

Fall SY 2022-2023 Meeting Minutes

Lee Collegiate High School

Friday, August 5, 2022

Present: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski

Friday after lunch we will cover the topics on the attachment and if there's time, talk through the staff handbook. It's entirely possible that the staff handbook discussion won't happen until Monday or Tuesday. Issues to consider are highlighted, the rest is pretty basic but also up for discussion.

We will knock out the staff handbook discussion 9:00 (send comments whenever and/or use the 8:30 – 9:00 time to get your thoughts together).

Tuesday, August 9, 2022

Present: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski

Here is our working draft.....we will work together to refine the reunification process. (discussed the reunification process this meeting)

Also please note/know:

- The Raptor app is now live and available for use. We will do a group test soon.
- You also can use the key stroke of "Ctrl F1" to contact Campus Safety directly.

Tuesday, August 16, 2022

Present: Dr. Botts, Laura Barrow, Barb Covington, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski

Key Points we elaborated on:

1. What's on track to be working as well or better than before?
 - a. Academically.....
 - b. Logistically.....
2. What issues do we need to elevate (not working as well as before)?
 - a. Academically.....
 - b. Logistically.....
3. Can we hang our hat on "Retention" as a formal goal?

Issues to think about before we get together again:

1. First safety drill and how to be prepared
2. Upcoming dates in question /debate:
 - a. 8/25 & 26 block schedule request
 - b. 9/8 & 9 first round of Reading Test
3. Student needs:
 - a. IEP and 504 lists out to staff
 - b. Exchange observations about specific students

August 17th

Present: Dr. Botts, Laura Barrow, , Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

- **Thursday** during the long lunch we will have a working lunch complete with hot dogs and fixins.....themed with the sophomore project. We will also review the "script" for our first evacuation reunification drill. The hot dogs are optional, the working lunch is not 😊. See you there.
- **Friday** right at the end of 7th – beginning of 8th period we will run the drill with no time pressure and build in time to explain it to students....slow is smooth, smooth is fast.
- **Monday** 7th period we will run the exact same drill but not so much on the explanation.

Feel free to develop some grade level or whole school chitter chatter for an 8th period activity for the remainder of the day. Too early in the year for constructive time so each grade level or department needs some sort of plan.

Tuesday, August 20, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

Even though we ran out of time at our meeting, I highly encourage you to develop your own “sleep better” routine. Finding out what inhibits your sleep is just as valuable as figuring out what helps it. Everyone will have different needs, ideas, and opportunities/challenges. If your struggling with sleep, ask a friend what they do or don’t do and just try something(s). I don’t mind being transparent and to help make it easy to start a conversation with each other here is my formula for what I need to do. I can survive pretty good if only one thing is out of whack (and I try to not use the melatonin if I know I am good with the rest of them). If two or more of these aren’t good, I can pretty much guarantee a restless night and foggy head the next day.

1. I write pending things that need attention down in a little black book in my back pocket so I don’t have to remember them.
2. I don’t read emails after dinner or text messages before 7:00 in the a.m. (Feel free to text, call, or email anytime still.... I just get to it when I get to it 😊). Phone not even in the bedroom at night so there’s no way to even consider checking it.
3. Don’t go to bed dehydrated.
4. No sugar after dinner (unless it’s a little and I had protein for dinner)
5. Don’t look at the clock in the middle of the night
6. Slow release melatonin product by nyqill zzzzzzzz

I know it’s weird to talk about this personal of stuff at work but the truth is between sleeping 6-9 hours and being together 8 – 9 hours a day....that as much as 75% of the 24 hour day that is at stake. It’s worth trying to optimize.

Tuesday, August 23, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

We are scheduled for a working lunch during the longer lunch period this Thursday. Lunch meetings are a blessing and a curse.....we aren’t after school so that’s good but we are pushed for time and your trying eat, use the rest room, regain your sanity ect. All reasons why I am sending this email so we can know what to expect and be prepared to discuss / finalize efficiently. There will be hot dogs, side dishes, and chips if you want some. Two real topics:

- August 31st (the first ½ day) has fallen into our lap as a chance to do our first progress monitoring testing. Our friend Trish has digested several mixed messages about the new testing program and in short, this is our best chance to minimize disruptions while at the same time figuring out what to do on this day. The testing details will come from her but please know we will inform parents that school time is 8:00 until 11:30, brunch will be served, attendance is expected, ect. In terms of your afternoon, I am just asking that you and a colleague use the time to plan/firm up/write up your collaborative project that your committing to for the first quarter. Remember the expectation was that each person finds something to do with somebody.

- Evacuation and Reunification Drill is scheduled for both Friday the 26th out of 7th period and Monday the 28th (out of 7th period again). At the meeting we will review the process (see attached) and I am asking you to **BRING YOUR YELLOW POUCH WITH CLASS LISTS** so we can make sure you also have the rest of the items you will need (highlighter, name cards). We won't get everything perfect on the first round so please be patient and cooperative so we can work out any kinks.

