Administrator’s Meeting Agenda

7/25/17

***Student Achievement***

1. Introductions
2. Administrative Purpose

* Culture and Climate (Develop & Nurture Meaningful Relationships)
* Support and Service
* Ownership and Accountability

1. Classroom Expectations

* Active Engagement (Rigor)
* Maximizing Instructional Time
* Assurance That Students Understand the “What” and “Why.” (Learning Target)
* Individualized Learning (Effective PLC’s, Data Rooms, Growth Goals)
* Administrative Visibility (Survey Reflections)

1. student Enrollment and Statutory Obligations
2. Standards-Based Grading
3. Staffing
4. Administrative PGP’s
5. SBDM Policy and By-laws
6. Attendance
7. New Teacher Orientation
8. Policy Updates
9. Soft Skill Implementation
10. College/Career Readiness
11. OVEC
12. KASA
13. Schedules

* Master/Bell Schedule
* Extra Duty Schedule
* Extra Service Positions
* Transportation Schedules/Routes
* Faculty, SBDM, PLC Meeting Times
* Advisory Council

Assistant Superintendent – Chuck Abell

1. Learning Walks
2. Learning Plans
3. Evaluations
4. Learning Summit
5. EILA
6. PD Documentation
7. Assessment
8. Principal’s Checklist
9. Opening Day
10. Edgenuity
11. District Calendar
12. Technology
13. Standards-Based
14. Partnership Grant
15. Teacher Academy

***Programs***

1. Director of Personnel – Diana Thomas

* 2017-2018 Calendar
* Stipends
* Volunteer Coaches
* LEAD Report

1. Director of Technology – Eric Cecil

* Technology (Process and Procedure(s))

1. Director of ECE/Early Childhood – Todd Russell

* ECE Admin/Related Service Staff
* ARC/504 Chairs
* ECE Dept. Chairs
* Restraint and Seclusion
* WHAS Grant
* Preschool Enrollment
* Early Head Start

1. Director of Title I – Mary Lynn Martin

* Title I Principal Checklist
* RTI
* KTIP
* New Teacher Cadre

1. Director of Operations – Mark Thomas

* Transportation Operating Procedures
* Bus Line Up
* Route Times
* Bus Evacuation Drill
* Shuttle Information
* Day Trips; 9:00-2:00
* Evening Trips; after 5:00, ok. Before, try to accommodate, but no guarantee
* Safe Schools: Quick Access
* School Report Card
* K & K Insurance (Student/Athlete Claim Form)
* Designating Surplus Items
* Food Service: No Staff Charges (Per BOE Policy 07.1)
* Student/Adult Prices for Breakfast and Lunch
* Menu Focus for the Year
* Limited Access to Free and Reduced Data

1. Director of Finance – Vicki Goodlett

* SBDM Carry Forward
* Grant Balances and Due Dates
* Working Budget
* Change in Audit Firm; Beginning August 21st
* Free and Reduced Regulations for Fee Waivers
* Purchasing Procedures/Bid Vendors
* Staff Appreciation Expenditures
* Stipends

***Public Relations***

1. TELL Survey
2. Back-to-School Letter
3. Agri-Science Center
4. Charter School Legislation
5. Athletics
6. Student/Staff Achievement Celebrations
7. Infinite Campus/Parent Communications
8. Facility Use
9. Capital Construction
10. Solar Eclipse
11. Public Perception Surveys
12. Future Meetings
13. BOE Meeting Expectations/Attire
14. Hillview/Credit Recovery
15. Weekly Communication to Stakeholders
16. Hardship Considerations
17. Media
18. NO SURPRISES!

***Finance***

1. General Assembly 2018
2. KTRS/KRS
3. SBDM Funds; Student Achievement Focus
4. Red Book Training
5. Needs Assessment