

MEETING MINUTES

Meeting Date: 2/11/14

Meeting Location: C.I.A.O.

1. ATTENDANCE

Name	Title	Organization	Present
Mr. Jason Belton	Principal	C.I.A.O.	YES
Ms. Kristin Pascale	English Teacher	C.I.A.O.	YES

2. MEETING LOCATION

Career and Innovation Academy of Orange, conference room

3. MEETING TIME

Meeting Schedule Start: 10:00AM

Meeting Actual Start: 10:00AM

4. AGENDA

- **Mentor**
 - Dr. Griffith needs a new mentor. Mr. Hasselburgh is already someone's mentor and it will not be beneficial to Dr. Griffith to use him too.
- **Observations**
 - A spreadsheet for observations has been updated to keep track ones that have been done and future ones.
 - Davis, Pascale, and Vigorita have their 1st ones completed by supervisors. Montilus, Balios, Daniel, and Spillman are planned for 2/24 and will be observed and evaluated by Mr. Belton
 - Mr. Brown will do round 2 of observations; Mr. Belton will do round 3 for those he has not observed yet.
 - CAPs were put in place where necessary for first round of observations
- **SGOs**
 - Ms. Best and Mr. Belton sat with Ms. Davis and Ms. Pascale to look over SGOs and see if anything needed adjusting. Mr. Belton will sit with Mr. Vigorita later this week during PLC.

5. MEETING END

Meeting Schedule End: 11:00am

Meeting Actual End: 11:00am