

Administrative Report

Board of Education Meeting

February 24, 2020

Superintendent

- Robin Meldrum met with the Jr/Sr HS to introduce the new Special Education Accommodation tracking procedure. Robin developed the new tracker with our Special Education teachers to ensure that all student IEPs are being followed and we can identify the effectiveness of each accommodation for our students. This was rolled out in the Ele last week and seems to be working well for them. Thanks, Robin and her Special Education Department for all their hard work on this.
- Mike Wendling visited the elementary school this week and presented to our 4th and 5th graders on Cyberbullying and internet Safety. I contacted both the Times Herald and Voice to cover the event but neither attended the presentation. I will continue to contact both papers to get additional coverage for our district and students.
- The negotiation team met with the MEA and we were able to come to a tentative agreement on the main financial items and a majority of the language changes. We have a few more details to work out including the calendar but we are very happy with the progress and the TA.
- The Elementary school held its annual Dads and donuts event and it was a great success. There were over 400 in attendance to enjoy coffee, juice and donuts from our local Donut Girls. It was a great event. Thanks to Susan and all her staff for putting together this event.
- Tim Lelito and Kelly Klemmer from Lelito's Legacy visited the Jr/Sr HS and made a donation of \$600 to be used for pay to participate fees for students in need. Tim and his foundation have been very generous to Memphis and our students.
- I was able to attend a couple of exciting Boys basketball games this week. I am so proud of our teams and the students that have been attending the games supporting our athletes. Mr. Okie and I wanted to show our appreciation so the attached letter was emailed to all 6-12 students yesterday. I am excited to watch the teams' success continue and the student section grow.
- Michigan out of doors aired their Rabbit Hunt feature yesterday. If you have not seen it yet here is the link <http://www.michiganoutofdoorstv.com/shows.cfm> The clip starts at 11:49 minutes in.
- As part of my new evaluation process, I completed all my Administrative Midyear reviews this week. I was able to sit down with all directors and both Principals to review their performance so far this year. Thanks to all the admin for taking the time to meet with me and for all their hard work.

- The YellowJacket fans were awesome again at the Boys Basketball games on Tuesday. Both teams won and it was great to see all the students in attendance.
- Our Monthly Early Release PD took place on Wednesday this week. Jennifer Evans, RESA literacy consultant, was in the Elementary Building working with the teachers on Providing Specific and Appropriate Feedback for Writing, while Matt and Keith discussed Restorative Practices and lead a Data Review with the Jr/Sr HS staff.
- Today at the County Supts meeting we discussed the new requirements for District Provided Professional Development (DPPD). In order for teachers to use the 30 hours of DPPD towards their re-certification, the PD needs to be approved by the MDE. I will be working with RESA to ensure that this is taken care of for all DPPD.
- We had 9 applicants for the Jr/Sr HS Assistant to the Principal position. All 9 applicants were brought in for a 30 min pre-interview screening. During this time applicants were tested on their letter writing ability, proofreading ability, and math skills. The results from the screening narrowed the applicant pool down to 4 candidates which were interviewed on Wednesday. The 6 person interview committee selected Stacy Trombley, a long-time sub, Memphis resident and parent, to fill Sherry's position. Stacy will begin her training on February 18. We were very fortunate to have such high-quality applicants from within the district and community. Thanks to all involved in the process.
- Thanks to Mr. Kujat and Mr. Pringle for their hard work on the snow removal the last couple of days. Both Mark and Krett came in around 4:00 a.m. yesterday and today to make sure the lots and sidewalks were cleared and salted before the buildings opened. The forecast does not show any further snow until Sunday evening so we should be in good shape for tomorrow's youth basketball camp and the varsity wrestling team league meet.
- Susan and I met with two MEA members this week to discuss our substitute teacher shortage and cover classrooms when we do not have enough subs. Susan will work with the staff to minimize the number of times a teacher is asked to cover for another teacher and miss out on their prep time. We also brainstormed some ideas to increase the number of subs agreeing to work at Memphis. I will be working with Adam to determine the overall costs and feasibility of some of our ideas, such as a tiered pay structure for subs working at Memphis 10, 30, 60, and 90 days, offering lunch to subs and possibly paying for news subs to have fingerprints done.
- Matt, Susan, and I are working to finalize our growth goals for staff and how we will determine teacher ratings based on NWEA, MSTEP, PSAT and SAT scores. At our admin meeting this week we created a base structure that we will take back to the buildings for teacher input.
- I presented a rough calendar for 20/21 and 21/22 to the MEA this week. Due to Labor Day being late the next two years I am recommending that we start school the week prior to the Holiday. This would have us starting on Sept 1st next year and Aug 31st the following. This would get us out of school in the second week of June instead of the 3rd week. This calendar needs to be agreed to by the MEA and I do not know if they will be willing to do this. I will keep you posted.

