**Annabel C. Perry PreK-8 – Administration Meeting**

**A Culture of Caring - BELIEVE**

**Wednesday, August 18, 2018**

**WE WILL MEET EVERY TUESDAY at 9:00am**

**Expectations:**

Rule number 1 - Loyalty – We only have our team. We will back each other and always have a unified front.

Rule number 2 - If you don’t know ask. If you are given a task and you don’t understand how to do it use your resources.

Rule number 3 – If you see something that needs to be fixed and you don’t fix it shame on you. Identify areas of concern and make improvements.

Rule number 4 – Don’t wait until the last minute to get things done and do not miss deadlines. We DO NOT want to end up on any list.

Rule number 6 – Make those around you better – It’s our job.

Rule number 7 – Hold yourself accountable. Own your responsibilities even if you delegate.

Rule number 8 – What you make important becomes important.

Rule number 9 – All events need to be in writing and placed on the calendar with Ms. Forrester – NO EXCEPTIONS

Rule number 10 – Communicate your schedule to me during Admin Meeting (i.e. off campus training, Dr. appointments, leaving early)

**Yearlong Responsibilities:**

1. Teacher/Student Recognition- Update Bulletin Board **(8/1).** Maintain this board.
2. Observations- Adhere to the weekly observation point system (15 points/week). Provide feedback to your teachers. **How does what you are observing fit into your plan?**
	1. *1 point – walkthrough*
	2. *3 points- Informal*
	3. *5 points- formal*
3. Discipline/DMS (**Daily**). Do not allow small problems become big ones. Manage Discipline.
4. Curriculum/Data/PD – (**Due first Tuesday of each month**) **(1st one due 8/14)**
5. Clubs/Activities/Master Calendar (**Discuss during every Team Leader Meeting & Update**)

**2017-2018 Lessons Learned:** *Reflective Leadership*

1. Discuss one thing you would do differently if given the chance? Why? What is your plan to ensure this does not occur again?
2. What does your data tell you? What adjustments will be made as a result including PD, feedback, and teacher placement?
3. What is your goal for 2018-2019 data? What process will be in place to monitor achievement?

**Ms. O’Neal:**

1. Welcome Back/ Open House/ Immanuel Temple- flyers, communication, set-up **(7/25)**
2. Schedule Posted – Review EVERY schedule once complete (**8/1**)
3. Registration – I will need weekly updates on CSR & Enrollment
4. Teacher Assistants Schedule (**7/25**)
5. New Teacher Welcome – How will we ensure they are welcomed & successful? (**7/25**)
6. Clerical Meeting Agenda/ Include Rockhead & Discuss Times – (**7/25)**
7. YMCA- Where are you with this?

**Dr. Leydig**:

1. Back to School Packet/Online Forms (**7/25**)
2. Staff Handbook – (**8/1)**
3. Teacher Resource Bags – Filled and ready to distribute (**8/1**)
4. First Year Teachers – IB Forms signed and filed
5. Coverage Chart – Read the Contract (**7/25**)
6. ESE Assistance – Reach out to District about unfilled position – What is the Plan?
7. Activities/Field Trip- Have Marie train the staff – We will not have a repeat of last year (**7/25**)
8. Website Update- Stay on top of this – (**8/14**)
9. Free & Reduced – Create a one pager on how this will be communicated and monitored? (**8/1**)
10. Safety Patrol/ Sunshine/Elementary Speech & Debate – Need positions filled (**8/14**)
11. PTA – Address Association Board

Follow Up With Coaches/ Teachers/Staff/Students/Parents