

High AIMS Assistant Principal Cohort Meeting Minutes



Hosts - Assistant Principals Laura Wilder & John Wilhelm

Meeting held: 11/16/2023 [Meeting PowerPoint](#) 1:00 pm - 3:00 pm

High AIMS Assistant Principal Cohort Meeting Minutes

Thanks to Princeton assistant principals Laura Wilder and John Wilhelm for hosting and facilitating the assistant principal cohort meeting on November 16 at the Princeton Administrative Center. Thanks to all who attended the meeting. The following people were in attendance:

Will Ambursy - Forest Hill	Katie Cameron - Loveland
Jen Schlosser - Goshen	John Wilhelm - Princeton
Nate Baughman - Goshen	Laura Wilder - Princeton
Randi Isaacs - Goshen	Jessica Jones - Springboro
Zach Larson - Goshen	Jimmy Aker - Springboro
Caleb Keton - Kings	Casey Wood - Lebanon

High AIMS Assistant Principal Cohort Collab

To provide tools, resources, and innovative and best practices, each cohort has a [Collaboration Toolkit](#). I can't take credit for this. Two Mason Instructional Coaches developed the toolkit for iHigh AIMS instructional coaches. With their permission, I thought it would be an awesome tool to use for the rest of the Cohorts.

Please take some time to complete this [Collaboration Toolkit](#) by inserting your district's focus, instructional practices, innovative programs, and whatever else you feel is worthy of sharing with other districts. This will be a tool to curate the exciting things that are happening in the High AIMS school districts.

Round Table Discussion/Collaboration

Round table discussion conversations/ideas are listed below. The following are focused areas: attendance, parent involvement, and vaping.

- **Attendance** - How do you promote and combat attendance for students and staff?
- **Vaping** - How are you dealing with vaping in the schools?
- **Parent Involvement** - How are you engaging parents in their child's education? What

incentives are you using?

Attendance Ideas & Suggestions

- Taking driver's license and work permit at 16 absences
- Calling JFS
- Tying final exam exemption to perfect attendance - up to 3 excused absences; seniors 4, juniors 3, sophomores 2, freshmen 1
- Challenges with different attendance thresholds across grade levels (half-day kindergarten)
- Class incentives for perfect attendance - extra recess, popsicles, popcorn
- Display grade level/class attendance so kids can see it
- Truancy meetings - elementary reward plans; family engagement specialist involved in these meetings
- Giving out alarm clocks
- Root cause worksheet - AttendanceWorks.com
- MS - House System - stay with their HR/"tribe time" throughout their MS career; building relationships during this time for 3 whole years; House competition; quarterly rewards; encourage vertical alignment
- Read all names of students who had perfect attendance (2 entries) and those with 93% (1 entry) - raffle off items (chips, HW pass, etc.)
- Work to get those kids from 80-90% - the biggest bang for the buck
- Brochure for families about what attendance expectations are so they understand
- Sent letter to students/families if attendance is below 90%
- Online work seems to be having a negative impact on attendance since work can be completed from home
- Thursday schools before school; Saturday schools
- Staff - show staff the data; NBA Never Been Absent Award; post staff on social media; wellness committee; grade sheet for individual staff members (test data, attendance, etc.); putting staff attendance in evaluation under professionalism; staff attendance goal within the building; doing stay interviews with staff

Parent Involvement Ideas & Suggestions

- Weekly newsletter from teachers
- Community update weekly
- Invite parents into the building often
- Student of the quarter with family
- Parent academy night (move from buildings throughout the district)
- Parent meeting quarterly
- College Career Readiness conferences - Seniors have their own day in the Fall; 9-11 have it in February
- Combining events - for example: art shows with conferences
- Preschool/Kindergarten - required to host parent engagement
- Breakfast with a buddy, Math night, Family picnic, parent advisory committee

- Biweekly messages from admin - F letter biweekly - Link to Parent Letter https://docs.google.com/document/d/1ZG7rLez-QB0cewFuuUbCz_u9vbyxl4EKNhzFANPgjG8/edit?usp=sharing

