**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
* Miscellaneous



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