Administrator’s Meeting Agenda

7/23/19

***Student Achievement***

1. Administrative Purpose – Servant leadership that positively impacts culture and climate while raising the leadership capacity of those around you.
2. 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…….and Engagement (critical for ownership and impact)
* Communication with parents and stakeholders (IC, good news notes/calls, newsletters, etc.)

1. No Surprises!
2. Staff and Administrator Attendance
3. Board Attorney
4. Board Meeting Attendance, Expectations, Academic Spotlight
5. Program Director’s and Administrative Meetings
6. District growth and non-district approval process
7. Staffing Allocations
8. Section 7 Allocations
9. Section 6 Allocations
10. Excessive Fees
11. Extra Service Stipends (Make certain of roles, expectations, responsibilities)
12. New Teacher Orientation
13. Administrative PGP’s
14. Profile of a Graduate
15. Standards-Based Grading
16. Apprenticeships and Career Readiness (Culinary Arts, STEM)
17. Instructional Coach – Prioritize use!
18. District Calendar – communicate events to Michele
19. SBDM – Instructional Focus; understand and update by-laws if/when necessary
20. BOE Policy/Procedure Updates
21. Legislative Updates
22. Advisory Council
23. Media
24. Schedules (Master/Bell, Extra Duty, Extended Service, Faculty, SBDM, PLC’s, Transportation/Bus Routes.)
25. Assessment
26. Aleks Program
27. Evaluation
28. PLC’s
29. Learning Summit
30. Opening Day
31. Technology
32. Principal’s’ Checklist
33. Standards Based Grading

***Programs***

1. ECE/Pre-school – Todd Russell

* What does ECE in Spencer County look like?
* ECE Admin/Related Service Staff
* ARC/504 Chairs
* ECE Dept. Chairs
* PBIS Core Teams
* WHAS Grant
* Preschool

1. Title I Updates/New Teacher Cadres – Mary Lynn Martin

* Title I
* RTI
* Spencer County Teacher Academy
* SBDM
* Teacher Mentorship

C. Director of Personnel and Human Resources – Diana Thomas

* Stipends
* Calendars
* Updated Leave Affidavit
* Volunteer Coaches
* Individuals Providing Services to Students
* List of Staff and Respective Assignments

D. Director of Operations – Mark Thomas

* Transportation
* Food Service
* Bidding Process/Surplus
* SB 1

E. Director of Maintenance – Jim Oliver

* Construction Projects
* Maintenance and Work Orders

F. Director Pupil Personnel – Bob Haffendorfer

* Attendance
* Court Liaison
* Hillview (process for students)

G. Director of Finance – Vicki Goodlett

* School Book Keepers
* Purchase Orders
* Travel/Reimbursement
* Redbook

H. Director of Technology – Eric Cecil

* Technology Plans
* Purchasing
* Work Orders

***Public Relations***

1. Civility
2. New TES Floors
3. SCHS Renovation

* Football/Soccer
* Complex
* Adequate Instructional Space

1. Early Learning Center

* Schematic Design

1. Bus Compound
2. Taylorsville Sidewalks

**Finance**

1. Special Session; Pensions