

O.H.E.A. Executive Committee Meeting

January 12th, 2015

- I. **Call to order (Please turn off or set cell phones to *vibrate*)**
- II. **Treasurer's report – Susan D.**
 - motion to approve - Sarah
 - seconded - Heather
 - Google doc for dates for rotating shirt examples and orders throughout all of the buildings
 - <https://goo.gl/9bMNMe> - link for reference for building reps
- III. **Correspondence -Jeanna**
 - Kara Berger (BMS) - baby boy
 - Erin Gerrety (BMS) - baby boy
 - Roger Schneider (OHHS) - baby girl
 - Kristin Perica (OAKDALE) - baby girl
 - Amanda Berling Waits- (Delshire) - baby girl
 - Emma Kitzmiller (SPG) - baby boy
 - Soula Walls (OHHS) - sympathy
 - Maria Palasis (OHHS) - sympathy
 - Tami Walker (SPG)- sympathy
- IV. **Board of Education Meetings**

Board Meeting: [Jan. board meeting info.](#) link: <https://goo.gl/REJpZZ>
- V. **Old Business:**
 1. **Grades/Bucket Discussion:**

Mr. Brandt is sharing the information with the admin. team at the monthly meeting.
More info under new business.
 2. **Subs and Bell coverage- what that means for members-**
 3. **SDQ**

Mary will discuss with Jeff the below info:

 - elementary schools
 - Dulles, Oakdale, Delshire, Springmyer ?, COH ?
 - reviewed the data by grade level (similar to RTI)
 - looked at students - and discussed
 4. **TSR**
 - updates/resolved in a timely manner
 - internet issues (*Jeff will communicate with Tracy Cole*) *Jeff sent email on Dec. 3rd and as of Dec. 9th has not heard from Tracy. Dec. 14th- Received EMAIL from Mary Hodge about Data Com's involvement with technology issues.*
 5. **Testing**
 - concern for testing schedules
 - technology limits how many students can test each day
 6. **Communication**
 - still needs to be improved
 - especially when a building is evacuated
 - was there time allotted for teachers/students to de-escalate?
 - tec message for just teachers to let them in the loop about district happenings
 - establish communication/panic/would help us empathize with coworkers
 - “expected to be a first responder but seem to be sometimes the last to know”
 - could we have an email to OHLSD staff that just clarifies to staff very simply that all are ok/safe/etc. and more updates/details to come? (Admin. team is in discussion about this topic) As of Jan. 8th, 2016 we have not received any new information.

VI. New Business

1. Grading Scale

- to be discussed and looked into further
- Grade Scale from the High School Student HandBook-
 - The school year is made up of four quarters.
 - All grades will be based on percentages by a letter grade.
 - These grades are used to determine if a student passes a course and thus receives credit.
 - To receive credit Final average must be 59.5% or greater
 - 89.5 – 100 A
 - 79.5 – 89.49 B
 - 69.5 – 79.49 C
 - 59.5 – 69.49 D
 - 49.5 – 59.49 F
- more information on website if needed/wanted
- committee is made to discuss this?
- disconnect from handbook and expectations
 - how do we fix it?
 - open to public?
 - what is a 0????
 - 0-49.4? what is the protocol when a student gets below a 49.5%?!
 - CCR? How does this affect our CCR mission?

2. Technology- TSR, etc. (see feedback below from Tech. Dept.)

TSR information DataCom:

-Datacom Response:

I am sending this email in response to last month's OHEA meeting minutes.

The Green team has been working hard to prepare, and distribute thousands of new devices across the district.

As a result of the increased number of devices and the resultant workload as well as working with new

manufacturer (Lenovo), we realize that we have not been as timely in resolving TSRs as we have in the past.

To alleviate this issue, Datacom:

- *has undergone training and earned the necessary certification to repair Lenovo Chromebooks in-house*
- *is interviewing for a new part-time desktop support position who will be working in the school buildings*
- *is adding a part-time in-house support person who will conduct hardware repairs on student and staff devices*

The increase in district devices has also created the need to complete wireless network audits for the Internet in each building. This will help us determine where Internet issues are occurring and help us determine

a resolution plan. Some of this work has been completed, and all audits are scheduled to be finished prior to Winter break so that any work that needs to be completed can be done during the break.

A high level of customer satisfaction is Datacom Specialists' number one priority. We will continue to monitor this situation and make adjustments as necessary so that we can keep teachers up and running and keep devices in the hands of students.

We appreciate your patience as we work through these growing pains together.

-OHEA concern- *Students who no longer attend OHLSD are supposed to have their email account /data erased, however, former students are still able to access ohlsd email. This could be a security concern as*

well as a data storage issue

- emailed response
- Students who no longer attend OHLSD are supposed to have their emails/data erased, however, former students are still able to access ohlsd email. This could be a security concern as well as a data storage issue

**** This email is in response to the concern about students being able to access their district Google account

after they are no longer enrolled at Oak Hills.****

When a student leaves the district, in the past we have relied on a TSR from the building to let us know to deactivate the account. We have recently discovered that this is not the most efficient process for this. We are working on an automated solution so that the accounts for students who have unenrolled will be disabled.