- I joined Matt and 4 Jr/Sr English teachers at RESA this week for a full-day training on the newly released Disciplinary Literacy Instructional Strategies. We had some great discussion regarding these 10 strategies and introducing them to all staff members throughout the remainder of the year.
- I have heard from about half of the invitees for next Saturday's Strategic Planning retreat and have invited a few additional parents and students to fill in for those that cannot make it. We will provide a light breakfast starting at 7:00 am, lunch around 11:30 and snacks throughout the day.
- Izzy and I were able to attend the team Wrestling districts on Wednesday and it was so worth it. The team beat New Haven in the first round and then had a come from behind victory over Lutheran NW in the finals. Memphis was down by four going into the last match and needed a pin to win. Hunter Ashley pinned his opponent in the first period winning the district title for Memphis by 2 points. It was great.
- I was also able to catch the boys' basketball teams win their games vs Marlette last night. We had another good crowd despite many of our families being out of town for mid-winter break.
- One of the topics discussed this week at the County Curriculum Council meeting was Thinking in Systems. Check out the first 6 pages of this article. It gives a great description of the main parts of a system (elements, interconnections and purpose) and how each part impacts the overall success of the system. I thought this was a great article to share prior to our strategic planning tomorrow.
https://drive.google.com/file/d/1NENmx4UAat_FJiTImScjCnBvJU0KdrHkI/view?usp=sharing
- Thursday night, Karen and I were able to attend the St. Clair County Association of School Boards dinner. The RESA put on a nice presentation highlighting all that they offer to the local districts and then we were given a guided tour of the TEC center. It was great to visit and hear about all the programs offered at TEC. It has been a long time since I have been in the building and it's amazing to see how far it has come. Our students are so fortunate to have the opportunity to attend the TEC center.
- This morning the Blue Water College Access Network Leadership team met. We discussed the scary fact that only 18% of people in St. Clair County have a 4-year degree. We used the attached "nine principles..." document to discuss what we are doing well and areas that we need to work on. I will be working with our admin team to see what changes we can make to help increase the number of students at Memphis going to college and obtaining degrees.
https://drive.google.com/open?id=16M9bBV7GUrFw2iy5dwgsRLCTyA_vEBLp

Jr/Sr HS Principal

- Feb. 4 Behavior Team (Mr. Corbat, Mr. Walsh, Ms. Behnke and I) continue to attend the Behavior Team Series presented by Joe Zima at RESA. Our team has been working hard on our implementation of these best practices. We have been working with several students to test our system of support and we have begun to update our ST/Behavior Team process to incorporate the new material.

- Feb. 5 Sophomore Parent Night was held in the cafeteria to inform parents about upcoming choices for students related to TEC, dual enrollment, SC4 and Blue Water Middle College. The attendance was much higher than last year and it was a successful evening.
- Feb. 11, successful “live” filming of Coffee with the Principal. The episode is available to view now on our website and on YouTube as well. [Coffee w/ the Principal](#)
- Feb. 13 Disciplinary Literacy. A group of teachers and I attended a Disciplinary Literacy meeting at RESA and learned a lot of things that we already may have known but need to get out to ALL of our staff. Plans include incorporating reading and writing in all subject areas and STING classes through “drop and reads” or “drop and writes”. We will be updating all staff at our next Team meeting.
- Feb 24-25. Mr. Corbat, Officer Gunnery and I will be attending a 2 day SRPC workshop on 2/24-2/25 in Sterling Heights. Keith and Sean will become certified SRPC coordinators and I will be refreshing the training I attended last year. Roy Burton, who is hosting the training, offered the three spots to us in exchange for Memphis hosting a group of school administrators from Alpena, MI on March 12 to observe our Reflection Room and restorative practices program at the Jr/Sr HS.
- Feb. 26 is FAFSA Night at Memphis from 5-7pm
- Feb. 26 is Spring Conferences from 5-8pm
- Feb. 27 is the 2020 NJHS Induction Ceremony at 6:30pm hosted by Ms. Danna and the NJHS
- March 2-6 is PBIS Buddy Teacher Peer Observation Week. Teachers will use a tool provided by Joe Zima to record data on the use of PBIS in our classrooms. The data will be collected and analyzed by our staff at our next ER PLC on March 13 and teachers that perform the observations will be entered into a drawing to win a nice prize picked out by Joe. Our staff goal is 70% implementation of Tier 1 PBIS school wide by the end of this year.

