

## **Admin Meeting for 5-17-16 @ 7:30 AM**

### Agenda

- Staff issues
  - Erika Illies pregnancy – end of the year – Kathy Rattig will cover if need be – will pencil it in
  - Leann L. - news story
- Requisitions and Inventory
  - Timeline for reviewing budgets and getting them to me
- Emergency Drills
  - Please remind staff to close doors – some left open in both severe weather and fire drills
- Graduation
  - Things to prepare for
  - May need to line up someone to run video camera – Mr. Kern will do video
  - Lights on/off person – Dan
  - Screen up/down person - Dan
  - How many chairs on floor – both sides
  - Larry will help set up and show student video
  - Which board members will be up there
    - John Manstrom will be one board representative
    - No speaker
    - Class rank determines speeches
- Evaluations
  - 1 hour minimum at inservice to review rubrics
- Building and Grounds
  - Teachers will get a form to fill out for any issues in their classroom to be taken care of during the summer.
  - *Any issues you see that need to be addressed*
    - *Concrete in front of Community Center Door – rebar showing*
    - *NE door by Principals office is rusted out on the bottom*
    - *Bench in the boys locker room needs to be bolted down. – Randy knows about it*
    - *Peeled paint fixed before graduation*
      - *Peeled paint by elementary*
    - *Take off district and region signs that are not used in the gym*
    - *Gym floor redone July 19-24*
- AdvancED Surveys
  - Staff takeaways
  - May 31 and June 1 as possible dates OR June 6 – June 10 (better)
- Out of the building
  - Dave Hanson: May, 18, May 27
  - Scott Streng:
  - Dan Dalchow:

- End of year staff gathering
  - At Pelican – Mrs. Hoffert looking into either Tuesday, May 24 or Wednesday, May 25
- trainings
  - Ideas for inservice
    - Mr. Kern present class for credit on Google Classroom
      - Picking a date – July 19/20
    - Staff survey for needs
      - Sent out reminder yesterday- still staff from area schools who have not completed survey
    - Mental Health requirements – ways to cover our 4 hours
      - Talk with staff as to what they would like to see
    - 
    - Peer Observation Book study for grad credit – Mr. Hanson will look into it
      - Cost of book is high
  - *peer observations – Dave ordered book and is reading it now May 17*
    - *book is approx.. \$30*
    - *for next year*
    - *tie in with AdvancEd*
    - *get thoughts from staff*
    - *Documents are in the shared doc folder*
  - *Marshall's differentiation in the classroom – 10 things*
    - *Think/plan ahead of time*
    - *Reflection afterwards*
- Staffing to replace Leann
  - John Porter has found Amy Driscoll
- Finals – May 23-25 finals
  - 23-24 dismiss at 3
  - 25<sup>th</sup> dismiss at 12:50 bus leave at 1
  - Letter sent home regarding bus dismissal?
    - – elem letter
    - permission slip to leave early for Jr/Sr Hi
    - Honeywell
- Faculty handbook
  - Review what Mr. Hanson has for faculty handbook
- Student handbook
  - Post online
  - Review differences between handbook and school policy handbook
  - MS/HS student handbook revisions
    - Look at revisions
    - Change some wording to allow flexibility
- Other areas of discussion