

Administrative Reports

Board of Education Meeting

April 27, 2020

Superintendent

- Week of March 30th
 - Governor Whitmer finally announced that in-person K-12 instruction has been suspended for the remainder of the school year. I have provided a link to her Executive Order regarding this and the expectation that comes with it for your reference. The executive order requires each district to create a continuing education plan and submit it for approval to their local ISD. The MDE will be providing a template for this plan and RESA will be able to begin approving them on Wednesday, 4/8/2020. I have been working with our admin team over the past couple of weeks preparing for this and today we finalized a rough plan to discuss with staff on Monday. Once the plan is completed I will share it with the BOE for review. Our goal is to have the plan approved by next Friday and have teachers begin preparing lessons to be sent out by Thursday, 4/16.
 - Our daycare is to remain closed at this time and I have notified all daycare employees to file unemployment claims starting Monday, 4/6. We are working with Thumb Ed Staffing to help with this process.
 - Laura and her staff will continue to provide meals to our students throughout the remainder of the school year. They have been doing an amazing job and I cannot thank them enough for their commitment and hard work.
 - I have been working with Josh and his travel agent to cancel the Band trip to Disney. He has notified his students and parents and we are hoping to receive a full refund for the trip. We should know more soon about this.
- Week of April 6th
 - Our administrators introduced our plan to the staff on Monday and everyone has been so supportive. The work that is already getting done is simply amazing. We have submitted our rough draft of our Continuity of Learning Plan to RESA and have a zoom meeting scheduled with them on Tuesday to review, amend and receive approval. The students will begin receiving work on Thursday and their first "lesson" will begin on Monday, 4/20/2020. The staff has spent this week making contact with all students to identify any needs and we are making plans to provide the students and families with the supplies needed. The commitment and hard work that I have witnessed makes me so proud and confirms how amazing our staff is. Thank you to everyone for all that you do. Check out the awesome collage attached that the elementary staff put together for their students.

- Jeff Christy was able to install the drain tile away from the baseball field path and it has made a huge difference. The low spot near the softball field will need to be addressed next but we will need to contact MissDig to locate and mark the powerline to the softball field scoreboard before we can move forward. Thanks, Jeff for the great work you did.
- All events and field trips have been canceled and we are continuing to work to ensure all monies are refunded. We are also working on a plan to refund all money to families as soon as possible. This will take several weeks to get organized as we identify an efficient process.
- The food service staff continues to work hard to provide food for all students requesting it and we will continue to do so through June 12th. If you are aware of anyone in need please have them contact Laura Nickelson.
- The MDE is still committed to providing full funding for all districts throughout the remainder of the year and we will continue to pay Memphis employees. However, the Memphis Daycare is self-funded and these employees have been instructed to file unemployment claims. Laura and Thumb Educational Staffing have been working closely with them on this process.
- Week of April 13th
 - Elementary School - At Home Learning Resources - https://drive.google.com/drive/folders/11CyeF_avyuh3lgd_HBSFNvdmedilPCdY
 - Jr/Sr HS - Home Resource Page - <https://docs.google.com/document/d/1Hc3knxjSqObnofzvWpckXulq5m5qQTeL082oyffaC4k/edit>
 - Our Continuity of Learning Plan was approved by Kevin Miller on Tuesday night. The RESA was very happy with the plan we have developed and was complimentary of the thought put into it. The approved plan is posted on our website and can be viewed with this link. <http://memphisk12.org/downloads/Memphis%20Community%20Schools%20Continuity%20of%20Learning%20Plan%20-%20RESA%20approved.pdf> Thank you to Matt, Susan, Robin, and Brian for all their hard work developing this plan and putting it into action.
 - The first round of instruction and resources were sent out yesterday. We mailed out 3 packets to elementary families, had 13 families from the Jr/Sr HS pick up packets, and I delivered the remaining 8 packets this morning to those unable to get them. Teachers, admin and support staff will be making weekly contacts with all students and we will continue to provide any additional resources needed.
 - After consulting with Drake, Adam and the MEA we have agreed to pay all Spring Coaches 1/4 of their pay for this season. We had only made it through 2 weeks of the season before the closure but felt like this was a fair amount based on the work that the staff had put in. We are also looking to offset some of the money the programs missed out on due to not running their fundraisers. I will keep you posted on our final decision with this.

