

Elementary Department Staff Meeting - February 19, 2015 - Mrs. Hartman

1. Field Trip: Changed plans. Will plan for Jacksonville Zoo. Working on dates and cost. Will let you know
2. Playground schedule: Grades K-1 and 2 are making their schedules and will let us know. Grades 3, 4, 5 will schedule around them.
3. Playground equipment? We are making up a list of some possibilities we feel will help as a dept., so each grade can benefit.
4. Storage Room: Discussed plans and procedures for the elem. storage room. Which will keep it in working order. Also, a future work day for filing our curriculum. (to take place on a Saturday) to be announced
6. lesson plans: How to?: Discussed our lesson plans and the needed info on them
7. Chrome Books: To be continued in conversation and tweaking.
8. Raz Reading: Discussed and need help with the signing in.
9. SciLearn: Setting up a session with Lori to do any tweaking we need to do to make make it beneficial for our class.
10. Supplies: locations ( paper towels, etc. , Copy paper): The teachers informed about where to find the different supplies they need. Lori and Annette are in charge of this area to keep it stocked and organized
11. Identification copy for teachers tray: Where teachers can put their papers
12. Accreditation: Reviewed expectations and dated. Realized that April 17 is a Friday. Will we be observed on a Fri. because the schedule is different.
13. Scilearn - Raz Kids - Learn A-Z
14. Cleaning supply list to William: William requested that we make up a list of cleaning supplies ( if we need them ) for our class.
15. Sub. Folder: Each teacher is to keep their sub. folder updated and in a designated area.

TEACHER CONCERNS

16. Ensure gate is being closed consistently. (People not closing them when they go through) Concerned because of possible safety issue.
17. Aftercare: K-1 are making a list of concerns and procedures that they would like to be implemented during aftercare. When I get the list I will talk with them about it and send to you.
18. Could K-1 have a TA for Fun Friday - They would like a planning period.