

# **Administrative Reports**

## **Board of Education Meeting**

### **March 23, 2020**

#### **Superintendent**

- Week ending 2/28
  - We are still planning to host the make-up 5th/6th grade boys hoops games tomorrow morning. Krett and Mark have done a good job clearing the lots and walkways and have everything salted for the event.
  - Today's snow day is our 5th of the year. The state allows us to have 6 days before make-up days or a waiver is required. Fingers crossed that we will not exceed the 6 days.
- Week ending 3/6
  - I was able to get down to Ford Field earlier today to watch our 4 wrestlers at the state individual finals. Though they did not win it is quite an accomplishment to make it to the finals and be one of the top 16 wrestlers in their weight class in division 4. The night ended on a high note with the varsity boys basketball team winning a big game against Clintondale. It was a great game to watch, both teams hustled and played awesome and our crowd was loud. It was the best game i've seen this year and our boys seem to be peaking at the right time.
  - At my Adolescent Service Workgroup meeting this week I secured support from CMH to provide small group support meetings to our JH students several times per month. CMH will be providing this service free to our district and it should begin within the month. This was something that I have been working on for several months and I am very excited for it to begin. This, along with the 31N grant paid SSW at the HS, will provide much needed social/emotional support for our 6-12 students.
  - I and 15 key staff members met with Scott Morrell this week to develop our 90 day and one year plans to accomplish the goals developed at our Strategic Planning session last weekend. Scott and I will be preparing a presentation for a regular board of ed meeting and I will be asking the Board to take action and adopt our strategic plan at the meeting. I am very happy with the entire process and believe the implementation team has a good plan to work towards our new goals.
  - At this week's County Superintendents' Council meeting with met with Annette Mercantante from the Health Department to discuss the Corona Virus. The Health Department will be sending a press release to all county districts to send to our community. The Health Department will also be sending daily updates to all Supts regarding the status of the virus. They will be providing direction to all

districts on closings or any other procedures that must take place. All district responses to this will come directly from the Health Dept.

- Week ending 3/13
  - On Monday, I met with a representative from SunFunded, a solar power company, to discuss the possibility of installing a solar panel field on school grounds. This company works with school districts to recruit investors to pay for the installation of solar panels. For \$1 they will do a cost analysis of our energy use and expenses to try and "qualify" us for investors. If the numbers work out we approve the installation of the solar grid we will see a savings of 10% - 30% each year. I think it is worth the \$1 to have them investigate our situation. I will bring this up at our next BOE meeting for further discussion and board approval.
  - Laura and I met with the MEA negotiation team this week to finalize some language, schedule C and calendar contract items. We are happy to say that we have a final TA with the group and will be bringing it to the BOE for approval in April after the MEA ratifies it.
  - Due to Labor Day being late this coming fall we have agreed with the union to start early. The first day of school will be Sept. 1 and it will only be a 3 day week to allow for a 4-day Labor Day weekend. Starting on the 1st allows us to get out on June 11 vs June 16.
  - I have sent out multiple emails to staff and our community over the past couple of days regarding the Corona Virus, School Closing, and our plans. Both buildings will be sending out instructional info to students and families over the next couple of days and Laura and Krett are working together to provide and deliver food to our free and reduced families.
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### **Jr/Sr HS Principal**

- Teachers have been in contact with the students in all of their classes and have submitted suggested materials for students to review, read, etc. during the school shut down. All staff have worked very hard to prepare for the shut down in order to give their students something to keep their brains working in order to help in the retention of materials learned thus far this school year. Teachers have reached out via Google, Remind and by phone as needed.
- The school Resource Page has been shared with students and their families. The page was populated by all Memphis teachers and will be updated as needed during the school shutdown.
- Special edition of Coffee w/ Principal was filmed on 3/19 and released to the community in order to give parents/students a form of interaction with us.  
<https://youtu.be/PVamQtqnEvw>
- Mr. Corbat, Ofc. Gunnery and I helped Laura Nickelson prepare food for our families on Monday morning 3/23.

- March 10: SIP Day at RESA. The SIP Team traveled to RESA to work on the 2020-21 School Improvement Plan. The plan has been completed and submitted to Mr. Gudme for review and approval. The Program Evaluation Tool and Assurances have also been completed and submitted.
- March 11: Early Release PLC. During this PLC staff discussed walkthrough, PBIS and student data in order to inform instruction and upcoming scheduling for the 2020-21 school year.
- March 12: Restorative Walkthrough visit by Roy Burton and a group of administrators and teachers from Alpena Public Schools. The group visited our Restorative Room, Reflection Room and were able to witness teacher and student led circles during the visit. The group was very impressed with our students and their behavior as well as our staff and their commitment to restorative practices and commented on the positive atmosphere in the building when they entered. **Letter from Mr. Burton.**
- Many events have been canceled or postponed including the Talent Show, NHS Inductions, and sports banquets. We will continue to monitor the calendar during the shutdown to determine when is the appropriate time to cancel upcoming events.

