☰ 2016 Spring GM

- ☐ HANDOUTS
  - ☐ Ops Manual
  - ☐ 16-17 Schedules Lessons/MT

- ☐ Subbing update

  Lots of people not submitting forms.

  Lots of subs not getting cheques.

  Makes you and the school look bad.

  Worse case, you call me, and we do the form on the phone. Make sure it is looked after.

  Subbing this year seems less than last year.

- ☐ Basement update
  - ☐ Reno done!
  - ☐ Sound treatment "phase I" done. Doors suck for sound, a second phase to address this is in the works.
  - ☐ Decoration on hold until sound is satisfactorily addressed.
  - ☐ If there are needs, please let me know.

- ☐ SoW Update

  New cards get posted to Twitter, FB, Instagram, and more.

  Doing these and having our students go to social media to discover and share the posts means that other kids see our school = more students.

- ☐ Homework post update
  - ☐ "e:" categories, remember them!

  Some people forgetting to post in their correct category, so the posts don't go on the website or get emailed to the parents.

  Parents love these posts, and call when they don't get a post. This is a success.

- ☐ Email Update

  We had a number of problems with emails not working throughout the year. Those should be cleared up now.

  Teacher emails are no longer active as actual email addresses.

  You can still use abcteachersoutgoling@gmail.com for sending things to parents.

- ☐ Cotap update

  "alias" emails exist for using Cotap, and have been now set up.

Everyone should go back up on Cotap, and make sure they can log in.

Remember it works not only on smartphones, but also in a web browser on your computer.

To sign in, call me, use firstnamelastname@music-lessons.ca, and then I will give you the login code over the phone.

Cotap is trying to move to a paid model, and may not work forever. Looking for a substitute that can work for us. Will keep you in the loop.

☐ OPS Update
☐ Pregnancy
☐ General read-through requested and recommended. Too many repeated questions about things that should be known.

☐ CX, Systems, Compliance for 16-17

CX & Systems good.

Great positioning for growth based on 3rd party feedback and teacher feedback to guide focus for the coming year.

Refocusing this year on making the most of existing infrastructure and systems:

•Homework Posts
•SoW Cards
•Possibly Homework book
•General Studio cleanliness (food, drink, shoes in-studios, on waiting room rack, etc.)

Desk:
•Greater consistency of availability
•Better ongoing communication on changes & news

Everyone will be required to do the SoW and Homework Posts effective immediately. SoW regularity should be based on total student numbers, and Homework posts will be weekly. If you do not wish to do that, please indicate you are not available for Fall teaching. We'll end our contract professionally and politely, with enough time for everyone to plan ahead for their fall.

For those not currently doing these we'll have April as a timeline for getting into them, and have our teacher review meetings in the first week of May.

☐ Teacher Review Meeting Dates

MAY
Sunday 1,
Monday 2,
Tuesday 3,
Thursday 5

Noon & After

☐ Teacher Bonuses
☐ Emma $200 for Student Referral
☐ Lisa $140 for Music Together Referral

☐ LOOKING AHEAD

☐ Fall Teaching Availability due now: via Teachers Only. Preliminary Fall schedule to be available by end of April. Includes new sections for MT. Summer timing has options for morning, & pyjama (early evening). MT options open to 7 days, unlike lessons.

☐ Spring student reports due Friday, April 15th.

☐ Spring Recital Sunday, May 15th, timing TBC. Get the kids into high gear on preparation, even if they don't play. Tell students/parents to come, remind them that being an audience member is an important part of a music education.

☐ Last regular teaching day 23 June, Make-ups 24-30 June.

☐ Fall Lessons resume Tuesday, September 6.

☐ Next GM September 25th. Probably at ABC.

☐ LISA: Make list of all long weekend dates, and pre-program them for automatic posting on the website. Use generic format that says no MT or RB, all lessons occur on on-stat days. Let me know when they are done, and we can do a template together.