Elementary Principal

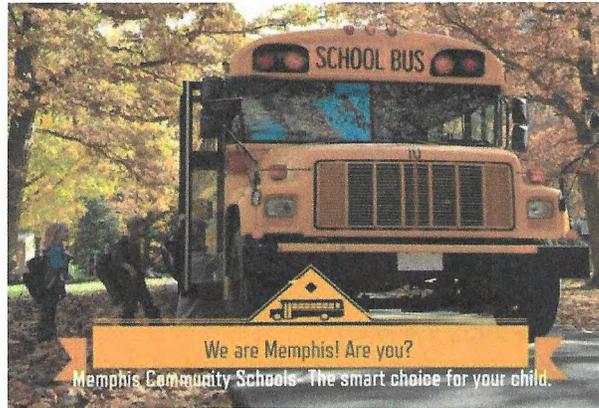
- January 28th St. Clair County Prosecutor Mike Wendling spoke to our 4th and 5th-grade students about Cyberbullying on Internet Safety. This was in response to some activity that was brought to my attention by 4th-grade parents.
- I continue to take part in the county-wide Early Literacy Task Force. I group works toward supporting our county’s district in the implementation of the 3rd-grade reading law. This year’s 3rd-grade students are the first group of students who could potentially be retained based on state law. As a district, we continue to educate parents on the law, their rights, and possible retentions based on our current testing data.
- Our building’s Literacy Leaders (Kelly Clark, Michele Haberichter, Brandi Leeman, and I) had a county Lit Leaders training on January 30th. At this meeting, we developed a self-monitoring tool for teachers to use to ensure that students understand the purpose and the why of a lesson. Next week, April Seely-Literacy Coach and I will use the same tool next week during walkthrough observations. This initiative directly correlates with the goals that the teachers set for our next round of linking walks.

- We had SAT meetings on January 31st. Grade Level and Intervention teams poured over data to talk about interventions used and groupings for WIN Times.
- Our Behavior Team (DJ Goddard, Jeannine Wilkinson, Logan Clare, and I) continue to attend the Behavior Team Series presented by Joe Zima at RESA. Our team has a lot to be proud of regarding where we are in the implementation of these best practices. We continue to work to monitor our interventions and will continue with our intensive behavior monitoring plan.
- On our Early Release day on February 5th. Jennifer Evans, Literacy Consultant from St. Clair County RESA was training our team on Providing Appropriate, Timely, and Specific Feedback to our students about their writing. To follow up on that training I provided teachers with 5 hearts. They were asked to provide members of their team with Specific feedback and add it to our staff shoutout board. They did an awesome job using specific feedback. Here is a picture of our board today:



- All students in grades 3-5 have been PRE-IDed and entered into test sessions for MSTEP. 3rd and 4th-grade students take the ELA and Math test, while 5th graders take ELA, Math, Science, and Social Studies. The MSTEP Testing window will close a week earlier this year to accommodate the 3rd-grade reading law.
- Mrs. Khon has earned another \$5,000 grant from the Community Foundation for our Book Mobile. We are continuing to work with Mr. Gudme and Mr. Kujat to get or bus on the road for this summer!

- I am happy to share with you that the grant award recipients for the Walk for Summer Reading Program have been chosen and we have once again been awarded the \$1000 Walk for Summer Reading Grant from the St. Clair County Medical Society Foundation and the Y.
- Our Preschool-Kindergarten transition team, comprised of all preschool and kindergarten teachers, Sandi Pavlov, Gayle Perry and I continue to meet on a monthly basis. In the last meeting, we spent a significant amount of time talking about the need for a Young 5 Transitional Kindergarten in our district. Many schools in the county are beginning to offer these programs, including East China who will be starting a program next year. There are many reasons that schools are beginning to offer these programs. Some of those reasons include the earlier cut off birth date, funding, student success rates, growth year and the third-grade reading law.
- In March we will celebrate reading with One School. One Book. The book for this year is The Lion, The Witch, and The Wardrobe. Each family will receive a book to read along!
- The advertising campaign for the 2020-2021 school year is in full swing. I have made and purchased the postcards below. These can be found at local businesses throughout town and have been sent home with every student. I also have created a Facebook advertisement to get the word out about Kindergarten Kickoff on April 8th. If you see it please feel free to share and spread the word. Currently, we have 52 kindergartners on our registration list.



