For easy reference for your internship mentor, please complete the chart below summarizing your 2 PBL projects.

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| --- | --- | --- |
|  | Title of Project | Name & Contact information of Site Based Supervisor |
| PBL for PEDU 504 | Build a Curriculum for Gifted Academic Electives | Name: Ron Holloman  Email: rholloman@hampton.k12.va.us  Phone: |
| PBL for PEDU 620 | Giftedness, Suicide, and the District’s Legal Responsibility | Name:  Email:  Phone: |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Start Time | End Time | Total Time (round to ¼ hour) | What did you work on?  *(brief description of overall project + specific tasks accomplished)* | Topic | Area | Related NELP Standards  *(by element number)* |
| 9/3 | 3:30 PM | 4:30 PM | 1 hr | Created flyer for B2S dance for Forrest Elementary | Community, school relations | Elementary | 5.1 5.2 |
| 9/5 | 8:15 AM | 9:50 AM | 1 hr | Assisted in the arrival of busses for morning drop off, ensuring all busses approached the proper area and that parents dropped students off in the proper area, not interfering with bus drop off or student safety. | Operations & Management | Middle School | 6.1 |
| 9/5 | 3:40 PM | 4:30 PM | 1 hr | Assisted elementary teachers in helping 3rd, 4th, and 5th grade in finding their proper bus routes and getting to the busses safely | Operations & Management | Elementary | 6.1 |
| 9/6 | 7:00 AM | 8:30 AM | 1 hr | In response to parent feedback,reviewed bus/parent drop off schedule and monitoring. Suggested adding a staff member to supervise student drop off door in the back, that is out of front door view, to ensure student safety | Community & External Leadership, Operations & Management | Elementary & Middle School | 5.1, 5.3, 6.1, 6.2,6.3 |
| 9/6 | 7:00 AM | 8:00 AM | 1 hr | Assisted in the arrival of busses for morning drop off, ensuring all busses approached the proper area and that parents dropped students off in the proper area, not interfering with bus drop off or student safety. | Operations & Management | Middle | 6.1 |
| 9/6 | 11:00 AM | 11:45 AM | 1 hr | Met with school counselor to discuss school wide professional development on suicide ideation, behaviors, identification, and reporting, | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.2, 3.4, 5.4, 6.4 |
| 9/7 | 11:00 AM | 11:30 AM | ½ hr | Monitored middle school lunch. Ensured all students were sitting at the correct and assigned tables and cleared their trash before departure. | Operations & Management | Middle School | 6.1 |
| 9/7 | 12:00 PM | 12:30 PM | ½ hr | Reviewed school fire drill policy, examining exits and classes for all teachers. Sent reminder on behalf of principals reminding teachers to have their classroom rosters, stop-light code cards, and student contact information for students. | Operations & Management | Elementary & Middle School | 6.1, 6.3, 6.4 |
| 9/7 | 1:30 PM | 1:45 PM | ½ hr | Helped facilitate school fire drill, making sure all elementary teachers had evacuated the building; checked stop-light code cards, and ensured the building was cleared and all students had exited the building and accounted for. Participated in follow-up meeting determining “glows and grows.” | Operations & Management | Elementary &  Middle School | 6.1, 6.3, 6.4 |
| 9/8 | 8:00 AM | 9:30 AM | 1 ½ hr | Attended SIT meeting with student (do not teach) in shadow capacity. Observed the administrator as he attended tothe needs of the parent and student and developed an adequate behavioral plan for the student. Later discussed his role as the administrator and how he and the team determines what is in the best interest of the student. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Instructional Leadership; Operations & Management | Elementary | 1.1, 1.3, 2.2, 2.3, 3.2, 3.3,4.1, 4.2, 4.3, 4.4, 6.1, 6.3, 6.4 |
| 9/8 | 2:00 PM | 3:00 PM | 1 hr | Helped facilitate an instructional meeting concerning B2S night, MAP testing, and teacher goals. Typed and printed notes, distributed to school. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Instructional Leadership; Operations & Management | Middle School | 1.1, 1.3, 2.2, 2.3, 3.2, 3.3,4.1, 4.2, 4.3, 4.4, 6.1, 6.3, 6.4 |
| 9/9 | 5:00 PM | 6:30 PM | 1 ½ hr | Researched material related to PEDU project. Found multiple articles on the legal responsibility of schools and suicide including state statues on the topic. | Mission, Vision, & Core Values; Community & External Leadership; Management & Operations | Middle School | 1.1, 1.3, 5.1., 5.2, 5.3, 5.4, 6.2, 6.3, 6.4, |
