

**Purpose:** - To further clarify routines and norms for HMS.

**Outcome:** Answer/clarify any questions related to our daily work.

**Procedures:** Throw a whole bunch of information at one another (Last time for this)

### **Good News:**

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### **IDP/Evaluations**

- IDP due by September 23
- Send a meeting notice to Jason for a meeting when complete (Dean for all Specials)
- Student Growth Data: What is it?
  - Begin thinking about what student growth data fits for you. Add it to any evidence in the IDP.

### **mgm/MGM**

- One MGM per month (We must all be there.)
- Two mgm's per month
  - Data/Instruction/D.S.I.
  - Building specific need/other

### **Technology Plan**

- All technology will be housed in our Media Center
- Tech Plans - Frozen at this time
- Future meeting with all parents to discuss our process, protocols, etc. Need to send one message and not hang out there as an individual/small group.
- Sign-out sheet using Google Doc
  - Form: Name/Date/Hour/Purpose
    - Purpose = More data and evidence for you to use + Colleagues have the opportunity to see the good work/ideas

### **Communication**

- Maintenance (Chad), Technology (Troy & Robert), Reply to All
- Meeting Notice
  - Google Calendar
    - Benefits = One change, changes all calendars, find out who can/can't, propose new dates, keeps us happy
    - Not sure how....please ask and Jason will meet with you.
- Landing Strip
  - During any MGM -- Throw ideas that do not apply for the day there.
- School Fusion
- Monday Memo
  - Every two weeks
  - Send video/pics of learning in action
  - Good ideas/articles/research via Twitter
  - Begin working on your page.
  - Parents will be sent to your School Fusion page with questions regarding expectations, assignments, etc.
  - Working on PD...however, please ask questions.

### **Norms**

- Sticker them by the end of today (September 13)
- Three choices that you believe we must live by on a daily basis to maximize our time together

**New Forms** (Will be housed on-line and in the copy room)

- Leave Requests (Fill out 48 hrs prior to leave for approval)
- If you don't hear back...call or write
- Accident Report

**Random Stuff:**

- Parking - No parking behind the school. On the 6th grade side, front lot, pool area.
- Eyes and Ears - What's out there. Please let Dean or Jason know if something is brewing.
- Keys -
- Tell our Story - Check out the dedication book from 1961....Let's create a 2011 version.

**Clarification?**

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