

Name: Jeff Hadley
Department: Center Elementary Principal
Date: June 10, 2012

Accomplishments:

- Conducted teacher observations and post-observation conferences
- Attended meetings for the planning of a Griffith Memorial at Center Elementary
- Attended IEP, ER, 504, and GIEP meetings
- Continue to work with guidance counselor, SBIT, and classroom teachers to manage behavior interventions and crisis plans for students who have become behavior concerns
- Attended principal meetings
- Formed a team and met with the team to discuss the creation of a building-wide reading incentive program for the upcoming 2012 – 2013 school year
- Attended Pennsylvania Inspired Leadership classes for course one
- Met with current and next year's PTA Presidents to plan for the 2012 – 2013 school year's activities and events
- Met with special education teachers to discuss changes/communication we would like to implement for the 2012 – 2013 school year
- Coordinated and attended a meeting at Kerr Elementary in the Fox Chapel Area School District with Dr. Rossi and Ms. Shirey to learn about their RtII process and CHAMPS implementation
- Met with Title I and SBIT teacher to review spring data
- Attended Education Committee School Board Meeting
- Met with computer teacher to discuss updates, content, and layout of Center's website
- Conducted Building Fire Drills
- Continued planning for 6th grade end-of-year celebration with 6th grade teachers and parents
- Coordinated and then facilitated the schedule of events for 6th Grade Graduation Ceremony
- Completed PDE 5501 DEBE forms for all professional staff
- Completed final evaluations of support staff
- Coordinated and facilitated the closing of teacher classrooms and collection of classroom technology

Goals:

- Continue to investigate RTII for Center Elementary with a focus on identifying best practices for tier time instruction, progress monitoring, scheduling and staffing of tier time
- Continue to evaluate progress on our Improvement Plan
- Generate a draft schedule for the 2012 – 2013 school year
- Review and adjust draft rosters for 2012 – 2013 school year
- Begin planning for 2012 – 2013 school year
 - Staff meetings – schedule, focus, professional learning community agenda
 - RtII Behavior Team
 - RtII Tier Time
 - Teacher directed PLC time/focus
 - Curriculum implementation and best practices
 - Beginning of the year kick off (communicate focus, vision, mission, etc.)
 - Refine and focus observation planning and walkthrough “look fors”

Education Committee Meeting: 6/5

Principal Meetings: 5/31

Staff Meeting: 6/1

IEP Meetings: 5/14, 5/14, 5/22, 5/24, 5/29, 6/8

GIEP Meeting: 5/11, 5/21, 5/21

504 Meetings: 5/10, 6/7

Griffith Memorial Meeting (PTA, Teachers, Community Representatives): 5/31, 6/5

Parent Meetings: 5/10, 5/25, 6/7

PTA Meeting for 2012 – 2013 planning: 5/24

Kerr Elementary Meeting/Fox Chapel, RtII and CHAMPS: 5/30

Reading Team Meeting (incentive program): 5/14, 6/4

Center Spring Data Meeting: 5/31

Center Website Meeting: 6/5

Pennsylvania Inspired Leadership classes: 5/15, 5/16

PLC/Roster Meetings: 5/10, 5/11, 5/15, 5/16, 5/17

Fire Drill: 5/30, 6/5

Special Education Teacher Meeting: 5/29

6th Grade Graduation Ceremony: 6/8

Teacher Observations: 5/21, 5/22, 5/23

Post-observation Teacher Conferences: 5/10, 5/10, 5/11, 5/14, 5/22, 5/31