

1/17/2020 - Weekly Board Notes

The Sup Is On/weekly podcast: New episodes will be released on Fridays:

<http://cdaschools.buzzsprout.com/>

Seth Deniston - Accidental And Unauthorized Lockdowns:

As many of you know, a lockdown took place at Hayden Meadows last week after a student used the building lockdown code posted on a phone without the teacher's knowledge. The school followed our lockdown protocol, and law enforcement responded and cleared the building.

After any safety event has occurred, Safety & Security Coordinator **Dean Keck** debriefs with appropriate administrators and law enforcement officials. In this case, we have followed up by asking all staff to move their posted lockdown codes to a spot not immediately visible to students, as this was the 2nd unauthorized lockdown this year. We also communicated to staff what to do in the case of an accidental or unauthorized lockdown, and will be following up at our next District wide School Emergency Response Planning (SERP) meeting on Jan. 28th.

Additional follow up items include: ensuring counselors and our Crisis Assistance Team (CAT) are available after an event, even if an accident, and updating our communication protocols between a school and the District Office in case of an emergent event. Additionally, **Scott Maben** will be working on templates to communicate as soon as possible via email and texts when a lockdown has occurred, and then following up with a separate message as more information is gathered. Dean will be continuing to work with our SROs and other law enforcement officials to follow up on the event.

Kate Orozco - Timeline Hiring And Transfer:

ELEMENTARY BOARD NOTES 1/17/20

STAFFING

The timeline below presents the dates, meetings, decisions, and guidelines that have occurred and will occur in the next 8 weeks to ensure that:

- New hires are acquired in a timely manner to:
 - Offset attrition
 - Provide for additional teaching positions
- Careful placements for the upcoming school year will be made for teachers who will be involuntarily transferred due to a reduction in sections at schools where enrollments will be adjusted.
- Teachers interested in an in-district transfer will be considered during careful deliberations among elementary principals to determine fit, teachers' hopes, skills and dispositions of requesting teachers, etc.

An Elementary Staffing Committee has met regularly to create guidelines, determine the time line, develop consistent procedures, etc. for the upcoming elementary administrative staffing decisions.

Charge of the Team:

- Create guidelines and procedure suggestions for EA transfer process
- Create a timeline for our work

Date	Task
Nov -Jan	NExA surveys families to determine how many children will migrate with NExA to new school
Dec 10	After L4L meeting (nuts and bolts) Distribute the timeline to EAs for input/feedback
Dec 12	Elementary Staffing Committee 9:30--11:15 Consider Feedback
Jan 8	EA Staffing Committee meeting: 9:30 am--11:00 Develop guidelines for Job Fair hiring process
Jan 15	EA Staffing Committee meeting: 9:30 am--11:00 Develop guidelines for process for transfer decisions and placement of new hires.
Jan 21	Fine tune and finalize guidelines for transfer/hiring procedures with all EAs @ EA meeting
Jan 31	District sends email to staff that explains the timeline below
Feb 3:	District Requests for Resignation/Retirement Letters (Monetary Incentive to notify district by Deadline Feb 28th)
Feb 13	<p>District sends out memo requesting transfer letters from staff (Deadline Feb 28)</p> <p>Contents of letter will include:</p> <ul style="list-style-type: none"> • There will be openings around the District because of the new school opening • CEA Master Agreements transfer language (Teachers must be considered but not automatically transferred) • The district notification encourages teachers who may be interested in an in-district transfer to research the school's website, culture, etc. • Note to teachers: Let the District know all the schools and grade levels for which you have interest. (In order of preference) • Let in-district transfer hopefuls know that part of the process may include an interview with the receiving principal. • Don't forget specialists. • Application window for in-district people that includes: <ul style="list-style-type: none"> ○ Letter of interest from in-district and ○ Resume
Feb 17-28	Transfer Requests from teachers received
Feb 28-March 12	<ul style="list-style-type: none"> • Principals are free to make in-building transfers as needed. • One-year contract staff who are Category One employees are notified if they may not be rehired so they can attend the job fair. No Category One teachers will be automatically transferred; they must go through the hiring process. • Category One teachers will be notified if they will not be hired if: <ul style="list-style-type: none"> a) A school is reducing staff next year, or

