

Cabinet Agenda

September 1, 2016 - 8:30 am - Room 307



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

ABSENT: Kari, Lauri

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
Resolution XXX to Purchase The Olympian Building	1st	Jennifer, Kurt and Alan	20

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
Resolution XXX to Purchase The Olympian Building	2nd	Jennifer	10

2. **BoardDocs - designated backup for Pam for Board meetings, BoardDocs, etc. [Connect with Pam for the first time you are doing this set-up.] Board Docs Training set for September 22, 2:00 p.m., Board Room, trainees identified (thank you!)**
3. **OSDEF Principals Checkbook Fund Breakfast - September 29, 7:30 a.m. - Red Lion**
4. **Department Updates - 30 minutes**
 - o **Communications - Susan**
 - i. Back to school bag/plan to distribute in two weeks to all staff
 - ii. Communications/Library My TRL (press release to all staff and board on Friday and in Wednesday blog, media and families September 7; DII initiative letter to principals today to send Sept. 6; Board goals to families/cards for school counters; Transportation email and RoboCall today;
 - iii. Newsletter out new format; still needing additional help
 - iv. Faith Community luncheon/retirees luncheon
 - o **Technology - Marc**
 - i. FERPA
 - ii. AR
 - iii. Portal - Wonders
 - iv. DII
 - v. Confidentiality Agreement - IPVS
 - vi. Computer Lab in 308
 - o **SPED and Student Support - Kari**
 - i.
 - o **Human Resources - Scott**
 - i. Vacation accrual - Communication
 - ii. Hiring

- iii. True Time
- iv. Staff Issues
- o Operations - **Jennifer**
 - i. Purchase The Olympian Building, October 3rd is possible target date
 - ii. Closing the fiscal year
 - iii. New travel procedures
 - iv. New hiring approval process
 - v. Open positions: Transportation Payroll, Secretary Trainer and Knox Assistance, Grants Manager
 - vi. Good Shepherd in 2017-18 SY
- o Teaching and Learning - **Nancy and Lauri**
 - i. Online registration
 - ii. Do we want to do a survey for Wed. am?
 - iii. Basic Ed instructional hours

UPCOMING MEETINGS & EVENTS - 2016-2017

Date	Time	Topic(s)	

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	