**Team Leaders Meeting Notes**

**Monday, August 14, 2017**

Team Leaders met and discussed the following items:

* Welcome Back!!
* Dr. Siefert is working on the Building Improvement Plan and will be emailing it to us soon. He will be applying Jensen’s theory of “Big Goals”
* Buses - The bus shed is working diligently to be efficient and helpful. Sauny will contact them today and get any necessary information out quickly. **Kindergarten will have 1st Qtr. bus duty.** They will be called from the office on when to head out to the bus and will stay out for duty after they load students.
* Eclipse glasses can be given out at Open House. Go ahead and do any lessons that you might have worked on, especially those regarding safety.
* Jean Money - $30 for the year. You may in two installments if you wish.
* Computer Lab will be under construction at least through 1st quarter. Computers and Library will both be having classes in the Library. We cannot use the back doors, Please don’t use it as a pass through either. Since there will be two classes going on, if you need a book or some other equipment from the Library email LeAnna. Do not just drop in.
* Grade levels need to make sure and get dates on the calendar (field trips, field day, concerts, Parent Nights, etc.)
* One of the goals for this year is to create/maintain a “Grade Level Mentaily” with PLC’s. We are a positive building. Trying to build “our grade level” instead of “my team” kind of thinking.
* 504 - implementation is extremely serious business. Please keep special area and title teachers in the loop. If you get a student or have a current student who gets a 504 let them know
* STAR - counselors will be setting up STAR accounts soon and then we will begin screening
* Residency issues - if you have a parent ask about residency affidavits, refer them to the office
* Remember to not use masking tape or staples on the walls or doors. Dr. Siefert has ordered sticky tack and is going to inquire about some bulletin boards for rooms with new walls
* Pick Up procedures are the same as last year. All pick up students will go to the gym. Teachers have been assigned to monitor specific grade levels
* We will continue with cafeteria awards as we did last year
* Growth Plans - Get them in to Mrs. Benack
* Dr. Siefert is working on setting up this year’s shared folder on Google. Input data as soon as you get it. Title teachers will need data to set up groups.
* New computers have been set up (Not everyone gets one this year). If you have issues, use help desk IT
* Grade cards must reflect student’s INDEPENDENT ability. Reteaching is what good teachers do but if that student cannot maintain that skill at expected grade level, they are not independent
* PD - we will focus on STEM this year. “What is it?” and “What it is NOT” Don’t get stressed or go crazy. We want to do it well, not fast.
* Nurse, Lindsey Roth, will be here for Open House. She could use donations of clothing for students who have accidents/needs at school.
* Team Leader Meeting are always on the Last Monday - Don’t make appointments
* Faculty Meetings are always on first Monday - Don’t make appointments
* As always, let Team Leaders, Dr. Siefert, & Mrs. Benack know of concerns or suggestions.

**Have a great year! You make a difference!**

Team Leader Representatives Are:

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| Dr. Siefert, principal  Sauny Benack, assistant principal | Cara Pellerin, SpEd  Sarah Wyman, Special Area  June Decker, Title 1  Mary Kay Decker, PDC |
| Nicole Fisher, Kdg  Mindy Lofton, Kdg | Meredith Toberman, 1  Ashley Shaw, 1 |
| Batina Johnson, 2  Jodi Mothersbaugh, 2 | Lisa Berezowski, 3  Autumn Metzger, 3 |
| Trish Nahlik, counselor  Angie Eisenbeis, counselor | Jennifer Granda, PBS  Meagan Wagner, PBS |



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