

**UNIVERSITY OF PITTSBURGH
FALK LABORATORY SCHOOL**

TO: All Faculty, Staff and MAT Interns

FROM: Wendell McConnaha, Director

DATE: August 15, 2009

SUBJECT: School Opening Packet

Enclosed in this packet are a school calendar and a copy of the letter that we are sending to parents this year. The letter to parents contains information about the people who will be working with us in the fall and several documents containing information about the school.

The days between August 24 and August 28 have been set aside for room preparation. Tuesday, September 8 will be the first day students are present.

On Monday, August 31 and Tuesday, September 1, 2009 all faculty and interns should be at school for orientation meetings. The agenda for the meetings is included.

I would like to see as much teacher participation as possible in our September meetings. Please clear your calendars for your respective curriculum nights, the New Parent's Coffee and Humanities Curriculum Meeting.

A few reminders: Four faculty members have the role of Team Leader: Megan O'Brien, Primary; Lindsay O'Sullivan, Intermediate; Eileen Coughlin, Middle School; and Lee Ann Conover, Humanities.

Five faculty members will continue additional administrative duties: Joanne Ridge, Dave Ross, Marian Vollmer, Laurie Williams and Lori Wertz.

Edie Smith will be joining us in a staff supervisory position. Kelly DeGroot, Tina Mattis and Cindy Mazzotti will continue to provide central office support. Susan Sholtis returns as school nurse; Dave Kiehl day custodian and Bill Thomas night custodian; Roberta Poziviak cafeteria manager, Anita Stoner and Kerry Macugoski will serve as cafeteria assistants; Tim Doyle, Director of the After School.

Faculty Meetings will be alternate Mondays at 3:45 PM. Team Leaders Meetings are yet to be arranged. Other Team and Committee Meetings will be scheduled as needed.

**PLANNING MEETING
MONDAY, AUGUST 31, 2009**

- 8:30—9:00 Breakfast (All food provided by University Catering)
- 9:00—9:30 Sodexo introduces the new cafeteria system
- 9:30—10:30 Introductions of New Hires, New Positions, Student Teachers and Interns
Facility Update
Goals 2009-2010
- 10:30—11:00 Break
- 11:00—12:00 Discussion of September 12
Building Tour
- 12:15 Luncheon in the cafeteria
Special Guests

Following lunch, the time is yours to work in your rooms.

TUESDAY, SEPTEMBER 1, 2009

- 8:30—9:00 Breakfast
- 9:00—10:30 Wake-Up with Yoga and Lonna
Calendar Issues for first Month (Wendell)
General “Need to Know” Items (Tina, Kelly & Cindy)
Library (Linda)
Cafeteria (Bertie)
Student Safety Issues with Job Site (Wendell, Lee Ann, Mary)
Physical Education (Laura)
After School (Tim and Danielle)
Coverage (David)
Website (Autumn, Cindy and Lori)
- 10:30—11:00 Break
- 11:00—12:00 PAIS and Middle States Accreditation and CEAC Tie-In (Lori and Pam)
- 12:00 Luncheon in the cafeteria
Special Guests

Following lunch, the time is yours to work in your rooms.