

Staff meeting

8/9/17 @1:30 to 3

1:30-Introductions :)

2:00 Orientation:

- What went good/bad (keep a record)

2:10 Drop off and dismissal procedures

2:15 Staff Handbook Review:

- School Discipline policy p.24
- Handbook review p.8, Personal/sick days,dress code, etc. p.11-14
- Parent communication (behavioral/academic concerns)
- Grievances p.17
- Confidentiality p.18
- Accidents and

* Teachers go over discipline w/ Asst.

* Kate - go to for Sick

* Text Lead Teacher

* Personal Days

* Staff Pass word Staff pgam

2:30 Meetings:

- Tuesday All staff
- Wed assistant training
- Thursday classroom team meetings (google doc minutes share with kate weekly)

Kate visit-Sue primary first week of the month (9/7, 10/5,11/2)

Christine Primary 2nd week of month (9/12,10/12,11/9)

Lower Elementary 3rd week of month (9/22,10/20,11/17) Fridays

Upper elementary 4th week of month ((9/28, 10/26, 11/30)

2:40 Assistant training:

- schedule
- Observation

2:50 Any other concerns/discussions for next week

Meeting Completed by 3 :)

Please note: all traffic should go around and not through sweetbay or LE

Submit warehouse orders to Stephanie

Send Kim newsletters

Mindtrust/Confidentiality discussion next week

Updating Gift for teachers