- We will continue to pay the Schedule C positions and any other MEA contract related programs throughout the remainder of the year. The staff has been doing a nice job of maintaining their responsibilities virtually.
- Krett and I have contacted our bus leasing company and requested an inspection and pick-up of two buses. We had planned on extending the leases through the end of June but are able to turn them in earlier now due to the closure. This should save us around \$5000. We have also contacted Midwest Transit Equipment to reserve two new leases to be delivered in August as replacements.

Jr/Sr HS Principal

- Teachers and staff have worked extremely hard to prepare for online learning which began on 4/20/20. Teachers made plans, contacted students and prepared for life as an online teacher.
- Each Tuesday the Jr/Sr HS staff meets as a virtual PLC to discuss the online learning plan and how it is working, collaboration during this time and much more. Staff also has time to collaborate with each other on Fridays from 9am-12pm.
- Memphis Jr/Sr HS continues to discuss our Senior Class of 2020 and ways to honor and support them. At this time there is no set date on a makeup Honors Convocation, Graduation ceremony or Prom but there will be more information once Gov. Whitmer makes her decision on opening the state up for business. Please stay tuned.
- Several paraprofessionals helped create paper packets to send to families on 4/16 and we will continue to distribute paper packets each Thursday to those families in need.
- Plans are still being worked out to allow student lockers to be emptied and cleaned out for the year. As of now the Jr/Sr HS is abiding by Gov. Whitmers order. The school hopes to reveal a plan by the first week in May.
- Mr. Gerstenberger has been a huge help in getting the online learning off the ground for our staff. He has met with teachers and staff virtually and via phone calls to iron out any kinks. So far things have been running well. Thanks Brian!

Elementary Principal

- Our teachers have done an incredible job with their At Home Learning Plans. They have done incredibly well communicating with families, creating videos, and exploring the world of online teaching. Online learning is outside of each of their comfort zones and they have all adapted with grace and professionalism. If you would like to check out their plans and/or videos please stop by our website and click on the At Home Learning tab.
- On Friday, April 17th I hosted a Virtual Coffee with the Principal to help parents with the adjustment and offer support if needed. We had 33 participants video in and additional participants call in. It was very nice to hear how supportive the parents are of our plan and it was a great way to answer their questions. Following the presentation I had a few One on One Google Meetings to assist parents that needed additional support. Parents have asked that this be done again so we will hold another one next Friday. The invite will be on Facebook, the website, and sent home via school messenger if you would like to attend. Here is the link to the presentation from last week.

- We will hold a Virtual Kindergarten Kickoff on May 13th at 6:00 pm. This will be recorded and put on the website for families that are unable to attend. Gayle and Jennifer are preparing enrollment packets to mail home to kindergarten and young 5 parents. The presentation will cover many things including registration packets, curriculum, staff intro videos and hopefully a building tour! I will provide you with the link to the recording once it is complete.
- I am holding weekly staff PLCs with our elementary staff. These meetings are on Monday mornings at 9:00. This is a time for staff to collaborate, celebrate, and share. Following the meetings I hold a technical support session with the teachers and Brian to help walk them through whatever assistance they may need. Teachers, just like our students, are at various levels when it comes to technology usage. It has been awesome to see them rise to the occasion. Brian and I have created some teacher resources and training videos that can be accessed here.
- I have been including some Self Care into our PLC agenda. This week I included a link to [headspace.com/mi](https://www.headspace.com/mi). Headspace usually costs \$79 a year and is being offered free to Michigan residents right now. Headspace is a website dedicated to meditation and mindfulness.
- Last week our teachers and staff each took a picture with a word to send a message to our students.



