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

**A Culture of Caring - BELIEVE**

**Wednesday, August 28, 2018**

**WE WILL MEET EVERY Wednesday 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- **Phillipson, Robinson, Laster**.
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?** **Where are the schedules and libraries? Was this a nonnegotiable?**
	1. *1 point – walkthrough*
	2. *3 points- Informal*
	3. *5 points- formal*
3. Discipline/DMS (**Daily**). **Have we had any referrals to date? K. Wright?**
4. Curriculum/Data/PD – (**Due first Tuesday of each month**) **iReady Diagnostic**
5. Clubs/Activities/Master Calendar (**Discuss during every Team Leader Meeting & Update**)

**Items Needed (Both):**

1. Grade Level Assemblies Are Dates on Calendar?
2. Dates for Data Chats – Was has been the outcome?
3. Teacher Evaluation Training – Sign Off Needed**-** Who is presenting to staff?
4. Staff Meetings – **Adjusted clerical schedule – Manny begins 9/11**
5. District PD – **When is Elementary Learning Coming?**

**Ms. O’Neal:**

1. Rockhead Meetings – **Make this a priority- I want to see his schedule**.
2. SLP Computer
3. Open House Documents – How are we letting parents know? Yard Signs.
4. Semi-Annual Inventory (**9/25**)
5. Industry Certification
6. Athletic Coaches – Finalize this list with Ellison
7. 1st Quarter Property Audit
8. Choose Peace Week- Parchment
9. Computer Lab – **(9/4) – Why do we have $50K in laptops in a safe?**
10. DBQ – Do we need to order this? **Am I ordering this?**
11. Annual School Counseling Plan
12. District Instructional Material Review Committee

**Dr. Leydig**:

1. Staff Handbook Sign Off – **Are we at 100%? - New staff needs to sign off as well.**
2. Gateway – Second Code Red Drill – Set up with District SIU
3. Website – Reach out to Tropical
4. Universal Precautions/Online Security and Privacy/Child Abuse Training – What is the plan?
5. Read at Home Plan (**8/28**)
6. Safety Patrol/ Sunshine/– Next Steps?
7. Newsletter Updates –What is going in next
8. Mailbox Room Whiteboard – **Board not being used**
9. Storage Areas Condensed – **(8/28) -**
10. Free Reduced Lunch Forms – **How are we ensuring this is happening?**
11. Penguin Store – Teacher Store – What is the plan?
12. Caliber Awards
13. Dad’s Take Child to Work – Have Laborde facilitate
14. Elem Math Materials
15. Third Grade Guidance
16. Beanstack Software – Laborde and Media
17. Field Trip Database – Move to Brittany
18. Title I Funds ELO – I send t the numbers

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