### **Elementary Principal**

- On February 26th our Literacy Leaders (Brandi Leeman, Kelly Clark, Michele Haberichter) met at RESA with Jennifer Evans. We worked on using the Writing Pathways Check List to grade writing.
- On March 3rd our School Improvement Team (Meran Khon, Stephanie Lawrence, Rebecca Derengowski, Sandi Pavlov, Trish Gimpert, Kristi Muscat and I) at RESA. The team worked on our Comprehensive Needs Assessment, Data Analysis, Program Evaluation Tool, and the School Improvement Plan. I am always so inspired by this team and their dedication to our school and district goals. They are a driving force behind the awesome things are doing at Memphis Elementary.
- March 9th began Trimester 3, which is the final marking period at the elementary.
- March 10th members of our team attended the last START Training. The topic was Self Management.
- Jennifer Evans was here again for our March 11th Early Release Day. She presented to the staff on the Writing Pathways Rubric, Writing Checklists to self assess, Goal Setting with Students, and gave teachers time to evaluate their grading practices.
- Friday, March 13th Reports Cards went home at the elementary. Students not in attendance will be mailed their report cards.
- I am so incredibly impressed by the Memphis Elementary Staff and all the hard work they did to prepare for this long term and sudden school closure. Our teachers prepared packets and resources for our families, they got their report cards out a day early and they continue to update their families via email and/or social media. However, most importantly, all staff were smiley, professional, and supportive to our students who were quite anxious about what was happening around them. I read this and believe it to be absolutely true:

“Think about it. Almost overnight, principals and teachers throughout this nation are now leading virtual schools and teaching virtual classes with hardly any guidance, just a few days of planning(while continuing to teach and lead) and little to no training. And somehow it got done and done well. Tell me one other profession that can make that happen at such a massive scale in such little time.”

- I continue to update online resources for our students during this time on the Memphis Elementary Facebook Page. Also, I have uploaded the resources that the teachers have shared with our students [here](#) click on At Home Learning. (These were also sent home with all students.)

### **Business Director**

- MSBO Business Manager Academy 7th session has been postponed until further notice. MSBO has discussed the option of doing virtual classes if closures continue longer than originally expected.
- Submitted IDEA Flowthrough Grant Draw Request.
- Submitted IDEA Preschool Grant Draw Request.
- Submitted IDEA Carryover Grant Draw Request.
- Sandy and I met with Kelly Evans from Ricoh again regarding our current copier contracts and maintenance agreements. We were able to visit each building for a building specific review of the machines in each building.
- A2 Budget has been completed. All expenses and corresponding budgets have been updated through March. All expenses have been projected through the end of the year at this point, without taking into account any of the effects that have been brought on by the recent school closures. This will be monitored and adjustments will be made with the A3 Budget adjustments if needed.
- Met with Matt to do a review of JR High and HS internal accounts.
- Brian was able to set me up with a laptop, in which I will be able to utilize to work from home during the recent school closure.

### **Athletic Director**

Most of our winter sport teams seasons have concluded.

Wrestling sent 9 wrestlers to Regionals and 4 wrestlers moved on to the State tournament.

Wrestling also was able to have several meets at The Hive this year, as we hosted our YellowJacket tourney, a League championship tournament, and we also hosted a District tournament. Because of a canceled league meet due to weather, we held our senior night before our YellowJacket tournament. These seniors will be missed and also congratulations as we had 2 wrestlers that amassed 100 victories in their Memphis careers. Congratulations !

Bowling in a rebuilding year, did a great job at the both boys and girls Regionals, to confirm that the future is bright.

Coach Michelle Lentz has resigned as head coach. Michelle has done a fantastic job, and we will miss her.

The Girls varsity Basketball team finished their season at Brown City in Districts. The young Memphis girls team showed tremendous improvement and posted 4 victories, even though they were the youngest team in the league, and had a couple of unfortunate season ending injuries.

Cheerleading again was very successful as they were ranked in the top 4 at Districts and in their Regionals they finished in the top 5. We recognised all the girls and our seniors and their parents, as we held Cheer senior night at our last home boys varsity night, where our seniors were sent off with a warm and very appreciative goodbye from the enthusiastic Memphis crowd. Thank you gils and you senior cheerleaders will be missed.

Boys basketball had an exciting end all of their successful seasons.

The 5th/6th grade basketball tournament was made up on February 29, and both teams played exciting basketball. The 5th grade won their first game of the year and the 6th lost a 1 point sudden death overtime to St Clair. Great job coaches.

The JH Boys led by their 1st year coaches, also finished their season at home vs, Vassar and both teams showed that the future is bright, as they both won in what became their season final game. Because of the last game being canceled due to weather. We held a player recognition night at the boys JV/varsity last home game, and the big crowd was there to congratulate the players and coaches on a great season.

The JV team finished their fantastic season with a very successful 15-5 record, and with their 1st year coaches, the boys showed tremendous improvement. The JV team was also recognised at their last game and the big crowd applauded the boys for having a successful season.