We will keep you updated as we learn more.

Mary Berger spoke with Mr. Brandt about this response after inquiring with building personnel about information. I shared that this practice was not currently being used in buildings. As of 1/5/2016- Secretaries were provided with a protocol to let DataCom know when a student withdraws or graduates.

3. Dates

- Created conference dates for 2016-2017 Elementary Conferences:

- new dates : Tuesday Nov. 1 and Thursday Nov. 3, and then

Wed. Nov 9.....January 24th, 2017 school year and Bucket dates:

- Penny Ferguson and Tami Walker are working on bucket dates for 2016-2017

- Bucket Date Information sent to Jeff Brandt- Proposed Bucket Dates 2016-2017

Quarter Ends	Bucket Opens	Inservice Day	Bucket Closes (at 11:59 PM on this date)
Friday Oct. 14	Friday Oct. 7	Mon. Oct. 17	Mon. Oct 24
Thurs. Dec. 22	Thurs. Dec. 15	Mon. Jan. 2	Mon. Jan 9
Thurs. March 9	Thurs. March 2	Fri. March 10	Sat. March 18
Fri May 19	Fri May 12	None	Sat. May 27

- When speaking to teachers in my building, the bucket opening date of a week ahead of time is plenty early.

- Teachers would like a week after the inservice day for report card completion.

- They would like to have a weekend day to work on report cards, so in 3rd and 4th Qtr we are asking for a week and day to allow for this.

4. Safety Wristbands:

- district has purchased wristbands that staff can wear with information for emergency situations.

- discussion on what that means -

- each building will provide specific things that are expected to be in ours

- concern is what if students get a hold of this?

- each teacher needs one? more than one?

- possibly creating a QR code for the information to be accessible

- more information to come!

5. Spanish Immersion Information Meeting:

- meeting for after school? TBD

- each building and a range of grade level represented?

- teachers were asked to volunteer to attend

- discussion ...

- once school starts - Spanish immersion is closed off

Next OHEA Meeting: February 9th, 2016

Board Development Meeting: 4:30 pm: January, 25, 2016 District Office
Regular Board Meeting 6:30 pm: February 1st, 2016 at C.O.Harrison

January 2016 Building Concerns

High School:

- Discussion of increased visibility and security in various areas of the building
- Security patrols need to be more visible and frequent. Administrators and Security personnel need to make adjustments and increase visibility in areas when regular staff members are out. Students are aware of security patterns and demonstrate inappropriate behaviors accordingly. A higher level of security is needed in addition to teacher's monitoring the hallways.
- The daily color change for hall passes will hopefully be an improvement for people in the building - should they be changed more frequently?
- One reason inservice days changed from 8-3:30 was to allow time to work with other buildings but times are already booked and filled with other agenda items.
 - Can they be more fluid and open for adjustments?
 - time for vertical alignment is needed in all subjects/departments that are offering high school credits (MS/OHHS)- common assessments/placement tests/discussion of this model...etc.
- Temperature in Classrooms (too hot 86 degrees/too low 40-50 degrees)
- Copier in Room 428 has had a sign on it for a month ...Need communication on protocol to get resolved in a more timely manner
 - Can we streamline this process so when there are issues a resolution can be timely?

Bridgetown

- Temperature in Classrooms

Delshire

- Aimsweb assessments and data:
 - aligned to bucket dates
 - dates possibly looked at so that the data can be used more effectively

Dulles

- Heat is too hot/too cold - working on it
- Mice feces was identified during inservice training day by staff from all buildings

General Concerns:

- Temperature in Classrooms (too hot/too low 49 degrees)
 - overall the problems at some of the buildings have been addressed or are in the process of being addressed
- Professionalism...towards teachers
 - Teachers are being asked to do a lot more than we can fit in
 - What is important ? Priority list of expectations?
- Elementary School Question...
 - whose responsibility is it to get ...
 - background checks... for parent volunteers?
 - for parties, etc.
 - varies between buildings (should not be a teacher responsibility)
- Clarity for sub lessons
 - what info should be included in the sub lesson/class roster about specific students and their accommodations
 - also food allergies or medical concerns... who is responsible for supplying this? should it be disclosed to subs and if so by whom?
- Pilot for chromebooks to be sent home...

- Oakdale - 3rd grade
- BMS - 8th grade
- meeting at Oakdale
 - learned a lot of information about insurance for our 1:1
 - parents and teachers do not know much info
 - time to think about it was given and then they heard nothing back - however there is a scheduled parent meeting this week

- Common assessments
 - Teachers are writing these for next year and are creating the tests but probably will be voided bc next year will be a new program that is not compatible
- Middle School Writing Inservice at DO after contractual hours
 - teachers are being paid- \$100.00 to attend- Jeff is looking at when board approval would be.
- Supplementals
 - discussion about athletics/academics/cheerleading/clubs/etc.
 - knowledge of activities/sports in specific buildings is needed and needs to be kept up to date
 - Meeting about how supplementals will look for the next contract in the future