

Kathi Shirey  
Regency Park Elementary  
December 4, 2011 – January 9, 2012

**Accomplishments**

- Attended Regency Park's PTA meeting and shared upcoming events and goals with parents
- Shadowed Mrs. Evans on my first day
- Met with staff to restructure interventions for Tier Time with RtII
- Performed walk-throughs in all grades
- Met with guidance counselor regarding confidentiality and securing student information
- Created bi-weekly meeting schedule for RtII team data meetings by grade level
- Met with Mrs. Freese regarding a change in scheduling to use her more for interventions rather than for providing teachers' extra plan each week
- Created monthly meeting schedule for Regency Park union reps to meet with me to discuss pending issues
- Reviewed OLSAT, STAR, and DIBELS data with Mrs. Freese and Mrs. Gibbon to tier students for more individualized interventions
- Prepared faculty meeting agenda for in-service professional development at Regency Park
- Completed Regency Park 2012-13 budget
- Worked with 6th Grade teachers and students to revamp morning announcements to include building goals, student expectations, and weekly building quote
- Sent home parent letter reporting on the past month's successes and reviewing school procedures for drop-offs and pick-ups
- Added Principal's Message and RtII explanation to website
- Monitored breakfast and lunch times to access procedures in place
- Attended two Plum Borough School Board meetings
- Reviewed Regency Park's Improvement Plan
- Attended two Administrative Meetings and one Elementary Principals' Meeting to plan and collaborate
- Assisted with scheduling for STAR Assessment
- Met with intervention staff to create plan to focus learning during Tier Time for Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> Grades
- Addressed ongoing bus discipline issues by meeting with students one bus at a time, assigning seats, appointing student bus monitors, and modeling appropriate behaviors on the bus
- Facilitated Regency Park's numerous Make-a-Wish activities, Holiday Sing Along, Santa visit, and holiday celebration
- Attended 7 IEP meetings
- Met with Mr. Holleran, Mr. Helms, Mr. Brewer, Dr. Rossi, Dr. Glasspool, Mrs. Andrews, Mrs. Jones, and Mrs. Pastucha to discuss our collaborative roles
- Met with Leanna Lawson from AIU3 regarding Safe Schools Grant and PBS ideas

**Goals**

- Attend IEP meetings for Regency Park students
- Conduct faculty meeting with all staff
- Share data team PLC Meeting schedule with staff
- Introduce Regency Park's SMAC (School Management and Climate) Teams and solicit signups from staff
- Complete walk-throughs in all classrooms with a monthly focus shared with teachers
- Complete final first semester observations for two untenured teachers and school nurse
- Attend monthly Administrative Meeting
- Meet with Guidance Counselor to structure guidance work assignments for Regency Park
- Attend at least one PLC Meeting per grade level throughout month
- Meet with building union representatives to discuss any potential issues
- Review data collected for tier movement
- Send letter home to parents outlining what RtII is so that they understand that all teachers are part of the RtII/Tier Time model
- Conduct Principal's Assembly outlining building goals as well as student goals and expectations
- Learn how to navigate Regency Park's website
- Learn more about the components of the STAR Assessments
- Monitor Regency Park's Improvement Plan and set monthly goals based on the plan.