| 9/10 | 12:00 PM | 3:00PM | 3 hrs | Researched various curriculums on interactive media/interactive language instruction. Found multiple curriculums with English language emphasis with cross curriculum connections. These will be the text used to drive the core of the designed curriculum | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/11 | 3:00 PM | 4:25 | 1 ½ hr | Shadowed administrator in 504 meeting. and observed the process of determining which services need to be provided to a student due to their disability. Later, met with administrator to discuss how services are determined and how to ensure they are available to the student. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Instructional Leadership; Operations & Management | Elementary School | 1.1, 1.3, 2.2, 2.3, 3.2, 3.3,4.1, 4.2, 4.3, 4.4, 6.1, 6.3, 6.4 |
| 9/11 | 4:30 PM | 6:00 PM | 1 ½ hr | Assisted in the set and arrival of the elementary B2S night. Setup audio equipment in the auditorium; made sure welcome signs were posted; printed B2S programs; and ensured the club fair was in place. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership | Elementary | 1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.3, 3.4, 5.1, 5.2, 5.3, 5.4 |
| 9/11 | 6:00 PM | 8:00 PM | 2 hrs | Acted as assistant administrator for the B2S night. Greeted and welcomed parents and ushering them into the auditorium. Escorted parents to the elementary part of the school and supervised, assisted, answered questions, directed, and assisted parents with their needs. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership | Elementary | 1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.3, 3.4, 5.1, 5.2, 5.3, 5.4 |
| 9/11 | 9:00 PM | 10:00 PM | 1 hr | Began piecing together course description for PBL 504. Identified the skills that would be the emphasis of the course and laid out the language for the skills. | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/12 | 7:00 AM | 8:00 AM | 1 hr | Meeting with school counselor about the codevelopment of teacher PD on suicide awareness and legal obligations. Discussed what should be put in PD and looked at some research tool. Decided that suicide awareness should probably be put in school improvement plan and discussed ways to measure improvement. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.2, 3.4, 5.4, 6.4 |
| 9/12 | 12:40 PM | 1:30 AM | 1 hr | Meet with principal about the forming of a staff participation committee and outlined the vision for the committee. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management; Human Resources Leadership | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.3, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4,7.2, 7.3 |
| 9/12 | 4:00 PM | 6:00 PM | 2 hrs | Assisted in the set and arrival of the elementary B2S night. Setup audio equipment in the auditorium; made sure welcome signs were posted; printed B2S programs; and ensured the club fair was in place. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership | Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.3, 3.4, 5.1, 5.2, 5.3, 5.4 |
| 9/12 | 6:00 PM | 8: PM | 2 hrs | Acted as assistant administrator for the B2S night. Directed parking, greeted and welcomed parents and ushering them into the auditorium. Escorted parents to the middle school part of the building and supervised, assisted, answered questions, directed, and assisted parents with their needs. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership | Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.3, 3.4, 5.1, 5.2, 5.3, 5.4 |
| 9/13 | 3:00 PM | 3:50 PM | 1 hr | Meet with AP to determine the formal and protocol for the staff participation committee | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management; Human Resources Leadership | Elementary & Middle School  Middle & Elementary School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.3, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4,7.2, 7.3 |
| 9/13 | 7:00 PM | 9:00 | 2 hrs | Read through collected material on PBL 620 legal repercussions of suicide. Began to arrange material in order of importance to project. | Mission, Vision, & Core Values; Community & External Leadership; Management & Operations | Middle & Elementary School | 1.1, 1.3, 5.1., 5.2, 5.3, 5.4, 6.2, 6.3, 6.4, |
| 9/14 | 10:30 AM | 11:00 AM | ½ hr | Facilitated in school wide fire drill. Monitored teacher/student exits; reported teacher code cards to the principal; ensured the building was evacuated; monitored reentry; participated in follow-up meeting to discuss outcomes. | Operations & Management | Middle & Elementary School | 6.1, 6.3, 6.4 |
| 9/15 | 5:00 PM | 6:30 PM | 2 ½ hrs | Worked on PBLB for 504 | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/15 | 4:00 PM | 4:50 PM | 1 hr | Meeting with principal concerning future administrative duties, including putting together career faire for January. | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Elementary & Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/15 | 5:00 PM | 8:00 | 3 hrs | Helped monitor and supervise elementary school dance. Took entrance money, wrote receipts, attended to parent questions, supervised children. | Community & External Leadership | Elementary | 5.1, 5.2, 5.3, 5.4 |
