

MSAA Assistant Principals' Committee Meeting Minutes 9/20/22

- Call to Order

- Welcome & Introductions
 - MSAA Assistant Director: [John Quinn](#)

- Election of Officers
 - Chair: Tim Johnson
 - Associate Chair: Bruce Hastings
 - Secretary: Erin Lachapelle

- Housekeeping
 - Discussion of Assistant Director role - facilitator
 - Description of Committee
 - Networking
 - Planning of Assistant Principals' Conference - April 3rd
 - Discussion of hot topics
 - Conflict of Interest Statements and mileage forms collected. ,

- Approval of May 16th meeting minutes.

- Determine Meeting Logistics
 - Location options discussed. (e.g. hybrid, remote, in-person, rotating locations)
 - Plan for in-person meetings at MSAA for now.
 - Meeting dates and times
 - In person: 12-12:30 lunch, meeting until 2
 - If remote: 9:00
 - Wednesdays
 - November 9th
 - December - eliminated due to short month
 - January 11th
 - February 8th
 - March 8th
 - April - no meeting, conference held
 - May - no meeting
 - June 7th

- Committee Goals and Agenda Items for 2022-2023
 - AP Conference - April 3rd, DoubleTree in Milford
 - Further conference planning at the next meeting (e.g. theme, format, etc.).

- New Business
 - [Leadership Licensure Program](#) - flier distributed and program discussed.
 - Invite colleagues to join the committee.
 - Encouragement of AP league meetings.
 - Request to share contact information and details for individual leagues.
 - Contact for administrators in MSAA.
 - Log into the MSAA site. Can email administrator network.
 - MSAA AP Committee - can reply all on email thread.
 - Look into tech resources for organization and communication.

- Other - Committee Member Share Out
 - Reflection on time-management and need for visibility.
 - Establishing walk-throughs as “non-negotiable”.
 - If feedback, non-evaluative.
 - Connecting with students.
 - Encouragement of positive parent outreach (both staff and admin).

- Adjourn