	<p>b) The principal does not want to rehire the teacher. It is wise to let all Category One teachers know that their contract ends in June. At this time principals are also letting those teachers know whether it is the principal's intention to rehire or not.</p> <ul style="list-style-type: none"> • Category 2 teachers are assured a position next year in the same school UNLESS the principal puts in writing the reason for nonrenewal. <ul style="list-style-type: none"> ○ If those reasons are for performance, there should be documentation, which can come in the form of evaluations or letters. These teachers deserve a candid conversation with their administrator. ○ If the reasons for nonrenewal are for staff reductions, then the principal needs to provide documentation that the teacher has been notified about staff reductions and the need to not rehire. The teacher would be encouraged to go to the job fair. In addition, these teachers also deserve a candid conversation with their administrator.
March 2	Board Meeting: Agenda Item will include boundary discuss
March 7	<p>Job Fair for CDA Certified Staff (Hire 10-12 teachers (attrition))</p> <ul style="list-style-type: none"> • Admin team assembles at 12:00 pm to determine best Candidates (~10-11 candidates) <ul style="list-style-type: none"> ○ Those candidates are scheduled for an interview ○ All EA Team members agree to be a part of at least one interview. (EAs will interview in teams of three from different schools.) Interview questions must be the same for every interview/candidate.)
March 9-10	<ul style="list-style-type: none"> ○ Interviews will happen March 9-10. Interview teams will keep good notes about the candidates they interviewed. Interview teams are allowed to reach out to Kelly if candidates are exceptional. Candidates are informed that background checks and phone references will be completed.
March 11	<ul style="list-style-type: none"> ○ March 11th Make sure background checks are complete and offer ~10 candidates jobs and ask new hires to fill out survey about professional teaching interests, experiences, preferences, etc. Explain that placements will be made on or after March 12th

March 12 Meeting	<p>EA Staffing/Transfer ALL DAY MEETING 9:30--3:30 [Hospice] This meeting date has been determined specifically in order to hire a new teacher pool prior to other large job fairs in the area (e.g. Spokane)</p> <p>AGREEMENTS AND GUIDELINES WILL GUIDE THE DISCUSSIONS AND DECISIONS THIS DAY</p> <p>Assuming that the Elementary Administrative Team will have sufficient information about specific school enrollment projections, the team will make as many decisions as possible on this day to:</p> <ol style="list-style-type: none"> 1. Place all involuntary transfers. 2. Make as many decisions as possible about transfer requests 3. Place as many newly hired teachers as possible <p>Discuss the March 9-11 Interviews to become familiar with the candidates that have been hired.</p> <ul style="list-style-type: none"> • Force transfer teachers given priority (soft landings) • Determine which teachers will be interviewed by which schools • Include new hires in discussion
March 12 Guidelines for Meeting	<p style="text-align: center;">Guidelines/Agreements Discussion 1/15/20</p> <p>In this process of placing teachers, dealing with staff reductions, and communicating with staff members, administrators will be mindful of our collective commitment to stay flexible, compassionate, and team-oriented--recognizing that placement decisions may not be as timely or optimum as we would like for our own schools.</p> <p>A rough draft of guidelines and agreements has been created which include guidelines in the areas below. Elementary will discuss and revise the guidelines on Jan 21st.</p> <ol style="list-style-type: none"> 1. Placement Priority (Which starts with priority placement for Involuntary Transfers) 2. Confidentiality 3. Transparency and candor among administrators
March 16-20	<p>Principal Discussions</p> <ul style="list-style-type: none"> • New hires will have discussions with principals • Interviews for In-District Transfers at buildings. Principals will design that interview process.
March 24 Regularly scheduled EA Meeting	<p>Finalize transfer/new hire placements</p> <ul style="list-style-type: none"> • Create master transfer document • Letters go out to all teachers with transfer/hiring decisions <ul style="list-style-type: none"> ◦ Principals who have interviewed the in-district transfer candidate have a conversation with the teacher about the decision.
March 24-June	<p>School leadership teams will work to welcome, professionally develop, and onboard new teachers, as well as transfer teachers.</p>

