

# **A G E N D A**

## **Using Priorities to Lead Your School Into the Future**

March 10, 2004, 9-2:30  
Arcola Elementary School

**9-9:15 Food & Conversation**

**9:15- Review Priorities: Always the first step Kristina**

- What are the priorities of the staff?
- What priorities are included in the School Improvement Plan?
- What are the district priorities?
- What are your priorities?
- Q & A

**Developing the Building Budget Russ**

- How does the budget reflect priorities?
- What funds do you have to work with?
- What line items do you control?
- What process does your district use?
- Q & A

**Scheduling Classes and Students Dondi & Lindsey**

- How does scheduling reflect priorities?
- How do you build a schedule?
- How do you assign students to classes?
- How do you make major changes?
- Q & A

**Re-Staffing for Next Year Dondi & Lindsey**

- How do your new hires and transfers reflect priorities?
- What do you need to check before you start?
- What do you need to ask and to say when interviewing?
- Q & A

**Preparing for the End of the Year Linda**

- Special events
- How do priorities influence your summer?
- What does the district need to know?
- What do you need to do and to know?
- Q & A