- This week I sent my teachers inspirational cards with personal messages and seed packets to express my gratitude for their hard work. Here are what the greeting card and two seed packets looked like:



Business Director

- Brian was able to set me up with remote access to our network, therefore, I have been able to work safely from home.
 - I have been checking emails daily and responding accordingly.
 - I have been processing journal entries as needed, State Aid Payments, Payroll, etc.
- All March bank statements have been balanced.
- All May 1st Bond Payments have been processed.
- Certified wages for Medicaid Administrative Outreach Program Jan. – March 2020 time period.
- I am currently working on GSRP Grant Draw for Jan. - Mar. 2020 time period.
- I am currently working on IDEA Grant Draw for Jan. – Mar. 2020 time period.
- I have been able to attend (virtual zoom meetings) my MSBO Business Manager Academy classes for March and April. These are modified courses that typically consist of 3-4 hours of roundtable discussion. This has been a great resource to hear what other districts are experiencing and be able to bounce ideas off each other. Course materials have been tabled until we can meet in person again.
- The MSBO Annual Conference has been cancelled, and I have cancelled my accommodations accordingly.
- I have contacted Paul Bailey from the Auditor's Office to schedule our annual audit fieldwork. I am shooting for the first week of August 2020, which is consistent timing with prior years.
- Attended MASA School Finance Webinar.
- Working on A3 Budget Adjustments. All State Aid funds will continue to be paid through the end of this State Aid year. There has been some discussions out there in regards to a possible supplementary negative State Budget that could come out due to the loss of revenues by the State during this pandemic for the current fiscal year. Per the MSBO and State Treasury, there is not enough information available right now to determine if this will become a reality or not,

however, initial thoughts are that once additional guidance is provided from the Federal Government, stimulus dollars (such as the funds the CARES act) will be applied to the States projected deficit, resulting in no changes or pro-rations of the current fiscal year's foundation appropriations. I will continue to work with Brad on this, and closely monitor the situation to take action as needed. Budget adjustments will be made to reflect accurate expenses with the effects of the current closures taken into account. An accurate A3 Budget will better help us to prepare and Budget for 2020/21.

Athletic Director

- We have great news that our girls Varsity Basketball team was ranked 13th in the BCAM scholastic state rankings. Congratulations girls and Coach Carlson
- We are planning a Memphis spring sports day this summer when we are allowed to have use of the facilities. Softball/Baseball, Track and Girls Soccer will play an intersquad game, and we will have a player recognition and senior day for all the seniors to be recognized with their parents. Games will be played separately so all the fans can attend and support and cheer for each individual program and senior. The Boosters have shown their support as they will open concessions and bbq. Thank you also goes to Mr. Karaffa who has also supported this day, and we are planning having a seniors class parade walk through downtown Memphis to the Memphis fields, and then the games will begin.
- I am in the process of putting together a co-op football program with Landmark High School, for the 2020 fall season. I have spoken to the athletic director of Landmark and we are in the process of contacting the athletes in Landmark, and there is an interest for some of their athletes to play football here at Memphis. In order to move forward, I need Board approval first, then I have to get our league approval. It is scheduled on the league meeting agenda in May, so that we can move forward. I have to have all the documents to the MHSAA, beginning with the Boards approval by June 1st. This is a minimal 2 year commitment of both schools.
- We have had 2 Sting reports recorded in Hope's to continue to promote and keep the community informed of all the good things happening at Memphis with our athletic programs.
- I have been working on the fall and winter seasons sports schedules. Fall season HS and JH football, boys soccer and JH volleyball schedules are completed. I have 95% of the Volleyball schedule completed, but we are waiting to hear on tournaments, so then it will be completed as well.