Contact Us
 Memphis Elementary School
 (610) 392-2125
www.memphis.k12.org
 Now enrolling for the 2020/2021
 school year.

Welcome to
Kindergarten!
 Kindergarten Kickoff is
April 8th at 5:30 pm.
 This is a brief registration meeting for
 parents of incoming Kindergartners.
 Call now to register.

Preschool
 Registration: April 22nd 5:00-7:00 pm
 Stop in at anytime during registration.
 We offer programs for 3 and 4 year old
 students. Programs range from 2 days a
 week to 4 days a week.
Free GSRP is available.

Business Director

- Attended MSBO Business Managers Academy 6th Session. I am now half way through and this continues to be a great opportunity for me to learn and network with my colleagues. This group has become a great resource for me to progress in this position. This month's topic was related to Human Resources. We also continued on our 3-month project on negotiation in which a portion of the group represents the Faculty group and a portion represents the Administrative group. I have been assigned to the administrative group.
- Attended the second negotiating meeting with the negotiating committee to negotiate the MEA contract.
- Submitted 1Q Title I Grant draw request to the State of Michigan.
- Submitted 1Q GSRP Grant draw request to RESA.
- Submitted 1Q GSRP Transportation Grant draw request to RESA
- Met with Kelly Evans and Ron Munson from Ricoh to further discuss copier agreements and discuss options for copier in Elementary School. They presented a preliminary

proposal for our current copier position. I will be discussing this with Brad and Building Administrators to see if any changes need to be made at this time.

- Working on A2 Budget Adjustments, which will be presented at the March Board Meeting.
 - Continuing to look at each Budget Line item to review for anomalies and trends to provide data for end of year budgeting, as well as preparing to Budget for next year.
- Met with Brad for my Mid-Year Evaluation.
- Attending the Strategic Planning Session
- Will meet with Paul Grienke from Set-Seg to review current insurance coverages and review for the following year coverages.

Athletic Director

- Winter sports are beginning the most exciting part of the season.
- Wrestling defended its District title in front of a capacity crowd at The Hive, with an exciting "pin to win", on the last match to beat Lutheran Northwest, 33 -32.
- Wrestling also had nine of their 12 wrestlers move on to the individual Regionals. Wesley Walsh, Cody and Logan Strickland, Nathan Peters, Josh Erdman, Todd Masters Eddie Gruscynski and Jacob Christy.
- League Champion Cheer will be in Districts at Vassar and have been placing 2nd or 1st in all of their competitions.
- Bowling teams are coming together in a rebuilding year and are primed to be very competitive in the Flint Regionals.
- Boys Basketball has shown that the future is very bright as the varsity has been very competitive in league play. Senior night will be held on Tuesday, March 3rd.
- The boys district is at Sandusky beginning March 9th. TBA
- The boys JV team is having a great season with a 13 - 3 record. We have kept most of the underclassmen down to play and compete together to build for the future and the decision seems to have been very successful.
- The Girls Varsity basketball has been improving every game and they show great promise for the next couple of years. The girls Districts are at Brown City on Monday March 2, TBA.
- JH Boys Basketball have both shown great improvements and the 2 new coaching staffs are doing a great job of teaching fundamentals to the kids, and great team work too.
- JH Cheer are following in the footsteps of the Varsity cheer with placing in their respective competitions.
- 5th/6th grade basketball make up is Feb. 29th at Memphis
- All spring sports begin practicing March 9.
- Logan Clare as new JV baseball coach
- No JV softball due to lack of numbers

