

Administrative Leadership Team Meeting
Tuesday, March 25, 2014 9:30 AM Central

Mokena Elementary School
Mokena Elementary School
11244 Willowcrest Lane
Mokena, IL 60448

I. Welcome

I.A. Celebrations - Professional or Personal

I.B. Review of Previous Meeting Minutes

II. Member Items

II.A. Informational Items:

II.A.1. Maintenance Reassignments

II.A.1.a. Director of Buildings and Grounds

II.A.1.b. Assistant Director of Buildings and Grounds

II.A.1.c. Lead Maintenance Person/Maintenance Foreman

II.A.2. ALT Meeting Times for 2014-2015

II.A.3. Summer Hours

II.A.4. Kinderbridge

II.B. Discussion Items:

II.B.1. Certified Staff Evaluation-New

II.B.2. Maintenance Workorder Process PDF

II.B.3. ALT Meeting Day and Time 2014-2015

II.B.4. District "Garage Sale"

II.B.5. Parent/Student Handbook

II.C. Action Items:

II.C.1. Certified Staff Evaluation-New

II.C.2. Maintenance Workorder Process PDF

II.C.3. ALT Meeting Date and Time 2014-2015

II.C.4. District "Garage Sale"

II.C.5. Parent/Student Handbook

III. Other Items:

IV. Next Meeting – "Next meeting will be Tuesday, April 1, 2014 – 9:30 AM – 11:30 AM"

V. Communication Plan: Minutes will be emailed and reviewed at next ALT meeting.