

## Staff Welcome Back Week: Faculty Meeting Agenda



### I. Housekeeping Issues

- A. Copier/Printer (phones)
  - 1. Codes/Tracking System
  - 2. Voicemail set-up (test it)
- B. Advisory
  - 1. No more “F” letters
  - 2. Must “touch base” with every student at least once/week
- C. School Vehicle Use
  - 1. No “school van use”
  - 2. Carpool if possible, claim mileage HR to School (round-trip)
- D. Activity Accounts
  - 1. HS Office tracks funds/accounts
  - 2. Reconcile account/report monthly
- E. Mailboxes
- F. Time Off Requests
- G. Lock-Down procedures

### II. Admin Notes

- A. Staff Meetings
  - 1. 2nd Tues of Month= Faculty Meeting
    - a) Morning- (7:30-8:00am)
    - (1) AAR Format
    - b) Released early that afternoon (3:15)
  - 2. 4th Tues of Month= Teacher Leader Team Mtg
    - a) Morning- (7:30-8:00am)
    - b) Team released at 3:15 those Tuesdays
- B. Committees
  - 1. Staff Dev and Technology-Phil will lead
  - 2. Sunshine, Wellness, Health & Safety, Continuing Education
- C. PLCs

1. Standards-driven classrooms
    - a) What that looks like *next* year
    - b) What steps can we take *this* year
  2. Flipped PLC meetings
- D. Observations
1. Informal “walk-throughs” first semester
  2. Formal second semester
    - a) Based on MN Teaching Competencies
    - b) Usable rubric focused on teacher growth/needs
- E. School Facebook Page
- F. Bulletin Boards, trophy cases, etc
- G. Course Catalog
- H. Questions/Complaints/Requests flow of traffic
- I. Referral process (hold until discipline mtg?)

### III. **School Website**

- A. Class Websites
1. Check info (directory, phone, classes, etc)
  2. Introduce yourself, your classes, link to state standards
  3. Schoology, google sites, other
- B. Staff Folder
1. Google Forms
    - a) Referral Form
    - b) Requisition Forms
    - c) Time Off Request
    - d) Field Trip Request
  2. Food Service Support Request
    - a) Pdf Forms
    - b) Taxes
    - c) Benefits
    - d) Liability Release
  3. Resources
    - a) Contracts
    - b) Annual Required Training

### IV. **Other Discussions**

- A. Advance/Hold Back Policy
- B. School Maps
1. Emergency routes
  2. Signs
- C. Questions/Concerns