| 9/16 | 7:00 AM | 9:00 AM | 2 hrs | Worked on PBLB 620 | Mission, Vision, & Core Values; Community & External Leadership; Management & Operations | Elementary & Middle School | 1.1, 1.3, 5.1., 5.2, 5.3, 5.4, 6.2, 6.3, 6.4 |
| 9/16 | 9: 00 AM | 10:30 AM | 1 ½ hrs | Created EXCEL spreadsheet with middle school students names, divided by homeroom teacher. The form is accountability of collection of SRR forms. | Mission, Vision, & Core Values; Ethics & Professional Norms; Operations & Management | Middle School | 1.1, 1.2, 1.4, 2.1, 2.2, 6.1, 6.2, 6.3, 6.4 |
| 9/16 | 3:00 PM | 4:00 PM | 1 hr | Assisted the VP in contacting parents concerning absences, obtaining excused absence and return dates | Mission, Vision, & Core Values; Ethics & Professional Norms; Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.4, 2.1, 2.2, 5.1, 6.1, 6.2, 6.3, 6.4 |
| 9/17 | 4:00 PM | 5:30 PM | 1 ½ hrs | Worked on PBL 504; collected more research on interactive media curriculums. Sorted through collected curriculums for pieces to place into SGC | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/18 | 7:30 PM | 9:00 PM | 1 ½ hrs | Worked on PBL 620. Found more information on giftedness, anxiety, depression. | Mission, Vision, & Core Values; Community & External Leadership; Management & Operations | Elementary & Middle School | 1.1, 1.3, 5.1., 5.2, 5.3, 5.4, 6.2, 6.3, 6.4 |
| 9/19 | 3:00 PM | 4:50 PM | 1 hrs | Worked with AP in finding a solution in housing speech therapist in the building. Brainstormed logical locations, taking into consideration the number of students and space need to conduct speech exercises. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 6.2, 6.4 |
| 9/18 | 9:00 PM | 10:00 PM | 1 hr | Began online search on how to organize a student career fair. | Community & External Leadership | Elementary & Middle School | 5.3, 5.4 |
| 9/19 | 5:00 PM | 9:00 PM | 4 hrs | Worked on 504 PBL. Pieced together LA components, history components, and CTE components | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/20 | 6:30 AM | 8:00 AM | 1 ½ hrs | Assisted in the set-up for parent breakfast at local elementary. Met and greeted parents; facility in the distribution of breakfast; took pictures of event for school’s social media page; help break down event. | Community & External Leadership | Elementary School | 5.1, 5.2, 5.3, 5.4 |
| 9/20 | 3:00 PM | 4:00 PM | 1 hr | Assisted the VP in contacting parents concerning absences, obtaining excused absence and return dates | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3,1.4, 2.1, 2.2, 2.4, 3.1, 3.2, 3.3, 6.2, 6.3, 6.4 |
| 9/20 | 6:00 PM | 6:30 PM | ½ hr | Reviewed the VDOE Teacher’s Direct email for school opportunities. Found two opportunities that would highlight the center. Composed an email to the staff describing the two opportunities and encouraged the math and language arts departments to take the lead in developing them. | Mission, Vision, & Core Values; Instructional Leadership; Community & External Leadership; | Elementary & Middle School | 1.1, 1.2, 4.1, 4.2, 5.3 |
| 9/21 | 8:00 AM | 8:50 AM | 1 hrs | Filled in for AP who was absent on bus duty. Took down route numbers and time of arrival. Ensured parents did not drive into the bus lane to drop of their students. Monitored student arrival and ensured student safety | Operations & Management | Elementary & Middle School | 6.1 |
| 9/21 | 11:00 AM | 11:30 AM | ½ hr | Monitored lunch room in APs absence. Had a student throw away another student’s meal due to a disagreement. Acted as mediator between the two. Assigned lunch detention for the next two days to student for bullying and replaced other student’s meal. | Mission, Vision, & Core Values; Operations & Management | Middle School | 1.1, 1.4, 61, 6.3, 6.4 |
| 9/21 | 3:30 PM | 4:30 PM | 1 hr | Began to brainstorm proposal to present to principal and A.P. Want to create a transition program for incoming students to Spratley. This program be driven towards both parents and students new to Spratley, perhaps presented the first week of August. It would introduce them to the culture of Spratley, review expectations, help parents understand scheduling, the curriculum, and GC. IT would review the testing process and what is tested and why and answer any questions that parents/students may have. | Mission, Vision, & Core Value; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.3, 3.1, 3.2, 3.4, 5.1, 5.2, 6.1, 6.4 |
