

<b>PRINCIPALS MONTHLY REPORT</b>	
<b>SCHOOL</b>	A.E.O.
<b>NAME</b>	Joe Fishell
<b>MONTH</b>	May 2013
<b>FIRE DRILL</b>	5-8-13
<b># of Formal Observations</b>	6
<b># of Walkthroughs</b>	>20

<b>ACADEMIC REPORT: <i>curriculum, instruction, &amp; assessment</i></b>
<ul style="list-style-type: none"> <li>*Regularly scheduled faculty meetings.</li> <li>*Administration and proctoring of Algebra 1 Keystone exam.</li> <li>*Encouraged students during lunch period to continue reading and working toward the Reading Hall of Fame.</li> <li>*Greeted students at arrival and exit each day.</li> <li>*Worked with Ms. Bonsall to update website and prepare summer message and calendar.</li> <li>*Met with Dr. Glasspool and Dr. Rossi to discuss next year's master schedule.</li> <li>*Troubleshoot situations in building on a daily basis.</li> <li>*Finalized arraignments for the 8<sup>th</sup> grade picnic.</li> <li>*Met with Liaison Committee to dialogue about staff concerns and present appropriate solutions.</li> <li>*Monitored ongoing statistics regarding failing students and used the data for parent notification of possible retentions.</li> <li>*Met with individual departments to deal with curricular issues specifically relevant to each department.</li> <li>*Met with ELA department during in-service to begin transition to Common Core standards.</li> <li>*Circulated among students during study time in Activity Period, discussing their book choices and making recommendation of titles and authors they might enjoy.</li> </ul>

<b>EVENTS / PROGRAMS: student activities, etc.</b>
<ul style="list-style-type: none"> <li>* Met with PTSA to discuss upcoming events.</li> <li>*Attended the Chorus concert, Band concert, Strings concert, Broadway Musical, awards night and other extracurricular activities .</li> </ul>

<b>GENERAL INFORMATION</b>
<ul style="list-style-type: none"> <li>* Fire drill conducted for the month of May.</li> <li>*Daily meetings with dean of students.</li> <li>*Weekly meetings with administrative assistant.</li> <li>*Met with Liaison Committee to dialogue about staff concerns and present appropriate solutions.</li> <li>*Evacuated the building during the school day due to a smoke filled classroom.</li> </ul>