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

**A Culture of Caring - BELIEVE**

**Wednesday, September 26, 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-
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? New Teachers?** 
   1. *1 point – walkthrough*
   2. *3 points- Informal*
   3. *5 points- formal*
3. Discipline/DMS (**Daily**). **Have we had any referrals to date?**
4. Curriculum/Data/PD – (**Due first Tuesday of each month**) **This is next week.**
5. Clubs/Activities/Master Calendar (**Discuss during every Team Leader Meeting & Update**)

**Items Needed (Both):**

1. Digital Support – Canvas Training, Tech Boards
2. Dates for Data Chats – Have you scheduled the second round?
3. Release Day/IB Day Follow Up – What was accomplished?
4. Surplus Items
5. ELO/YMCA Academic Focus – Staffing?
6. District PD – **Who is Scheduled and When?**

**Ms. O’Neal: Operational**

1. Out of Field
2. October FTE
3. CAPE Registration
4. Semi-Annual Inventory (**9/25**)
5. ESOL Compliance Review
6. Bus Loading Evaluation
7. 1st Quarter Property Audit
8. Harvest Drive – Parchment
9. Computer Lab
10. RMG One Pager Updated

**Dr. Leydig**: **Operational**

1. All Sign Off Forms – Universal Precautions/Online Security and Privacy/Child Abuse Training
2. Code Red
3. Website Updates
4. Holocaust PD – 4th Grade Teacher
5. Fire Prevention Month
6. Peer Mentoring
7. Newsletter Updates –This needs to get out
8. Mailbox Room Whiteboard – **Board not being used**
9. Storage Areas Condensed
10. Meal Plan Termination Notice
11. Caliber Awards Packet
12. Beanstack Software – Laborde and Media

**Ms. O’Neal: Academic –** Make sure your support team is ready for Friday

1. IPG- How is this being used to make teachers better?
2. Are you on track to reach your targeted goal?
3. What support are you providing to new teacher?
4. What have you learned from your data chats?
5. Does EVERY teacher know his or her data? Lowest quartile in particular?

**Dr. Leydig: Academic –** Make sure your support team is ready for Friday

1. SIM- Have you completed this with Ms. Laborde?
2. Are you on track to reach your targeted goal?
3. How are we using the intervention such as Square Panda to develop a foundation?
4. What have you learned from your data chats?

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