

Name: Dr. Gail Yamnitzky
Department: Principal; Pivik Elementary
Date: May 10 – June 9, 2012

Accomplishments

- Packing, planning and preparing for move
- Completed yearly evaluations for teaching staff
- Completed final evaluations for paraprofessionals
- Completed final evaluation for Administrative Assistant
- Prepared General Supply Orders for next year
- Conducted Volunteer Recognition Tea
- Conducted end-of-the-year activities
- Conducted Annual Talent Show
- Conducted 5 formal observations of teachers
- Conducted 8 post-observation conferences with teachers
- Completed teacher assignments for new building
- Participated in Administrators' meetings and professional development
- Provided continuous updates to parents and community on building webpage
- Participated in weekly updates and planning meetings for new building
- Monitored the implementation of Tier Time
- Monitored teacher MOODLE pages
- Facilitated 2 PLCs per week—1 math and 1 reading and grade levels
- Attended 11 IEP meetings
- Conducted 14 parent meetings
- Attended 2 GIEP meetings
- Attended 4 ER meetings
- Attended 1 Liaison meeting
- Attended 3 evening PTA events
- Attended 5 evening events
- Attended 2 Board Committee Meetings
- Attended 2 Administrators' meetings
- Handled 15 bus issues

Goals

- Examine/evaluate latest STAR scores
- Examine/evaluate latest DIBELS scores
- Examine/evaluate latest PSSA scores
- Prepare for move
- Pack
- Prepare class lists for 2012-2013
- Prepare teacher schedules
- Prepare special schedules
- Order supplies
- Generate new practices and procedures for management and daily operation of new building
- Generate new emergency evacuation procedures
- Plan orientation
- Plan opening day activities