- Asst. Coaches - Contracted positions
- Football Helmets

Technology Director

- The network segmentation changes are complete, so we are in better shape now to prevent a Ransomware infection from spreading across our network to our different systems. The last remaining holdout was our Elementary HVAC system that had to be coordinated with Control Systems, Inc to make the changes.
- I sent out surveys to teachers asking what technology was still needed in our classrooms and the largest response was from our K-2 classrooms, who want some new devices in their rooms to replace their obsolete iPads. I've started distributing some test Chromebooks to these classrooms for the teachers to evaluate and start getting familiar with them, with the intention of rolling out new carts of the devices to them next school year.
- I also sent a survey out to all staff asking for areas of technology that they'd like more help or training on. I've got all the data in now and will begin meeting with them individually or in groups depending on the training they've requested and when everyone is available. I'll report back next month on how this training is going. I'm very happy with the number of responses that came back, and all the interest our staff has in expanding their knowledge.
- I've been receiving responses on our E-Rate bids for Internet Access and new Wi-Fi system. These bids are due by Feb 25, which should give me a week or so to look over the bids and select vendors for board approval on March 4th.

Maintenance/Transportation Director

- The mechanic that we were hoping would be able to help us out on our buses, who also works for Yale, is now driving for them in the mornings and afternoons (to take over for a driver that was released and they have no subs), as well as wrenching full time, so he has not been able to come in to help us out at all. We now welcome Marty Laeder back, on a part time basis, to keep the fleet in running order. He has been putting in about 3 hours a day until we get caught up on a few things, then he will be able to cut his hours back.
- We recently welcomed 2 new substitute drivers, Jason Phillips and Tracy George to the bus garage. Both have already gotten several days driving in. Unfortunately one of the substitutes that we had has decided to hang up her driving gloves, so we are back to where we started the beginning of the year.

- Recently we got the prices to re-lease/purchase the 2 Bluebird buses that are up this year, or lease new ones, and tomorrow I am meeting with the sales rep from International (we lease 4 of them now), to get their pricing to replace the 2 that are up this year.
- The 4 buses that we are leasing from International have been much better performing, less maintenance, and better customer service than the Bluebirds thus far.
- Destruction of bathrooms, mostly the boys, at the high school, has continued at a record pace. Recently a urinal flush valve was kicked in, and a door was broken off a stall. Parts have been ordered and should be in by Monday to repair both. Thank you to Matt and Keith for putting together an action plan for monitoring and limiting access for the boys to use the restrooms, which does seem to be helping to keep things in one piece.
- Many of the repairs that the committee has asked to be done have been completed, and parts ordered, but is still a work in progress, as snow removal, salting, additional damage repair, and cleaning up after sick students has taken up additional time as of late.
- We will soon be posting for summer cleaning help, as well as for stripping and waxing of floors.
- Two of our main workers for floors during the summer have informed me that they will not be returning for this. Mark Pringle has informed me that he will be retiring from the custodial staff, however we are hopeful that he will remain in some capacity. This position will also need to be posted soon as he is hoping to begin his transition out in April.
- I have invited 2 painters out to look at the high school to get quotes on painting, to look things over, each one has canceled their appointments, and stated that they had too much work already scheduled to do this summer, and wouldn't be able to help us out. So the search for this continues.
- The emergency bus garage phone has been in place for just over a year and has not yet received any legit calls, there have been some telemarketer calls. This single cell phone costs the district approximately \$375 per year. Should we consider canceling this phone line?
- In order to assist in "crowd control" and keep our hallways, classrooms, bathrooms, etc. safe and in good repair I would like to put gates up at the end of the Jr and Sr high ends to limit traffic after school hours. Waiting on approval from Mr. Gudme.

Food Service Director

- **We have some very artistic employees at the Elementary! The lower Elementary has a new Menu board for breakfast and Lunch that seems to be a big hit. Lunchrooms at both ends are being decorated to create a Inviting atmosphere. February hearts were decorated by the students and Added to the board in the lower Elementary. I look forward to seeing March's Dr. Suess board! Lucky Tray day is making a comeback one day a month. School Breakfast week is approaching, new items have been popping up in**

The morning so we can revamp the breakfast menu! We have had or are going to have Egg & Bacon or Sausage bowls, Cinnamon Rolls made fresh, Biscuits with Sausage, Egg and Cheese, Overnight Oats. We are trying to get away from the sweeter Items that are common for the breakfast options. Jr/Sr students have gotten to try the Overnight Oats, the response was mixed. We are going to do a different flavor next time and see what happens.

I am having a contest for the Kitchen staff and Mr. Gudme to come up with A recipe made from scratch that can be made into a school lunch. We are thinking of having a contest with Students at a later date maybe during back to school festivities at the beginning of the school year.