

First day: July 2, 2018

Action	Goal	Next Steps
Toured the building; learned about the keys; learned about the building	Be able to identify the location of every teacher by the start of the year	Continue walking the halls, using the keys
Reviewed all documents that Mr. Nelson emailed me	Strong knowledge of the handbook, student achievement data, discipline and attendance data	Utilizing this data, work with the SIP team to determine short term goals aligned to the school improvement plan
Met with the student council executive board	Develop greater understanding of what makes OHS great-and what are some areas for growth- from the perspective of the students	Continue to meet with groups of students (Summer work crew, 7/10; National Honor Society officers, 7/11) Develop the Admin/Student Advisory Council for the school year
Sent an introductory email to the staff	Continue to build relationships with the staff and understand their perspective on areas of strengths and opportunities for growth	Schedule individual meetings with each staff member between now and the end of the summer
Met with the admin team	Working knowledge of policies and procedures for the upcoming school year; plan for the first day of school; determine standing meeting time and standing agenda items	Continue our meeting (7/11) and finish discussing agenda items
Started meeting with various teachers/staff members	Meet every staff member before the year starts	Before the end of the week, reach out to the teachers I have not heard from (many have already emailed me with their availability to meet with me)
Review of student achievement data (PSAT, SAT, AP scores, grades and students on-track data; attendance)	Enhance the SIP with some embedded short term goals that involve every member of the staff; short term goals will only be related to the four major areas of the SIP.	Meeting with the SIP team on Thursday from 10-12:00 to discuss the plan and additions/revisions that are necessary.

OHS Recognition: I would like to recognize Mike and his crew for ALL of their hard work. The building is really looking fabulous! Many of the floors are waxed, the carpets are cleaned and things are progressing towards the first day; the work crew (adults and young people) have been so incredibly helpful helping me carry things, move furniture around and teach me about the building.

To my knowledge, we do not have any invoices or employment changes.