| 9/21 | 5:00 PM | 7:00 PM | 2 hrs | Assisted with B2S night at local elementary. Met and greeted parents; directed them towards rooms; answered parent questions concerning HCS policy on bullying; encouraged dads to sign up with WATCH DOGS; helped close the event | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Community & External Leadership | Elementary | 1.1, 1.2, 1.3, 1.4, 2.1, 2.4, 3.1, 3.3, 3.4, 5.1, 5.2, 5.3, 5.4 |
| 9/22 | 8:00 AM | 9:00 AM | 1 hr | Meet with newly formed Staff Participation Committee members to discuss the purpose of the staff participation committee. Set forth the guidelines in which SPC meets. Discussed how staff concerns will be submitted; determined at least three more members were needed. Will present SPC at Oct 2nd staff meeting to solicit more members. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management; Human Resources Leadership | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.3, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4,7.2, 7.3 |
| 9/22 | 10:30 AM | 11:30 AM | 1 hr | Met with AP to discuss SPC first meeting and decisions made. He is going to see about getting SPC on the agenda for Oct 2nd meeting. Also presented idea about creating a transition program for incoming students new to Spratley. Expressed concern that SGC does not do enough to fully integrate students who are coming from schools varying cultures into the SGC. They are just expected to acclimate with no support system in place. AP told me to put proposal together for principal. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management; Human Resources Leadership | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.3, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4,7.2, 7.3 |
| 5:00 PM | 5:30 PM | 9/24 | ½ hr | Wrote out meeting notes from SPC, reviewed SPC policy, crafted email to participating member and administration with minutes and attached SPC guidelines. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management; Human Resources Leadership | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.3, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4,7.2, 7.3 |
| 9/24 | 5:30 PM | 7:30 PM | 2 hrs | Con’t work on 504 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/25 | 2:00 PM | 4:00 PM | 2 hrs | Worked on career fair for SGC. Contacted several universities soliciting freebies for the event | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 9/26 | 5:00 PM | 8:30 PM | 3 ½ hours | Reviewed collected material on how to put together a career fair. Created a 3 page Google sheet that targeted tasks, assigned an attendant to the task; listed jobs/employers to contact as coordinate with the academies. Shared this with administrators and others putting program together. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 9/26 | 8:30 PM | 9:00 PM | ½ hr | Reviewed and updated building detention policies on MegaMinds. Sent an email of updates. | Mission, Vision, & Core Values; Equity & Cultural Leadership; Management & Operation Systems | Elementary & Middle School | 1.3, 3.1, 3.2, 6.1, 6.4 |
| 9/27 | 2:00 PM | 4:00 PM | 2 hrs | Contacted various regional universities about career night soliciting swag as give aways. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 9/27 | 4:00 PM | 5:00 PM | 1 hr | Meet with administrator about facilitating Rock N Roll Reflections Night. Spoke on arrivals, set up, break out sessions, sign up sheets, and giveaways. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 9/27 | 7:00 PM | 8:00 PM | 1 hr | Crafted letter for contacting businesses for the career fair and scripted speech for phone contacts. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 9/27 | 8:00 PM | 10:00 PM | 2 hrs | Con’t work on 620 PBL | Mission, Vision, & Core Values; Community & External Leadership; Management & Operations | Middle School | 1.1, 1.3, 5.1., 5.2, 5.3, 5.4, 6.2, 6.3, 6.4 |
| 9/28 | 4:00 PM | 8:00 PM | 4 hrs | Assisted in the set-up and facilitation and running of the PTA Rock “N” Roll Reflections Ice Cream Social. Greeted parents at arrival, helped PTA set up ice cream stand, directed students to their break-out sessions, handed out raffle tickets, monitored student behavior, helped close school. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 9/29 | 8:00 AM | 8:50 AM | 1 hr | Assisted in bus and parent drop off due to AP’s absence. Noted that there are still parents attempting to use the bus lanes as student drop off. Mentioned this to principal and suggested that we send home flyer reminders and do a robo call on reminding parents on the proper protocols on dropping of their student. | Mission, Vision, & Core Values, Operations & Management | Elementary & Middle School | 1.4, 6.1, 6.4 |
| 9/30 | 12:00 PM | 2:00 PM | 2 hrs | Worked on 504 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 9/30 | 4:00 PM | 6:00 PM | 2 hrs | Worked on 620 PBL | Mission, Vision, & Core Values; Community & External Leadership; Management & Operations | Elementary & Middle School | 1.1, 1.3, 5.1., 5.2, 5.3, 5.4, 6.2, 6.3, 6.4 |