Tuesday, August 30, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

All of a sudden the year is rushing along.....We are all hoping for a smooth testing administration tomorrow so rather than exact hard times for each part of the day, we will kind of go in order and stay a little fluid just in case the new test is glitchy.

- Students report to 1st period and as quick as Trish gives the go ahead, we release to testing locations.
- When the cafeteria is clear and all test sessions are over, we will go into "brunch time"
- When 35-40 minutes of "brunch time" is over we will give students two choices:
 1. Outside for basketball / volleyball / sit and talk / throw a football or....
 2. Inside in a classroom sitting and talking with friends / games / chilling....
- Bottom line we are loading them up and they are heading home at 11:30.

Staff responsibilities are be ready for Thursday and/or work on either writing up or planning your collaborative project for the first quarter.

We will have a staff meeting on Tuesday, the 6th.

Tuesday, September 6, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

Reminder, Code Red (full on hide in the corner drill) on **Thursday first part of 6th period.** Stay “hidden” until Officer Presley unlocks your door, turns on the lights, and makes eye contact with you that the drill is over.

As described and requested, please find a way to work these Project Cover Sheets into your planning and documentation process. Don’t write them to impress me or someone else, use the format to efficiently capture what’s important to you so you can quickly recall next year, steal ideas from each other, use them as conversation starters, ect....The collective pile of these will show how we work together and document a ton of important work that you do day in and day out. Please send me this first round when your done (some might still be planning something) and keep them coming as the year unfolds.

Also presented was the Career Survey thing.....this can and should go back to Wesley so we can try to get more community folks in here doing what you might want them to do.

Wednesday, September 14, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

HR Presentation on benefits

Here’s a summary of the presentationcovered 3 quick reminders / coming up things:

1. The project cover sheets are NOT flowing in so please consider knocking yours out and getting it to me. Alternatively, if you have something coming up that would fit the bill you could do that one. Remember that this is as much as you making a resource for yourself as it is me having it (translation put less detail in the form but do more forms 😊).
2. Next week at Tuesday’s meeting we will do a kind of round robin discussion thing but about clubs and extra curriculars. I would like to have a list together so please send me the name of your club and what days you meet.
3. We will need to agree on another round of fire and code red drills before end of month so if there is a better (or worse time) please let me know.

Monday, September 26, 2022 (School closure update and preparing)

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Dale Jamison, Ann Dougherty, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Samantha Zukowski

For the next three days.....what does this mean for you?

1. If you have anything perishable in a fridge, please get it out of there in case we lose power on the campus.
2. If you have anything sensitive by a window, it's worth moving it out of harms way as a precaution.
3. There was a financial services plan in place last week so I am pretty sure that payroll will run electronically per normal.
4. Adjust any pending academic deadlines in Canvas so kids and parents don't freak out over that.

The group chat is there if you have something for everyone and I am always available via email or text.

Key Club is running their large meeting today after school.....other smaller clubs are cancelling. Either decision is fine with me.

Friday, October 14, 2022

Virtual meeting via call in after the storm (attendance not taken)

Hi again, the link above is for 8:00 a.m. Friday the 14th. If you can't make it, no worries I will send a summary once we are done. I know getting going is exciting for some and overwhelming for others. I want you to know that my primary focus is to make sure we get through the short and long term together and stronger than before. We have survived so much and we will survive this too.

Quick ideas that will came up at the zoom:

1. I expect to hear that we will only be allowed to use the cypress lake entrance to campus....will confirm when I talk with Campus Police.

- a. We have lunch service and bus service per normal.
2. Run a small block schedule Monday to allow the first "0" period to complete a short survey about how kids did or didn't make it through the storm. Laura and Jennese are going to send a google form to parents this weekend. After the zero period students see all their teachers Monday. We could run it Tuesday too just to accommodate late kids and general chaos.
3. Please plan on a "soft start" for Monday and Tuesday in terms of activities for kids because we simply don't know: how many will return, how many have internet, how many have family trauma.....In short something that's easy to miss and/or make up will be good for kids (and good for each of you) as we get going again.
4. We have already set up "buddy teachers" on our Emergency Evacuation document and process. You might have forgotten who your partner is already but we can go over all that and get the list back out there. The idea here is to make sure you have a colleague you can exchange favors with for the multiple insurance calls, runs out for an appointment, last minute OMG kind of stuff, even someone to vent to, ect.....we will still cover classes, help with subs, and you can take days off as needed. This is designed to make it easy for you to ask for help and to make sure you have an assurance that you can count on your neighbor for the last minute stuff.
5. At the zoom we will agree on whether or not we can pull of a quick grab and go breakfast for all of you Monday as we get going.

All of the above is pending the district not changing their plans and still opening Monday. Watch the media as they will know more than me.

