**Administrator’s Meeting Agenda**

**7/27/21**

***Program Directors Information***

1. Maintenance
2. Human Resources
3. Finance
4. Technology
5. COVID Protocols (Nurse Cindy)
* Vaccines
* Physical Distancing
* Screening Testing
* Ventilation
* Handwashing
* Isolation
* Quarantine and Contact Tracing
* Cleaning
* Masking

***Student Achievement***

1. Personal Beliefs
2. Classroom/School Expectations
* Maximizing Instructional Time
* District Learning Targets
* Administrative Visibility and Engagement
1. Board Meeting Attendance, Expectations, Academic Spotlight
2. Program Director’s and Administrative Meetings
3. Non-district approval process / Waiver Requests
4. Staffing Allocations
5. Section 7 Allocations
6. Extra Service Stipends (Make certain of roles, expectations, responsibilities)
7. ECE **(Mr. 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
8. New Teacher Orientation
9. Administrative PGP’s
10. Standards-Based Grading **(Mr. Rucker / Mrs. McGinnis)**
11. Instructional Coach Responsibilities
12. District Calendar – communicate events to both Mrs. Barlow and myself
13. BOE Policy/Procedure Updates
14. Advisory Council
15. Recommendation / Closing Dates
16. Media / Spencer Magnet
17. State & Federal Grants **(Mrs. Hodgens)**
	* Title I
	* RTI
	* Spencer County Teacher Academy
	* SBDM
	* Teacher Mentorship / Future Cadres
18. Schedules (Master/Bell, Extra Duty, Extended Service, Faculty, SBDM, PLC’s, and Transportation/Bus Routes.)
19. Assessment
20. DPP Information **(Mr. Hafendorfer)**
	* Attendance
	* Hillview
21. PLC’s
22. School Learning Summit’s
23. Opening Day
24. Virtual Academy
25. Director of Operations **(Mr. Rodgers)**
	* + School Safety
			1. Reopening Plan
			2. Safe Schools Online Training
			3. Trauma Informed Care P
		+ Food Service
			1. Breakfast and Lunch Locations
			2. New Point of Sales
			3. F/R Application Process
		+ Transportation
			1. Route Times
			2. Pick up and Drop Off Logistics
			3. Van Protocols
26. Evaluation Training
27. 30-60-90 Day Plans
	* + Meeting Schedule – Sept 17th (8:00-12:00)
28. Open Records Requests
29. Para Educator Exams