

## School Year 2019-2020 Meeting Log as Principal Resident

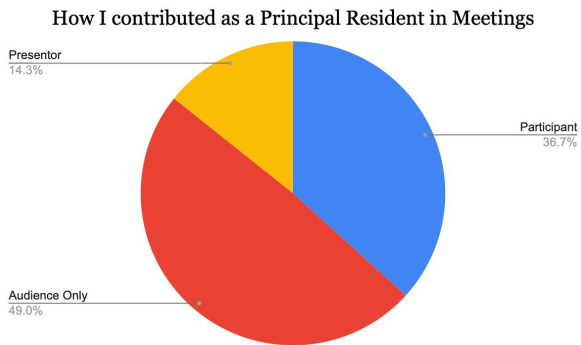
Meetings were logged according to date of meeting, type of meeting and the role I played in the meeting. Most school based meetings (SIT, Staff, PLC) have a running agenda available to all attendees. Monthly meetings such as Mentor/Mentee or TA/Bus meetings, agendas would be provided the day of meeting. For district trainings and meetings, agendas were sent out in advance of the meeting via email. MTSS and IEP meetings were run according to the need of the meeting, and Admin, Teacher and NCSU Mentor meetings were often run without a formal agenda. After March 13, 2020 all meetings were hosted digitally.

Date	Type of Mtg	Role	Date	Type of Mtg	Role
8/19/2019	SIT	Participant	1/2/2020	Admin	Participant
8/20/2019	Staff Mtg	Audience Only	1/8/2020	SIT	Audience Only
8/27/2019	PLC	Audience Only	1/8/2020	MTSS	Participant
8/28/2019	PLC	Audience Only	1/14/2020	District Training	Audience Only
8/28/2019	MTSS	Audience Only	1/14/2020	PLC	Audience Only
8/30/2019	PLC	Audience Only	1/15/2020	Staff Mtg	Presenter
8/30/2019	Admin	Participant	1/17/2020	Teacher	Presenter
9/3/2019	District Training	Audience Only	1/17/2020	Teacher	Presenter
9/4/2019	IEP	Audience Only	1/17/2020	Admin	Participant
9/10/2019	PLC	Audience Only	1/21/2020	PLC	Audience Only
9/11/2019	Staff Mtg	Presenter	1/22/2020	Mentor/Mentee	Audience Only
9/11/2019	NCSU Mentor mtg	Participant	1/22/2020	NCSU Mentor mtg	Participant
9/13/2019	Admin	Participant	1/24/2020	TA/Bus Mtg	Audience Only
9/17/2019	PLC	Audience Only	1/27/2020	Admin	Participant
9/16/2019	Admin	Participant	1/28/2020	PLC	Audience Only
9/20/2019	Admin	Participant	1/30/2020	Admin	Participant
9/20/2019	TA/Bus Mtg	Audience Only	2/3/2020	District Training	Participant
9/30/2019	Teacher	Participant	2/3/2020	PoP	Presenter
10/2/2019	SIT	Audience Only	2/5/2020	NCSU Mentor mtg	Participant
10/2/2019	Flag Raisers	Audience Only	2/5/2020	SIT	Audience Only
10/2/2019	NCSU Mentor mtg	Participant	2/5/2020	Teacher	Presenter
10/4/2019	Admin	Participant	2/10/2020	PTA	Audience Only
10/8/2019	MTSS	Audience Only	2/12/2020	PTA	Audience Only
10/11/2019	TA/Bus Mtg	Audience Only	2/17/2020	Admin	Participant
10/11/2019	Admin	Participant	2/18/2020	PLC	Audience Only
10/14/2019	District Training	Audience Only	2/24/2020	Admin	Participant
10/16/2019	NCSU Mentor mtg	Participant	2/26/2020	Mentor/Mentee	Audience Only

10/18/2019	Admin	Participant		2/26/2020	PLC	Audience Only
10/21/2019	Teacher	Presentor		2/26/2020	District Training	Audience Only
10/21/2019	Admin	Participant		2/29/2020	District Training	Participant
10/22/2019	PLC	Audience Only		3/3/2020	PLC	Audience Only
10/23/2019	Mentor/Mentee	Audience Only		3/5/2020	Admin	Participant
10/24/2019	District Training	Audience Only		3/6/2020	Admin	Participant
10/29/2019	PLC	Audience Only		3/9/2020	District Training	Audience Only
10/30/2019	Staff Mtg	Audience Only		3/11/2020	Staff Mtg	Presenter
11/1/2019	Teacher	Presentor		3/13/2020	PLC	Participant
11/1/2019	Admin	Participant		3/17/2020	Admin	Participant
11/5/2019	PLC	Audience Only		3/19/2020	Digital Admin	Participant
11/7/2019	Admin	Participant				
11/13/2019	Staff Mtg	Audience Only				
11/18/2019	District Training	Audience Only				
11/19/2019	PLC	Audience Only				
11/20/2019	Mentor/Mentee	Audience Only				
11/20/2019	NCSU Mentor mtg	Participant				
11/22/2019	TA/Bus Mtg	Audience Only				
11/25/2019	Admin	Participant				
11/25/2019	District Training	Audience Only				
12/4/2019	SIT	Audience Only				
12/6/2019	MTSS	Audience Only				
12/9/2019	Admin	Participant				
12/10/2019	District Training	Audience Only				
12/11/2019	Teacher	Presentor				
12/11/2019	Teacher	Presentor				
12/13/2019	Admin	Participant				
12/13/2019	TA/Bus Mtg	Audience Only				
12/16/2019	Teacher	Presentor				
12/16/2019	Teacher	Presentor				
12/17/2019	Teacher	Presentor				
12/17/2019	District Training	Audience Only				
12/18/2019	Staff Mtg	Participant				

# Reflection on Meetings

As a school leader, attending and organizing meetings is huge part of the job that consumes a lot of the school day and beyond. This is the human element that affords collaboration, communication and a huge culture builder. When meetings are purposeful, intentional and planned with the consideration of attendees time, meetings can be a powerful tool. Durring my residency, I attended over 100 meetings and in 85 percent of



those meetings I participated as an audience member or a participant of the meeting, learning and observing. Rarely did I present in meetings unless they were one on one teacher meetings. Having a new leadership lens to observe meetings through provided me a chance to reflect on the intention and planning of these meeting while learning. One of the valuable lessons I learned is to know your audience. If your audience really hates powerpoint then meetings with powerpoint will be torturous. Our teachers are not a fan of powerpoint, and so it used only for visual aid when totally necessary such as data in PLCs. Also, if a meeting is not totally necessary, then considering the option of cancelling it

shows a respect for our teacher's time. Also, in planning a meeting, even if you have so many things to share, you must prioritize the information and consider other avenues of communication so the meeting sticks to the allotted time.