| 10/2 | 10:30 AM | 12:30 PM | 2 hrs | Sent emails to to regional and colleges about upcoming career fair | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 10/2 | 4:00 PM | 5:00 PM | 1 hr | Replied to 4 reponses from early emails concerning career fair | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 10/3 | 2:00 PM | 4:00 PM | 2 hrs | Meet with AP to discuss the formation of the academic review board for those gifted student who have been identified as not being successful in the program. Discussed the intent of the board and strategies that can be used when creating success programs for these students. | Mission, Vision, & Core Values; Ethics & Professional Norms, Equity & Cultural Leadership; Instructional Leadership; Operations & Management | Elementary & Middle School | 1.1,1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.4, 3.1, 3.2, 3.3, 3.4, 4.1,4.2, 4.3, 4.4, 6.1, 6.4 |
| 10/3 | 5:00 PM | 7:00 PM | 2 hrs | Responded to replies from colleges concerning the career and college fair. Sent numbers and request to other colleges seeking their participation in the fair. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle school | 1.1, 1.2, 1.3, 5.1, 5.2, 5.3, 5.4, 6.1, 6.3 |
| 10/3 | 7:00 PM | 9:30 PM | 2 ½ hrs | Worked on second 9 weeks of 504 curriculum. | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/4 | 7:50 AM | 8:45 AM | 1 hr | Attended SLP meeting and discussed updating the SLP as goals are achieved, paying particular attention to designated benchmarks. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Instructional Leadership; Operations & Management; Human Resource Leadership | Elementary & Middle School | 6.1, 1.2, 1.3, 1.4, 2.1, 3.1, 3.2, 3.3, 3.4, 4.1, 4.2, 4.4, 6.1, 6.2, 6.4, 7.1, 7.2, 7.3 |
| 10/4 | 11:00 AM | 12:00 PM | 1 hr | Meet with AP follow-up to Monday’s staff meeting, addressing concerns voiced by staff about hard lock down drills. Discussed several viable options to address concerns, specially reiterating student safety and following HCS designated protocol. | Mission, Vision, & Core Values, Ethics & Professional Norms; Cultural Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/4 | 12:00 PM | 12:30 PM | ½ hr | Worked on 504 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/4 | 6:00 PM | 9:30 PM | 3 ½ hrs | Worked on 504 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/5 | 8:00 AM | 8:30 AM | ½ hr | Met with elementary teachers to address some concerning comments made during staff meeting. Stressed the importance of student safety and how to avoid the scenarios they discussed. This included emphasis on following and adhering to already established district protocol. | Mission, Vision, & Core Values, Ethics & Professional Norms; Cultural Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 101/6 | 6:00 PM | 7:00 PM | 1 hr | Created SPC concern form for staff | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management; Human Resources Leadership | Elementary & Middle School | 1.1, 1.2, 1.3, 1.4, 2.1, 2.2, 2.3, 2.3, 3.1, 3.2, 3.3, 6.1, 6.2, 6.3, 6.4,7.2, 7.3 |
| 10/11 | 8:00 AM | 8:50 AM | 1 hr | Attended SLT meeting. Discussed ASO, how they work and what repetitive theme is emerging. Discussed materials in the CIA and how to implement them. Decided CSA benchmark dates and reviewed the school learning plan. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management | Middle School | 1.1, 1.4, 2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/12 | 2:00 PM | 4:00 PM | 2 hrs | Reached out to several members of the community soliciting participation in the upcoming career fair. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/12 | 4:30 PM | 5:30 PM | 1/2 | Spoke to deputy superintendent of curriculum over the high schools about coordinating the high school academies for the upcoming career fair | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management, Instructional Leadership | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 4.1, 4.2, 4.3, 4.4 6.4 |
| 10/13 | 8:00 AM | 8: 50 AM | 1 hr | Official SPC committee had initial meeting addressing three concerns presented by the staff. Discussed possible solutions to present to the administration | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management: Human Resource Leadership | Elementary and Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4, 7.2, 7,3 |
