**Agenda Items for Assistant Principal Meeting**

* *When are you doing agenda’s for your grade level meetings, committee meeting?*
  + How do you break up your grade level meetings?
  + Do you monitor who is on time?
  + Where is the location of your meeting?
  + Do you give them time to put in grades?
  + How often do you require your grade level to put in grades (weekly, bi-weekly, etc.)?
  + What do you see that we need to do to improve student achievement?
* *Are you looking at your list of responsibilities and getting making a schedule around them so you know everything is covered?*
  + For example if you are over text books do you know how many books and workbooks we have and we have left so that we can make sure any incoming students will have a work book
  + If you are over grounds are you meeting with the custodian once a month and looking at what work orders have been put in and complete. Are you given an update on work orders being put in so if maintenance ask questions you know what is going on with the build; are you driving around the building and noticing issues with trash or things left outside (there is a purple pot that has been out front for almost two years)
  + Do you have alerts on your calendar to remind you of what you need to do weekly, monthly, quarterly?
* How are you celebrating?
* Have you purchased monthly items to give to your teams?
* We will also be starting a data team headed by Ms. Fennell. Do you have anyone you would recommend?