

PRINCIPALS MONTHLY REPORT

SCHOOL	A.E.O.
NAME	Joe Fishell
MONTH	May, 2014
FIRE DRILL	5-30-2014
# of Formal Observations	6
# of Walkthroughs	>20

ACADEMIC REPORT: *curriculum, instruction, & assessment*

- *Met with each department to review the completion of the improvement plan.
- *Visiting classes on daily basis to show interest in classroom activities and discuss informal observations with teachers.
- *Attended IEP parent meetings.
- *Introduced a new book each Friday in the month of May
- *Encouraged and promoted reading at AEO by visiting study halls and recognizing Reading Hall of Fame recipients during lunch periods.
- *Continued work on 2014 master schedule.
- *Implemented sections of the Algebra 1 Keystones.
- *Met with Math department to review the Algebra readiness test given to all 7th graders.
- *Met with teachers to discuss the final exam schedule.

EVENTS / PROGRAMS: student activities, etc.

- *Attended the scheduled home sporting events.
- *Coordinated and supervised Talent Thursday.
- *Attended the spring chorus, band and strings concerts.

GENERAL INFORMATION

- *Regularly scheduled faculty meetings.
- *Meetings with building Liaison Committee.
- *Worked with Administrative Assistant to ensure that attendance records are being kept appropriately.
- *5 phone conferences with parents to discuss scheduling concerns for next year.
- *Attended 2 Truancy hearings at the local Magistrate.
- *Interacted with individual students at lunchtime by visiting their tables.
- *Greeted students at arrival and exit each day.
- *Met with Mr. Holleran to discuss custodial concerns.
- *Dialogued daily with custodial staff.
- *Participated with the ELA and Math department on in-service day.