

Name: Gail Yamnitzky  
Department: Principal; Pivik Elementary  
Date: August 10-September 9, 2011

### Accomplishments

- Completed all schedules for 2011-2012 school year; Building Schedule; Special Area Teacher Schedule; Duty Schedule; Lunch/Recess Schedule; Literacy Block Schedule; Tier Time Schedule; K-2 Library Book Exchange Schedule; STAR Testing Schedules; and, Paraprofessional Duty Schedule
- Ordered and inventoried all supplies including text books and workbooks
- Supervised building cleaning and readiness; moved classrooms due to moisture issues
- Participated in Administrators' meetings and professional development
- Designed building webpage and completed continuous updates
- Completed classroom assignment for 503 students
- Planned and completed professional development/faculty meeting activities for Teacher In-service
- Participated in IEP Facilitation meeting
- Participated in weekly updates for new building
- Participated in the development of Elementary Improvement plans
- Completed cursory analysis of raw PSSA scores
- Redesigned parking and various activities affected by construction
- Met with Plum Creek Church leadership to discuss Emergency Plans
- Developed plan to implement Tier Time effectively
- Met with Spec. Ed. staff to develop rosters
- Attended 7 IEP meetings
- Met with each grade level and special area teachers to outline PLC work
- Attended 2 Kindergarten orientations
- Attended 2 evening PTA events
- Attended 3 Administrators' meetings
- Attended 2 Elementary Principal meetings
- Conducted building evacuation due to transformer malfunction and smoke
- Handled 4 bus issues
- Handled 2 discipline issues

### Goals

- Participate in 7 GIEP meetings and at least 6 IEP meetings
- Complete Goals for the 2011-2012 school year
- Complete 21 formal observations
- Visit each classroom at least 3 times (once during Tier Time)
- Participate in MSP PLCs weekly
- Attend 2 PLCs (grade level) weekly
- Complete STAR Testing
- Complete OLSAT Testing (grades 1, 4 and 6)
- Conduct "Day of Remembrance" for 9/11 and Constitution Day
- Plan for Red Ribbon Week
- Prepare for Open House
- Attend SRA Corrective Reading Training
- Attend MSP Cabinet Meeting
- Develop "Building Transition Team" to begin planning for move