**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



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