

Jordan School District
West Jordan K-12 Area Principal Meeting
Agenda

Sunset Ridge Middle School
Thursday, August 4, 2016

[]	Kathe Riding	[]	Jennifer Ludlow	[]	*Brian Larson
[]	Shelly Davis	[]	Barbara Yost	[]	Eric Price
[]	Todd Theobald	[]	Amanda Edwards	[]	Mike Kochevar
[]	*Tina Susuico	[]	Brenda Anderson	[]	Thomas Gatten
[]	Mandy Thurman	[]	Bryan Leggat	[]	*Donna Hunter
[]	Ronna Hoffman	[]	Aaron Hunter	[]	Michelle Putnam
[]	Lauren Peacock	[]	Cynthia Vandermeiden	[]	John Vincent
[]	*Karen Gorringer	[]	Dixie Garrison	[]	Cindy Mitchell

*Thanks to **Sunset Ridge** for hosting our meeting!*

AGENDA ITEMS

Business Items

1. Welcome and Introductions

The West Jordan Area welcomes the above individuals highlighted by an asterisk to our area.

2. Administrative Contact Information and Committee Assignments Sheet*

Please complete the Administrator Information sheet in your packet and hand it in *before leaving* the meeting today. If there is information you don't have available to you today, you can call or e-mail Nadine Troxel (ext. 88186) with that information ASAP.

3. PTA Information and Reminders*

Principals were given an electronic copy of the *Reserved PTA and Activity Nights* memo for the various levels throughout the 2016-17 school year. Principals were reminded to be aware of these reserved nights when planning programs at their school.

4. Verifications

A verification document must be signed by Superintendent Johnson and sent to the state. The following two items were reviewed with principals to assess compliance:

- The posting of "In God We Trust" plaque in a visible location in the main office area.
- The Pledge of Allegiance shall be recited once at the beginning of each day in each public school classroom, led by a student in the classroom, as assigned by the classroom teacher on a rotating basis. Students may opt-out of reciting the pledge with a written statement from the parent or legal guardian. At least annually, the

teachers should talk with students to educate them on treating others, those who may choose not to recite the pledge, with respect.

5. Invitations to Board Members to Attend School Events and Special Activities
 - The Board of Education has requested that invitations be extended to all Board Members for all school functions.
 - If a Board member is going to attend a School Community Council Meeting, Faculty Meeting, or other school activity, please notify your Administrator of Schools.
 - Board contact information may be found on the District website.

6. Crucial Concerns and Policies*

The crucial concerns and policies information has now been placed online and can be accessed through Skyward. This was created to avoid spending a lot of time during your opening day meetings. If necessary, you could schedule a future meeting for those who are new or struggling with using the system to confirm their understanding.

7. Gender Issues

If gender situations arise, please communicate with your Administrator of Schools. We need to ensure that proper accommodations are made for each student.

8. Absence / Out-of-Building Notice / Vacation and Sick Days

As a courtesy, please inform the school secretary and provide your Administrator of Schools with notice when you will be out of your school building. Please carry your cell phone with you. If you are sick or would like to request vacation days, please email your Administrator of Schools. You will need to enter your own absence and vacation information in Skyward.

9. Financial Accounting Manual Reminders

The Financial Accounting Manual is available online. This manual is reviewed and modified periodically; therefore, you are highly encouraged to review the manual for changes and refer to it to avoid errors in financial decisions. Proper mileage guidelines and samples are also found in this online document.

10. Safe Schools / Risk Management*
 - Quarterly Reports – Quarterly Reports on Safe Schools meetings should be sent to Ron Boshard and your Administrator of Schools after each meeting is held. A copy of this report can be found in the electronic packet.
 - Incident Command Refresher Course – Principals should watch for a memo that will be coming out with information regarding dates and times for incident command refresher courses. Principals are encouraged to have appropriate staff attend when courses become available.
 - The new process for reporting required emergency drills will no longer require you to make multiple copies of the drill conducted. This process will do all of that electronically when you hit the “submit” button once the form has been completed. A template of the process can be found in the July 27th JAM. Superintendent Johnson signs a document verifying with the State of Utah that the District is in full compliance. All emergency compliance forms are available online at www.jordandistrict.org, Departments, Auxiliary Services, Risk Management/Documents/Forms.

11. Payroll Reminders

- Be sure all paperwork has the correct budget codes. A copy of the *Most Commonly Used Budget Codes* will be sent to your administrative assistants to help with budgets.
- Do NOT send payroll timesheets, absence records, etc., through District mail.
- Make **sure** all necessary signatures are on forms.