Seth Deniston - Infrastructure Updates Over Break:

Our technology team has been busy updating many of our servers and systems. Over winter break, Network Supervisor **Travis Christensen** updated many of our servers to the latest Windows Server version, and we also moved our Skyward student information, human resources and business system to a new and updated virtual machine (VM). The update went seamlessly, and was unnoticed by most users, except for the new faster speed. Over time we have moved from roughly 30+ individual, physical servers to virtualized machines consolidated on 3 servers. This not only saves money, but also time, and allows us to more easily expand our capabilities and allocate computing resources more flexibly and effectively.

Katie Ebner - FY20 Trail Creek Financials:

FY20 Trail Creek Financials					
	Canfield	Lakes	Woodland	Total	
Received from Students	\$17,507.50	\$11,467.00	\$18,762.00	\$	47,736.50
Scholarships Received	\$510.00	\$275.00	\$2,770.50	\$	3,555.50
Total Revenue	\$ 18,017.50	\$ 11,742.00	\$ 21,532.50	\$	51,292.00
Staff	\$ 1,924.02	\$ 1,926.48	\$ 2,431.49	\$	6,281.99
Nursing Support*	\$ 1,931.01	\$ 1,933.48	\$ 2,440.32	\$	6,304.81
Transportation*	\$ 743.68	\$ 744.63	\$ 939.83	\$	2,428.13
Camp Expense	\$ 20,340.00	\$ 16,140.00	\$ 22,245.00	\$	58,725.00
Total Expense	\$ 24,938.71	\$ 20,744.59	\$ 28,056.64	\$	73,739.93
Total Impact to General Fund & ASB	(\$6,921.21)	(\$9,002.59)	(\$6,524.14)		(\$22,447.93)
General Fund	\$ 4,598.71	\$ 4,604.59	\$ 5,811.64	\$	15,014.93
ASB	\$ 2,322.50	\$ 4,398.00	\$ 712.50	\$	7,433.00

* Amounts were prorated for this report.

Mike Nelson - Hanover Research Access:

You should have received an email from support@hanoverresearch.com with your username and password to access Hanover Research. (Check your email tabs [promotions, updates and/or primary] for an email from Hanover Research.)

Once you navigate to www.hanoverresearch.com and click "Client Login" in the upper-right corner, you will find easy to read research, which can inform us on challenges facing schools and our District. Their research-backed briefs were developed from delivering strong academic experiences to managing administrative tasks, maintenance, food service, and transportation. Their library is designed with educators in mind, helping all of us provide best-in-class education to students of all ages.

A video tutorial is available here: <https://www.hanoverresearch.com/k12-portal-video-share/>

Pam Westberg - 1-17-2020 Hayden Canyon Charter School Update:

I reached out to Hayden Canyon Charter School with several questions regarding expected enrollment for next year. See **Cynthia Lamb's** responses to my questions below:

- 1) How many total application have they received? *(262 as of 1/10/2020)*
- 2) What do you anticipate for applications by the deadline of Feb. 14? *(400 +)*
- 3) How many students per grade level can Hayden Canyon Charter take? *(Our total enrollment will be 304 with the capacity for 35 students per grade level in grades 5-8, 26 students per grade level in grades 1-4 and 60 in grade K. Note: These numbers are approximate and could be different depending on the number applying per grade level and will be determined as we approach the application deadline.)*
- 4) Is Hayden Canyon Charter a K-12 School? *(We will be a K-8 school.)*

Cynthia also provided a spreadsheet showing applicants zoned schools, as of December 2019 when they had 173 applicants. From the three districts HCC is pulling from, it looks like there are approximately 77 students from CDA School District. I am currently working with her to get an updated spreadsheet and will provide those numbers to you in the future.

