EBD, New SpEd teachers, DLC/LS, Math, PreSchool, Transition, Leadership
 - vi. Trans Math update
 - vii. Preschool update

viii. Cyndie last day is Sept 6 :([I am making plans to have back ups in our office to take on different components of her position, budget, and grant timelines]

- Human Resources - **Scott**
 - i. Hiring
 - ii. Addressing Issues/Challenges
 - iii. New Employee Orientations
 - iv. Retirement legislation

- Operations - **Jennifer**
 - i. Transportation Inservice
 - ii. Food Service on 8/29
 - iii. Parents Notified of Routes via Mail
 - iv. Last Minute JV's
 - v. Secretary Training, Knox Too

- Teaching and Learning - **Nancy and Lauri**
 - i. Opening Bulletin
 - ii. Wonders training - All but 2-3 teachers are fully trained, great feedback
 - first half day for elementary optional training based on small group
 - Oct 14th - work with elementary principals for more support
 - iii. Springboard training in place
 - iv. Assessment calendars coming out next week

UPCOMING MEETINGS & EVENTS - 2016-2017

Date	Time	Topic(s)	
AUG 31	8:00	All-Teacher Kickoff at OHS	8-9 Breakfast and Vendor and Benefits Fair for Certs 9 Program for OEA 9:30-1 Benefits Fair for all other staff

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

Date	Time	Topic(s)	Notes
SEP 19	5:30-7:00	Joint Meeting w/City Council	@ City Hall: Field (lighting, fencing); Healthy Access to School (safe routes for walking, biking) SRO thanks
OCT 10		School Budget Allocations	
OCT 31		Title 1 and LAP budgets	
NOV 14		Digital Immersion	
DEC 5			
JAN 30			
FEB 13			
MAR 13	6:00	Joint Meeting Griffin Board	@ Griffin
APR 10			
MAY 8			
MAY 22	6:30	Staff Awards	OHS Commons

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

Date	Time	Topic(s)	Notes
SEP 9	2:30	ROOT BEER FLOAT KICK-OFF and Safety Tips (Marc), Travel Procedures (Justin/Tricia)	Scott, do you want to start WEEMBT for Knox?
OCT 4	9:00		
NOV 8	9:00		
DEC 14	12:00	Holiday Luncheon	
JAN 10	9:00		
FEB 14	9:00		

MAR 14	9:00		
APR 18	9:00		
MAY 16	9:00		
JUN 13	12:00	Year End BBQ & Staff Update	

GRADUATIONS - 2017

Date	Time	Event	Notes
June 8	6:00	Avanti	
June 9	7:00	Transition Program	
June 15	6:00	ORLA	
June --	5:30	GRuBuation	
June 14	7:00	OHS	
June 13	7:00	CHS	