12. School Land Trust Items*

- The final state allocations for school land trust budgets will be posted soon on the state website. A memo with your school budgets, including Land Trust, is included in your packet.
- A handout on appropriate expenditures based on USOE Board Rule is included.
- Incentives should be avoided, but may be approved for up to \$2 per student.
- Be careful not to include large budget items in general supplies (i.e., student planners, etc.). If there is a large amount in the general supply category, be sure to give a detailed explanation in the section after the budget, where an explanation is requested.
- *School Land Trust 15-16 Final Reports, 16-17 School Community Committee Membership, and the Principal Assurance Form (election assurance form)* will be due on the state website by October 20th. E-mail from the state will be forthcoming.
- A copy of the timeline for the 2016-17 year is included.

13. School Community Councils/Flyers*

In an effort to increase participation in School Community Councils the Jordan School Board School Community Council committee has created a flyer and poster to provide information to those interested in learning more about School Community Councils. These flyers and posters are to be distributed at your Back-To-School Night and other activities at the beginning of the school year. We ask that you do the following:

- Contact your school community council chairperson or other members of your school community council to attend your Back-to-School night in order to hand out the flyers, encourage participation, and answer any questions regarding meetings, elections, etc. We recommend setting up a table in a prominent location.
- Make copies of the flyer to hand out. (Each flyer will have your school's specific information on it but if you know meeting dates and/or election information that would be even better.) The Spanish translation was emailed to you.
- Make copies of the electronic poster to display in prominent locations such as doorways, bulletin boards, walls, etc.
- A flyer with your unique school information has been emailed to you and we ask that you post it on Peachjar and/or Skyward message.

If for some reason a member of your SCC is unable to attend, a member of the School Board's SCC Committee would be happy to attend and help. See your Administrator of Schools for any questions.

14. Jordan School District Safe Technology Utilization and Digital Citizenship*

Under new state law, each district is required to share with the SCC what steps it has taken to teach digital citizenship and provide a safe network for school computers. Please post this flyer on your SCC webpage and distribute at a future SCC meeting.

15. 2016-17 Ed Tech Budget
 - Due to budget carryover from last year, guidelines and budget amounts will be sent out to principals at a future date. Your Ed Tech budget will be available in Skyward, along with your other school budgets for review each month.

16. Principal Conference Rotation*
 - Principals and assistant principals were given a copy of the local conference travel rotation for elementary or secondary administrators.
 - Principals and assistant principals received in their packets a copy of a memo with their individual national conference allocation balance.
 - The national conference travel guidelines are available in the Financial Accounting Manual.
 - Any questions regarding **local** conference travel or **national** conference travel should be directed to Nadine Troxel (801-567-8186)

17. School Budget Information*
 - Principals were given a memo containing the most current information regarding their budgets for the upcoming school year. The information includes the estimated 2015-16 carryover amounts.
 - The Land Trust amount reflects the final state allocation. The updated amount may not be shown on the state website for some time.

18. Principal In-Service Record*

A copy of the Principal In-Service Record for the year is enclosed in each packet. *Principals* should submit this to their administrator of schools for approval **prior** to conference attendance. *Assistant principals* should submit the form to their school principal.

19. Board Meeting “Celebrating Schools” Schedule*

See electronic copy for rotation schedule.

20. New Administrator Inservice Dates

A copy of the schedule and the training dates will be sent out by August 12, 2016.

21. Jordan School District Meeting Schedule*

The 2016-17 District Meeting Schedule is included in the electronic packet.

22. Principal/Director Discretionary Funds*

A copy of a memo with specific information on setting up and using funds in a discretionary account was included in each administrator’s packet. Principals/Directors should be cautious and judicious in the use of these funds. Care should be taken that the guidelines are adhered to, and that proper documentation is kept for all expenditures.

23. Elementary Professional Learning Communities Budget Memo*

A copy of the memo is included in the electronic packet.

24. A.L.S. Information*

- Please note the professional development opportunities being offered by the Alternative Language Services Department. ESL endorsement classes are also being offered. The fall class is not yet full. Students who are English Learners (EL) must be served by endorsed teachers. Contact Deb Brey to enroll teachers.
- School Nurse assignments are included, as well as a list of reminders from the nurses regarding student health care needs and compliance due dates.

25. Athletic Class Periods Memo*

High School principals must complete the included memo and send back to Cari Minnesota by August 17, 2016. Also included are the updated guidelines for paying individuals.

26. Additional Forms Included in the Electronic Packet*

- Human Resources
 - Administrator Training
 - HR Critical Dates
 - HR Teacher Transfer Fairs
 - College & University Fair Event
 - Guidelines for Classroom Observation & Student Teacher Requests
 - Substitute Teacher Changes
 - Maximum Hours Part-Time Employees May Work
 - Classified (Non-Exempt) Employee Overtime Reminder
- Planning and Student Services
 - 2016-17 Manual

27. Mandatory Training for Home and Hospital

Mandatory training for Home and Hospital will be held in the next few weeks. Please watch JAM for additional details.

FYI:

Next Principal's Meeting
Tuesday, September 6, 2016
ASB – Auditorium
8:00 a.m.