**Department Head/Principals’ Meeting Agenda**

**August 28, 2013**

1. **Welcome – Sharon Wall**
2. **Betty Jo Hall**

* Attendance/Out of Building
* Assignment of Mentors
* Public Relations Contact/Back Up
* SAFE-T Teams
* Calendar Items:  September 10 - Dr. Barringer AdvancED 9:00-11:30
* Spanish/ESOL
* Legal Issues - Videos - Verifications due to D.O. by Sept. 1
* Aesop/Sub Training
* Gold Star Highlights
* Licensure Office Issues/Procedures - Restricted Certificates, add-on, etc.
* Status Forms - Process, Bus Drivers, Etc.
* Misc.

1. **Wanda Thomasson**
   * Teacher lunches
2. **Jean Smith**

* Testing
* Textbooks
* SIC

1. **Joyce Cunningham**
   * Nurse Supplies/ donations
   * Discipline
   * Miscellaneous

https://mail.google.com/mail/ca/u/0/images/cleardot.gif

1. **Roni Scott**
   * Payroll
   * Accounts Payable
   * Pupil Activity
   * Auditors
   * Miscellaneous
2. **Sam Jones**

* Maintenance Update

1. **Sherwin Johnson**

* Crisis Plan Additions (Handouts)
  + Reunification Site for Students
    - On Campus
    - Off Campus
  + Reunification Site for Parents
  + Incident Command Site
  + Crisis Plan for Special Needs Students
  + Emergency Drill Reporting Form (Handout)
  + SafeCeiver – Matt Pirkle
  + Active Shooter Drill – Sheriff Ray Watson
  + Bus Pick-Up and Drop-Off Procedures (Handouts)
  + School Safety Verification Forms
    - Due Friday, September 6
  + Dropout and Truancy Coding Training
    - Wednesday, September 4 @ 9:30 A.M. until 12:30 P.M.
    - McKinney-Vento Teacher Inservice
    - Administrators’ Leadership Academy – Legal Issues – Andrea White

1. **Matt Kimsey**

* Email Groups Management
* District Events Calendar
* Data Processes Update
* Miscellaneous

1. **Sharon Wall**

* Meeting with Due West Mayor (electricity)
* General Comments