**Department Head/Principals’ Meeting Agenda**

**October 23, 2013**

1. **Welcome – Betty Jo Hall**
2. **Operation Impact’s Big Brother Team – Joseph Brownlee**
3. **Betty Jo Hall**

* FMLA - reminder for employees to submit PRIOR to leave
* AdvancED
* surveys
* websites
* progress
* Public Relations
* Report Card Pick Up
* Open Enrollment
* Miscellaneoushttps://mail.google.com/mail/ca/u/0/images/cleardot.gif

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1. **Roni Scott**
   * Audit
   * Accounts Payable
   * Deadlines
   * Miscellaneous
2. **Jean Smith**

* Testing
* SIC
* Textbooks
* Veteran's Day

1. **Joyce Cunningham**
   * Miscellaneous
2. **Sam Jones**

* Maintenance Update

1. **Matt Kimsey**

* Novell (final phase-out)
* Website Migrations
* 45th Day Reports
* Miscellaneous

1. **Betty Jo Hall**

* General Comments