Looking forward to seeing you all soon!

Here's the recap of what we worked through on 10/19. Thanks for your willing spirit and open minds!!

1. See attached for FAQ that we developed.
2. Thursday bell schedule reverse small block, survey during "0" period. Friday regular small block then freeze pops and "minute to win it" championships in café and courtyard during "8th period"
3. In relation to the slow start.....each grade level teacher has a "minute to win it" game to sprinkle into their warm up academic activities. Thursday will be used to generate per period champions. Friday will be grade level champions at lunch. Friday afternoon will be 9th grade vs 10th grade for overall school champion.

My note to families from today is copied below:

Good afternoon!

So much is different now and that includes the cool weather, hope that's a welcome relief to everyone! Staff returned today and we are ready for students tomorrow and Friday. Here are some quick bullet points to help get us going:

- 1. We have confirmed bus and lunch service for tomorrow. For now, our food is being vended from another campus so please feel free to buy if you normally do and bring if you normally do. The bus company has confirmed all three routes will run as close to scheduled times as possible. Traffic is what traffic is and please just do your best to get students here if your driving. If at all possible, please avoid the Summerlin Road entrance as first responders are still working out of that area.*
- 2. We don't know about the revised make up days that will (or won't) be needed yet. Stay tuned, but plan on a full day of school on the 26th....(no longer a ½ day). To help eliminate the complication of make-up work, the academic quarter is over as of prior to the storm. Some teachers still have work to grade from before the storm but our agreement is that your students grade won't go down from where it was before the storm. Unless there is mutual agreement between student and teacher that it will benefit the student, they don't have to make anything up.*
- 3. We will run an activity schedule (still starting at 8:00 and ending at 2:30) for both Thursday and Friday. Students will see all their teachers each day and there are some fun activities planned to sprinkle in with a very soft and slow restart to academics. We are also sticking to our plans to host an after school social event on Friday, the 28th. Stay tuned for details related to that event!!*
- 4. Finally, we want to be clear that distress from this event isn't defined strictly by "what you lost"...everyone has a story, a perspective, challenges, and it's not fair to anyone to judge. We all need to extend grace and accept grace from those around us. Please feel free to consider us a resource to help your student as needed.*

Best wishes and looking forward to getting going again!

Tuesday, November 1, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski

1. Plan on a big block schedule the last couple days before the Thanksgiving Break. This will facilitate the "Street Fair" coming out Freshmen Social Studies.
2. The sequence of events is still debatable but the big block those two days will give us a structure to make the event happen. I think Sophomores have a brain bowl plan but we will get all that together next Tuesday.
3. We need to cram in some emergency drills but again, we will plan those together.
4. Thanks for your continued patience and cooperation as we all work together to cover absences and react to personal situations. It doesn't feel easy but it doesn't feel unsurmountable either. Keep on keeping on 😊.
5. Teacher lead money and School Recognition money is still "in process" but on the way. I will publish details as available.

Tuesday, November 8, 2022

Present: Dr. Botts, Laura Barrow, Julie Draulans, Mark Farbotko, Joshua Frye, Adam Baldwin, Cecily Huston, Patricia Kirkpatrick, Jennese Morauski, Katie Reilly, Christopher Tucker, Vicki Bonham, Jennese Morauski, Ann Dougherty

First off the mechanical reminders:

1. There is a new phone list, if you didn't get a copy.....see Deb in the front.
2. Sori will be by to put your evacuation bag under your desk – inside are 5 copies of first period and one full set of class rosters. Will do a drill next week.

Email summary of staff conversation and presentation:

Our typical approach to all things educational is that "we got this and can do it in our sleep." In so many words, we control the variables and orchestrate student success for almost everyone.....the sunset on the beach picture.

I think everyone will agree that personally we are stretched thinner than ever before. I think everyone will agree that our student body and entire town is stretched thinner than ever before. I think everyone will agree that students are distracted more than ever before. The net effect is that sometimes we all feel overwhelmed and like there is no end in sight.....check out the destruction in the video.

What was I trying to communicate? When you watch the video, the destruction and the intimidating feeling it creates is certainly there and we all know that feeling, but so is the beautiful sky in the background. We aren't used to feeling small and overwhelmed, we may not be good at it, we might want circumstances to be different quickly, we might be short tempered, we might be sick of (insert your topic here). So what's my main point? The point is there is a bigger picture, just like the beautiful sky in the background of the video. Don't cringe from the reality that we are small and the challenges are large. Embracing that mentality is not admitting defeat or concession, it's the first step to being victorious because you will live to fight another day. – set your expectations on taking successful baby steps (not winning the war now), take a deep breath before you yell at a student who interrupts a meeting 😊, give yourself permission to re-set expectations for yourself and for students, know that you're part of a work family that will support you when you need it and will count on your support in return.

Bottom line, tough people working together beat tough situations and Ian didn't change that truth.