

# Monday Message

March 25, 2013

Thank you to Vera for the fabulous food. Quite an effort for one person! Wow!

**Conference Attendance Forms...** Please submit these forms to Jenny if you have not already done so.

**SWITCH DAY...** Wednesday is Friday all day, but you do have to come back on Thursday because Thursday is really Thursday!

**Stages Meeting...** Check your calendar...another optional artifact Stages meeting will take place after school today in the computer lab at 4:15. I do not have any other before or after school meetings available this week with the exception of Thursday, so we can do one on Thursday too. We will repeat what we did last week and also try to break up the session and do scanning and PDF training for those who need this part. Thank you for your feedback. Joe and Grayson have also offered to help, have to love the team approach ☺ We will also offer a session after spring break to complete the goal part (the colored part). This was a suggestion from someone who answered the survey.

**PLC/NCA Meeting...** is tomorrow at 4:30. Please look for agenda details coming from the NCA committee today.

*On Friday a visiting parent commented on what a great dismissal procedure we have and that they wished their school was like Costello!*

**Classroom Doors...** please be sure these are locked and closed throughout the day. Most of you have magnets or clear plastic to allow for easier student entrance. Thank you for making this a priority.

**Tornado Drill...** please review these procedures with your class in order to prepare for the upcoming drill on April 10.

**Google Calendar...** This is a very useful tool with practical printing options. If you have not checked it out please do so. Our new technology director met with us and approved its usage. THANK YOU to Joe for putting this together.

The Costello Outlook Calendar will still remain as the main building calendar. However, the calendar from the link below will still provide you with the same information as the main

Outlook calendar and will remain updated throughout the year. Just providing multiple ways to access the same information, differentiating for adults works too ☺

<http://costellocalendar.weebly.com/>

**Professional Responsibilities Worksheet...** Due April 9.

Do I have to do this? No, it is optional, but is helpful for me to have your feedback as you may have participated in work that I am not aware of.

**Observations...** The third round will begin the first week after spring break. These may be formal or informal.

**Fair Posters...** Please have your students take their fair posters home by tomorrow afternoon. Any remaining after Wednesday will be recycled.

Wishing you a wonderful spring break, hopefully you will get recharged from this busy month!

Tammy