

Olympia School District

Cabinet Notes

June 20, 2013

Review of Board Agenda for June 25 and July 15

Review of Admin /Principal Retreat Plan

August 8 - All GA, Dick is the lead for this day

August 12- Principals, Joe, Admin lead in Teaching and Learning and Special Ed

August 13- all of August 12 participants and tech, instructional, and sped coaches

We explored possible additional duties for Assistant Principals-Should we also include principals who have small schools?

- Touchstone
- ELL Supervisor
- Evening school for credit recovery
- Revamp kindergarten report card
- Review of alternative education or specialized general education programs
- School safety
- Middle school counselors

504

We had a conversation about 504 supervision and explored ideas to best manage this. It is clear that we need to continue to provide training opportunities for principals and counselors.

Public Records Requests

There are several misunderstandings around use of public records requests. Nancy and Rebecca will work on this.

Meeting Planning

There are many administrative items that need to be communicated to principals and supervisors. Things like: required state trainings, safety message system, 504 process/IEP, budget and contract updates, emergency management next steps, light duty process, secretaries meeting schedule, new duties of small school principals, fitness for duty process, district efficiency initiatives. In the upcoming year, we will need to have GA review of technology levy recommendations. Meetings include: levels meetings, monthly GA, summer GA, and start of year orientations.

Cabinet Communication-How can we improve?

Staffing, space, and decisions should each be a standing item at the cabinet meeting. Conversations are frequently impromptu and so the right folks do not always get notified of the decision. As we move things around, we need to be pro-active in keeping everyone in the loop.