

Sample School-Site Agenda

Name of School
New (Beginning) Teacher Orientation/
Faculty/Staff Opening of School Meeting

A G E N D A

Networking

- I. Welcome Principal and Assistant Principal

Mission/Vision/Goals
(Celebrate successes and introduce future goals)

Administrative Team, Clerical and Support Staff
(Introduce and review key responsibilities)
- II. Faculty Handbook
- III. Items for Review with Faculty and Staff (see attachments)
- IV. IPEGS
- V. School-site Opening of School Procedures
- VI. Resources
Miami-Dade County Public Schools web site: www.dadeschools.net
United Teachers of Dade Contract: www.utofd.com
School-site specific resources
- VII. Closing remarks/Tour of Building for New Employees Principal
- VIII. UTD Steward