

Department Chair Meeting
11/20/2020

- Complete department gradebook checks (maybe one person every other day)
 - Check to see if at least one to two assignments are being added weekly
 - Is the box, grade completed, selected
 - Provide your department feedback and BCC me on the email
 - If you need me to step in and assist, please let me know.
- Link to admin Aeires
 - <https://encorehighschool.asp.aeries.net/admin/Login.aspx?page=1000191>
- If your student did not complete the honors summer assignment, remind them that it is due by the end of the semester with 10% off
- Have staff back up grade books
 - Attached is a PDF with the steps on how to complete
- I can't thank you enough for all that you do! I have thank you all for all your help with your team and wish you all a great Thanksgiving!