

The University of Kansas
Educational Leadership and Policy Studies
ELPS 895 Building Leadership Field Experience
Activity Log Summary – Leadership

Date	Activity and Brief Description	Hours
6 Jan	Mentor Meeting - discuss what I need to know and observe throughout the semester	1
3 Feb	Met with MHS principal to ask about possibility of adding childcare to night school	.5
9 Feb	Met with CTE director & principal to discuss logistics of adding childcare services or volunteers to our offerings	.5
15 Feb	Met with MHS principal and committee to discuss best placement of new SPED classroom	.75
1 Apr	Mentor Meeting - discussed upcoming faulty meeting that I will lead	.5
1 Apr	Fire Drill - assisted during fire drill	.5
4 Apr	Faculty Meeting - Led faculty meeting via Zoom	.5
5 Apr	Faculty Meeting - Led faculty meeting at East Campus	.5
7 Apr	KESA Meeting - Met with district leadership and the outside visitation team to discuss what we have done and what we still need to accomplish for our accreditation plan	7
12 Apr 2022	District Leadership Committee Meeting - reviewed data from recent survey, discussed planned PD, and information administrators need to know and share	2.5
18 Apr 2022	Middle School Scheduling Meeting - met with KNEA leadership and middle school teachers to understand their concerns about modified block schedules	1
19 Apr 2022	Elementary Principal Job Shadow - observed the principal mentor another principal via Zoom, problem solve unexpected weather for upcoming family literacy night, problem solve absent staff, observed meeting with concerned parent, discussed their MTSS process and met with the MTSS coordinator to get a feel for the day to day.	4
20 Apr 2022	District Retirement Celebration. I planned this in cooperation with district leadership and was in charge of decor, drinks, and essentials	1.5
20 Apr 2022	Discussed middle school scheduling concerns with assistant superintendent	.5
Sept. 1st - Present	I attended all but two school board meetings to keep apprised of district happenings. This was an invaluable experience.	32
	Total Hours for this Page	43.25