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

**A Culture of Caring - BELIEVE**

**Tuesday, August 21, 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- **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**)
5. Clubs/Activities/Master Calendar (**Discuss during every Team Leader Meeting & Update**)

**Items Needed (Both):**

1. Grade Level Assemblies (I need Dates)
2. Dates for Data Chats – **Data Binder**
3. Teacher Evaluation Training – Sign Off Needed
4. Professional Development Management Team- (**8/28**)
5. Staff Meetings – When were these held? Outcomes?
6. District PD – Is this on the Master Calendar?

**Ms. O’Neal:**

1. Aiken/Rockhead Meetings
2. Harmony Teacher
3. Student Assignment Clean Up Codes
4. Foster, Abuse, Homeless Training – Is Parchment Trained
5. Semi-Annual Inventory (**9/25**)
6. JA Paperwork
7. Plagiarism Class – Is Augustin Registered?
8. 1st Quarter Property Audit
9. Phones Updated **(ASAP)**
10. Computer Lab – **(9/4)**
11. DBQ – Do we need to order this?
12. Pack A Sack Meeting – Was this held?

**Dr. Leydig**:

1. Back to School Packet/Online Forms – **I did not receive a plan**… **Where are we with this?**
2. Staff Handbook Sign Off – All Staff should have been signed off by **8/17**
3. Gateway – Drills – Dates given/ Need times
4. First Year Teachers – IB Forms signed and filed – Has this been done? It was on last agenda.
5. Ms. Young’s grant on website
6. Universal Precautions - What is the plan to ensure ALL staff signed off? Including cafeteria
7. Mandatory Online Security and Privacy – Sign Off by ALL staff
8. Website Update- This was to be completed by **8/15**
9. Read at Home Plan (**8/28**)
10. Safety Patrol/ Sunshine/Elementary Speech & Debate – **Need positions filled** (**8/14**) Have you spoke to individuals?
11. Elementary Coaches Contact (**8/21)**
12. Newsletter Updates – Provide at each meeting
13. Mailbox Room Whiteboard – **(8/21)**
14. Storage Areas Condensed – **(8/28)**
15. Free Reduced Lunch Forms – **How are we ensuring this is happening?**
16. Staff BBQ – Where are we with this?
17. GUIDANCE CLEARED OUT – **ASAP**
18. Penguin Store – Teacher Store – What is the plan?

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