Vaping Ideas & Suggestions

- Out of School vs. In School - how does OSS for vaping impact our attendance numbers?
- THC swabs
- Marijuana legalization impact
- Progression doesn't restart as you progress at the school

NOTE: Additional Free Resource for Vaping Prevention

CATCH - Coordinated Approach to Child Health

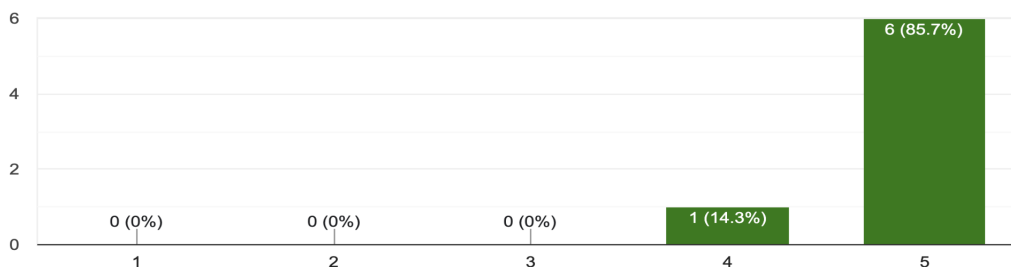
- [CATCH My Breath - Evidence-Based Vaping Prevention Program](#) - Certain parts of the prevention program are free. The program provides parent and community resources, curriculum, testimonials, and impact stories from school districts. Here is information from their website:
 - CATCH My Breath's peer-led teaching approach empowers students with the knowledge and skills needed to make informed decisions about e-cigarettes and resist social pressures to vape. Informed by tobacco youth prevention researchers and practitioners, years of real-world implementation, and a youth advisory board, it is the only school-based vaping prevention program proven to reduce the likelihood of vaping among youth.

Exit Ticket Survey Results

Below are the results of the Exit Survey. If you have not completed it, please do so. Your responses are important to us in the continuation of planning future meetings.

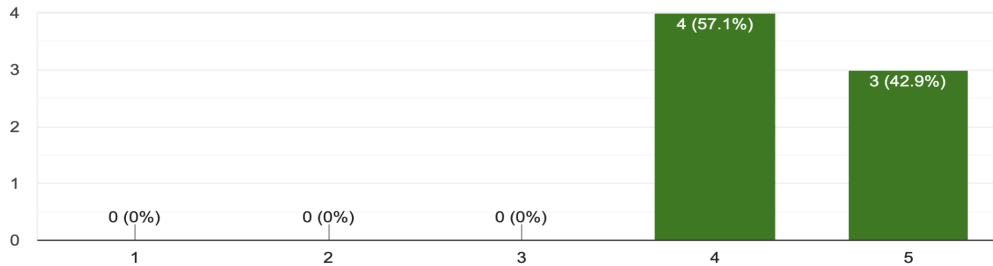
How satisfied were you with today's meeting?

7 responses



How relevant and helpful do you think it was for your job?

7 responses



What were your key takeaways? 7 responses

We are all working on similar things in different ways

Attendance ideas

Great ideas from other schools

Attendance is a trouble spot at every district. We are all working hard to create ideas to help.

ideas for dealing with attendance

Best practices for attendance, vaping, parent involvement!

Great things others are doing in their buildings. The sharing of ideas.

What will you integrate in your daily work immediately? 7 responses

I have already requested some different attendance reports during the meeting from the attendance secretary

working on incentives for students

Attendance strategies and F letter

The different ideas for attendance.

look for ways to engage parents

Several items to enhance our current practices.

To brainstorm with team some of the ideas shared.

What will you integrate in your daily work immediately? 7 responses

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Several items to enhance our current practices.

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Do you have any other comments to help us make this a valuable experience? 7 responses

no-but, thank you for planning and executing:)

None- I enjoy this group and am learning so much!

no

na

Continue to have time to share

Just continuing to have meaningful conversations!

Continue whole group talk.

Next meetings:

January 18, 2024	1:00 pm - 3:00 pm	Loveland Intermediate School Hosts/Facilitators - Jane Miller & Katie Cameron
March 21, 2024	1:00 pm - 3:00 pm	Springboro City School District Jessica Jones & Jimmy Aker