| 10/13 | 2:30 PM | 4:00 PM | 1 ½ hrs | Types the notes from the SPC meeting with committee suggestions on submitted concerns. Shared the minutes with the administrators. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management: | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/13 | 4:00 PM | 6:30 PM | 2 ½ hrs | Administered school dance and school game night. Monitored and watched student behavior, ensuring student safety. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management: | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/14 | 4:00 PM | 7:30 PM | 3 ½ hrs | Worked on 504 project. | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/16 | 10:30 AM | 12:30 PM | 2 hrs | Worked on 504 project | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/16 | 3:00 PM | 4:00 PM | 1 hr | Created meeting rubric for SPC meetings. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/16 | 5:00 PM | 7:00 PM | 2 hr | Worked on 620 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Elementary & Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/16 | 7:00 PM | 9:00 PM | 2 hr | Worked on 504 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/17 | 2:30 PM | 3:30 PM | 1 hr | Supervised elementary side assembly. Seated students, monitored student behavior, addressed behavioral needs, ensured safe exit. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/17 | 6:00 PM | 10:00 PM | 4 hrs | Worked on 504 PBL | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/18 | 8:00 AM | 8:50 AM | 1 hr | SPC meeting on submitted concerns | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/18 | 6:30 PM | 7:30 PM | 1 hr | Attended school boarding meeting. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary, Middle, & High School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/19 | 8:00 AM | 8:50 AM | 1 hr | Sat in PBIS meeting; reviewed student climax surveys, brainstormed suggestions for improving results; discussed results of SPC meeting, suggested the administration move forward with SPC recommendations, PBIS team agreed. Discussed student mentor/sponsorship for underperforming students and PTSA incentives. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/18 | 10:30 AM | 12:30 PM | 2 hrs | Phoned and emailed academy partners about participating and contributing to the upcoming career and college fair. | Mission, Vision, & Core Values: Community & External Leadership; Operations & Management | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/19 | 2:30 PM | 3:30 PM | 1 hr | Met with administration to discuss their responses to the suggestions given by the SPC. Administrators were very responsive to our suggestions and are planning to implement most, with a few administrative enhancements. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management: | Elementary & Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/20 | 10:30 AM | 12:30 PM | 2 hrs | COMPLETED 504 PBL!!! | Mission, Vision, & Core Values; Equity & Cultural Leadership; Instructional Leadership | Middle School | 1.1, 1.3, 1.4, 3.2, 4.1, 4.2, 4.3, 4.4 |
| 10/20 | 4:00 PM | 5:00 PM | 1 hr | Spoke with Langley/NASA Career Pathways director about participating in the College & Career Expo. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management: | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 6.4 |
| 10/26 | 8:00 AM | 8:50 AM | 1 hr | Met with L.A CLT to discuss how IM can support them in the upcoming CSAs and SOLs. Discussed integration plan. | Mission, Vision, & Core Values; Ethics & Professional Norms; Equity & Cultural Leadership; Operations & Management: Instructional Leadership | Middle School | 1.1, 1.4,2.1, 2.2, 2.4,3.1, 3.2, 4.1, 4.2, 4.3, 4.4, 6.4 |
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| **TOTAL HOURS** | | | 130 | Site Based Advising Administrator/Supervisor Signature: |  | | Date: |

**Pg. 2: Notes & Reflections** (optional for first two log submissions, required for final).

What have you learned from these leadership responsibilities? What questions have you had while working on them? What are some connections you’ve seen between these projects and the coursework you have been doing?

*These last few months have been extremely interesting and educational. I am very blessed to have two great administrators and a staff that is supportive of my endeavor and have been more than willing to help me in obtaining the needed hours. One thing that is very clear is that life of an administrator is a busy one. On the days my AP was absent and I covered for him in various areas, I was surprised at the speed in which many events can happen and how they trigger other events. Also, working with the public as I did, I often found myself disappointed at the lack of enthusiasm of our stakeholders when request to participate in events. Yet another trying aspect was dealing with the politics of administration I now find myself participating in. Many of my co-workers have begun to distance themselves from me, seeing now as more of an administrator than a fellow teacher. While disheartening, I am also able to view them from another lense. My observations have been interesting and have allowed me a layer of understanding I previously was not privy.*