- I have been interviewing candidates for the Varsity girls Volleyball Head Coach position. We have 1 scheduled C applicant, and I have talked with several other outside candidates. My intentions are that I should have a recommendation for the May meeting.
- I have kept communication up with the head coaches of our athletic programs. We are in the process of putting together a Memphis Conditioning program for all of the programs. Pre seasonal / During seasons strength and conditioning and speed and agility programs. It will be a structured and proven process to benefit both genders.
- In honor of the senior athletes, and also all the senior students, on Friday nights, we have turned the lights on at the football field, with each week being a different theme. We have been turning the lights on for 20 minutes and 20 seconds of lighting of the field, and also have 20:20 put on the score clock. The community and the kids have all shown appreciation of us showing them support and recognition.
- Winter season sports teams banquets are still on hold, but we are planning on having them as soon as able to.
- Scheduled C Varsity Assistant Coaches pay - ???

Technology Director

- Worked with teachers and office staff to help make sure they have all the equipment they need to work from home (Chromebooks, document cameras, etc)
- Been providing support via phone, Facetime and Google Meet to staff, parents, and students. Everything from hardware/software support to troubleshooting connectivity issues. Special thanks to Dawn Smith, DJ Goddard, Meran Khon, and Susan Hankins who are helping to provide technical assistance to those who need it.
- Awaiting USAC's approval of our E-Rate application for Wi-Fi. I'm hoping this will take place in May. As soon as approved and it is safe to do so, Inacom will come do a site visit to determine location of access points and any additional items needed such as cables and rack equipment. I hope to be able to do most of the cabling myself to cut costs.
- I gave pricing estimates to Brad on surveillance camera replacements and keyless entry systems for the safety grant he's working on.
- I'm very impressed with how fast our teachers have adapted to the technology changes required to take their instruction online. I truly think we're all learning things right now that will be of great value to us when normal classroom instruction resumes.

Maintenance/Transportation Director

- The two buses were prepared for auction and were being bid on, however the auction had to be canceled due to being “non essential”.
- The book mobile bus has been prepped for leaving the yard for painting and repurposing, however this is also “non essential” and can’t be done at this time.
- The summer lawn maintenance equipment has all been prepped, oil change, belt replacement where necessary, blades sharpened and/or replaced, etc. However the governor has also deemed this as “non essential” at this time also. The lawn crew is ready and willing to get started as soon as she allows.
- During ceiling tile replacement in the elementary it was discovered that there are some bearings that are bad in heat circulation pumps, and leaks at some valves. I am working to get these repaired but will wait until it warms up a bit more as the heating system will need to be shut down for a couple of days and glycol removed from part of the system.
- I have given Brad some quotes on radio replacement and camera upgrades for our buses. Our current analog radio system reaches most, but not all of our district. Our current camera system only has two cameras and upgrading to a four camera system would allow for more supervision of unwanted behaviors and safety for all.
- The two bus leases that are up have had radios and cameras removed. I’m still waiting to hear from Holland bus as to anything else that needs to be done to them prior to return. However they are closed until May 4th at the earliest.
- Quotes have been also given to Brad for leasing buses, to replace the two that are up. Leasing 2 that are identical to the ones that we already have is our best option. The service that we have received from International has been far superior to that from Holland and the buses have had fewer issues in the first year of service.
- Some of the custodians are itching to get back to work, and as soon as they can be deemed “essential” we will get them in to work once again.
- The buses have all been started and run regularly and they are all up to date on oil changes, greasing, etc.

Food Service Director

- We have been busy getting bags made for our 7 day feeding program at the school. We have approximately 144 children at this time. We have been seeing an increase most weeks. We have students out of the district that also come. I am hoping maybe this is a factor in choosing Memphis for their education needs next year!
- Supplies have been limited but we have managed to create some variety in our meals. We are always looking for new products to keep things interesting!
- Krett and Brad have been delivering for us and helping in anyway we need, they have been amazing!! Thank you both so much!
- If you know anyone in need of help please have them email with the following information. Lnickelson@memphisk12.org
 - ❖ Parent Name

- ❖ Number of ALL children in the household under the age of 18.
- ❖ Phone number

I will add them to the list and contact them with pick up information. (Behind the Jr/Sr High School, door number 6 from 8-10am every Tuesday)