01/16/2020 - Current Enrollment Numbers Reports:

	Pre School	K	1	2	3	4	5	6	TOTAL
		23	23	26	26	30	30		
113 NW Expedition JL Section Full Day K		24 24	24 21	25 25	25 28	28 24	24 23	NW Expedition	293
		Total 48	Total 45	Total 50	Total 53	Total 50	Total 47		
115 ATLAS Pre-School JL Section		23 21 22 22	24 24 25 26	26 24 25 25	28 24 27 25	29 30 32 32	28 28 29 29	Atlas	592
	1	Total 88	Total 99	Total 100	Total 102	Total 91	Total 112		
110 SKYWAY Extended Resource JL Section		24 23 23 25	22 20 20 22 22	26 27 27 14	28 29 29 29 7 17	29 30 30 30	32 31 31 30	Skyway	665
		Total 95	Total 114	Total 94	Total 122	Total 106	Total 124		
106 RAMSEY Extended Resource JL Section		24 22 23 20 23	23 23 23 24 24	26 26 26 26 25	28 24 23 23 13 11	29 29 27 29	30 29 29 29	Ramsey	738
		Total 112	Total 117	Total 129	Total 109	Total 125	Total 146		
109 HAYDEN MEADOWS JL Section		23 23 20	21 23 23	26 26 26	24 26 25 26	30 30 30	30 31 31	HM	494
		Total 66	Total 67	Total 78	Total 101	Total 90	Total 92		
103 DALTON JL Section		25 25	23 23 23	26 26 26	23 24 24	29 29 29	30 30 30	Dalton	445
		Total 50	Total 69	Total 78	Total 71	Total 67	Total 90		
101 BORAH Full Day - K Pre-School Kindergarten Plan JL Section		25 25 25	23 23 23	26 26	24 23	28 27	27 27	Borah	352
		Total 75	Total 69	Total 52	Total 47	Total 55	Total 54		
102 BRYAN Full Day - K JL Section		24 24 25	23 23 24	23 25 24	25 26 10 17	27 28	29 30	Bryan	407
		Total 73	Total 70	Total 72	Total 61	Total 72	Total 59		
104 FERNAN Full Day - K LH-60th JL Section		24 24 25	22 22 23	23 26 13 9	24 26 26	28 28 15 12	27 28	Fernan	423
		Total 73	Total 60	Total 58	Total 76	Total 69	Total 67		
107 SORENSEN JL Section		24 23	23 23	26 26	28 28	29 29	30 30	Sorensen	315
		Total 47	Total 46	Total 52	Total 52	Total 58	Total 60		
108 WINTON Full Day - K Pathways JL Section		24 25 25	25 25 25	27 28 25 25	24 25 25	31 28 28	30 30 30	Winton	505
		Total 74	Total 75	Total 105	Total 74	Total 67	Total 90		
114 EARLY CHILDHOOD CENTER	111								
TOTAL	112	801	851	868	868	890	941	5219	5331

Classes over CAP

Full-Day Tuition Kindergarten

Full-Day Class from another school

2019-2020-- MS & HS -- ENTITY ENROLLMENT NUMBERS

As of 1-16-2020

	6	7	8	9	10	11	12	TOTAL
CMS	264	300	295					859
LMMS	240	255	211					706
WMS	321	283	300					904
CHS				394	353	349	325	1421
LCHS				452	434	410	354	1650
VHS			0	22	51	45	43	161
JDC		2	0	9	7	3	0	21
TOTAL	825	840	806	877	845	807	722	5722