The Varsity boys held their senior night as well, and the senior boys had an emotional and warm send off while being accompanied by their parents. The senior boys ended their home game career with an exciting 49-46 victory.

Congratulations to 4 JV players that earned their right to come up to varsity for the Districts. The Varsity beat Brown City in the semi final in a 3 overtime thriller, 59- 57, to move onto the Championship game.

The Varsity finished with an 11-10 record and the first varsity winning record in almost 10 years, and the seniors enjoyed their first winning season in their basketball careers, which began as 5th graders.

Just 2 years ago, the JV which was 0-19 and the Varsity was 1-20, and these seniors have led the turn around and the future is bright, due in large part because of this senior class. Thank you boys, you will be missed.

The Boys District Championship game has been suspended due to the Coronavirus pandemic.

There have been 4 varsity basketball players honored and voted by league coaches to the all league team. Congratulations and great job boys.

Winter Sports teams and the Winter Sports Banquet have all been postponed.

Spring sports which began practicing on March 9th, have all been suspended as well.

Spring Sports team participants are as followed:

Varsity Baseball - 14 players

JV Baseball - 16 players

V Softball - 14 players

JV Softball has unfortunately been canceled due to not not enough players

Soccer - 23 girls

Track - 25 Boys and 15 Girls

Jh Track - Not started yet

At this time there is no timetable for the return to sports by the MHSAA. Expectations are that there will be a conclusion to the winter sports that are still playing. Boys and girls basketball Districts, and Swimming and Diving.

The remaining weights should be delivered this week for our new weight room additions and will be installed.

Because the new weights are in and In an effort to educate our coaches, I will be introducing our coaches with several work out plans and techniques, so that all of our athletes are being instructed properly.

I will be introducing the 10,000 hour concept. (Hand out received) Which can be followed by the gym classes as well.

I have commitments from a highly credited speed and agility instructor (Former USA Hockey Olympic team) and Strength and Fitness Specialist, now that we will have the proper weight room equipment, to come in to instruct and assist all levels of coaches and

assistant coaches. I have requested to have the foot speed and agility ladders and 5 dice dots, to be painted on the high school and elementary gym floors. (Under and along the bleachers)

Contracted Assistant Coaches - As discussed at the last Board meeting, I would like to be able to fill these positions and pay contracted asst. coaches for varsity sports to professionalise and solidify all our varsity programs.

Memphis Sting Reports will continue throughout the suspension of sports (Youtube, Channel 6) and updates will be updated by me as soon as I hear them. If and when needed, the spring sports schedule will be updated with potential new spring schedules.

### **Technology Director**

- The E-Rate vendors for Internet Access have been selected and approved, and our E-Rate consultant has filed the Form 471's to be reviewed and hopefully approved by the USAC.
- Working on the planning and budgeting for this upcoming school year as well as a replacement schedule for Chromebooks. Google will start supporting new devices for 8 years now, so new devices will have an even longer replacement schedule. I don't know how many of the devices themselves will hold up that long, but time will tell. Our teachers do a fantastic job for the most part making sure our devices are taken care of.
- I've decided to take a digital approach to employee training in light of recent events. I'm making a website with training videos that will be viewable at any time. This will be something that can evolve and be updated when needed, and it should be a great resource for new employees as well.

### **Maintenance/Transportation Director**

- Quotes have begun coming in to repair the roof at the Jr/Sr High in order to get a few more years of use out of it before it needs replacing. The original roof that was installed was a 15 year roof with the anticipated real life span of 20 years. We are still waiting on an estimate, so as to plan for the future, what the cost of replacement will be.
- Quotes have also begun coming in to repair the potholes/cracks, and catch basins at the Jr/Sr High. Also 1 estimate to replace the parking lots has also come in.
- All Quotes/Estimates have been forwarded on to Mr. Gudme for approval.
- As of right now there are no custodians in working during the shut down. I have been coming in, getting mail, working on some repairs, as well as checking buildings to make sure that heat, water, alarms, etc. are all working correctly.
- Two buses are currently up for auction and should have that completed next Wednesday evening. I am working on removing camera systems, lettering, and any other items from the bus that could possibly be used on another bus in the future.
- The other bus that we were going to sell is being prepped to go out to have seats removed and be painted to be used as a school book mobile for the elementary.

- Prior to the school shut down the custodians were disinfecting all surfaces at the elementary, as well as using ozone generators in all of the rooms. Since the shutdown I have been continuing to work on disinfecting the Jr/Sr High and moving the ozone generators from room to room so that when school is able to resume the schools will be as bacteria and virus free as can be. Due to some staff, though limited at Central Office, Mr. Gudme has also been using an ozone generator there.
- The bus drivers have also been instructed to come in and disinfect their buses from top to bottom, and I have been rotating ozone generators in them as well.
- Kudos to Mrs. Nickelson and her kitchen staff for doing such a wonderful job preparing meals to be delivered this week. Mr. Gudme and I had the opportunity to deliver to 15 or so families on Tuesday that were very grateful to receive the meals.

**Food Service Director**

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