

Administrative Reports

Board of Education Meeting

May 18, 2020

Superintendent

Week of April 27

- Matt and his team have been working hard to set some tentative plans for our Seniors. Our plan is to hold a Graduation ceremony on July 11th at 11:00 a.m. on the football field with a BBQ after. We will be hosting a virtual Honors Convocation on May 28 at 6:00 p.m. to announce scholarships and other Senior awards. Project Graduation is organizing a Senior car parade May 31 @ 1:00 p.m. throughout the City of Memphis and we have set a new date for Prom of Aug 2nd. As we receive further information from the Governor we will modify and adjust the plans as needed. Thanks to Matt and his team for all the work they have put into planning these events.
- Krett was able to arrange the inspection of our 2 lease Buses turn-ins this week and we hope to have the buses picked up this month. We also have 2 older buses going to auction soon and should have them picked up within the next couple of weeks.
- Locker cleanout at the Jr/Sr HS took place this week. Thanks to the custodial staff for coming in and taking care of this. We will begin scheduling pick up of these items next week.
- I received notification earlier today that the Michigan State Police will not be awarding any funds for the School Safety Grant this year. They hope to open this grant up in the future and I will apply for it again at that time.

Week of 5/4

- Teacher/Staff Appreciation Week started on Monday. Both Susan and Matt have done a great job and have been very creative with showing their appreciation to our staff. Matt and Keith delivered cards and candy to each of the Jr/Sr HS teachers' houses and Susan put together an awesome video of her staff. I attached the video for you to watch. If you get a chance over the next week it would be great if you sent an email to some of our staff thanking them for their dedication and commitment to our District.
- The Governor has issued several more Executive Orders this week. Here are some of the ways these EOs will impact school operations:
 - The stay home stay safe order is extended until May 28th.
 - Some OMA rules continue to be suspended and the ability to hold virtual BOE meetings is extended until June 30, 2020.
 - We are now required to evaluate all probationary teachers as well as any teachers with an IDP.
 - Our Continuity of Learning Plan was updated this week to meet a new requirement for GSRP parent conferences.

- As of yesterday, construction workers have been allowed to return to work. This gives the school district the ability to begin or continue any construction projects as long as the person performing the work adheres to the social distancing and safety requirements. We have a very small project in the weight room that was put on hold that we hope to get completed in the next couple of weeks. Krett and I will also begin looking at needed facility projects and scheduling workers to get them completed.
- The Governor has also released her six-phase plan to open the state. I have attached it for your reference.
- I have sent out the yearly Outstanding Educator Nomination Form - <https://forms.gle/v31BDJDVdqSaaWKL8> to our staff, students, and families. We plan to name and honor this year's recipient at the end of May.
- AP exams begin next week. We currently have 29 students registered to take 36 exams. The exams have been modified and will be given online. It will be very interesting to see how students perform with the new format.
- The budget updates that I continue to receive from the state and my association project the state budget to be down \$2.6 billion for this year. The school aid fund is 40% of this budget meaning it is likely to see around a \$1 billion reduction for this year. This equates to a reduction of \$650 per student or \$530,000 to the district. It is unclear at this time if we will see a partial reduction to our state aid payments in June, July, and August or if the full reduction will take place for the 20-21 school year, starting with the October state aid payment. The finance committee is scheduled to meet next Tuesday to review Adam's projections and discuss options.
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Jr/Sr HS Principal

- Upcoming events: May 20- Wellness Wednesday for all staff, students
 1. May 20: Virtual NHS Induction ceremony 6-7p
 2. May 28: Virtual Honors Convocation/Scholarships 6-7p
- Locker item/parking pass drop off went well on 5/5 and 5/6 . Many students/parents picked up items. Make up day for both was held on 5/13. Additional days to be held during June which will include school materials return (books, calculators, technology, etc.)
- A Virtual Senior meeting was held on 5/14 to discuss upcoming events and plans and to make sure seniors are “on track” to graduate on time.
- Updated Coffee with the Principal:
<https://www.youtube.com/watch?v=110ULzHhJcE&feature=youtu.be>
- Updated newsletter for May:http://memphisk12.org/downloads/jrsr_newsletter.pdf
- Creation of next year's schedule is underway with the hopes of having a tentative schedule set by June 13.

Elementary Principal

- Our elementary teachers continue to shine during At Home Learning. They are creating meaningful lessons that are engaging for our students. If you haven't had a chance to check out their lessons or videos, please do. Lessons can be found at www.memphisk12.org/elementary. Click on the At Home Learning Button
- Teachers packed up student belongings on Wednesday. Tentatively parent pick up is scheduled on May 21 between 1-3:00. Another day will be scheduled in the evening.
- Kindergarten Kick Off was also held virtually on Wednesday and we had 41 families join. Registration packets were mailed home earlier in the month. We have planned for packets to be returned on May 21 from 1:00-3:00. At this time families will also pick up their Kindergarten Readiness bags. The recording of Kick Off will be posted next week and shared with those families unable to attend.
- Teacher Appreciation Week went very well. Aside from the lounge makeover, teachers were honored virtually via a slide show, phone calls, emails, and letters sent to their homes.
- A parent meeting was held with our 5th grade families to discuss what we can do to honor our 5th graders in lieu of camp. We will continue to work with those families to develop a plan for when the Stay at Home Order is lifted.
- The kindergarten teachers and I are planning a virtual Kindergarten Graduation. More to come on that as information unfolds.
- Sandi Pavlov, Stephanie Lawrence, Rebecca Derengowski, Meran Khon, Kristi Muscat and I are a part of our School's Improvement Team. We are all taking place in a Book Study with Stephanie McConnel, the author of WIN Time: Fearlessly Transforming Your School. This is the model that we used when creating WIN Time and the time to study and reflect has been very valuable. See more information on the book [here](#) and [here](#).
- Report cards for Trimester 2 were handed out the day of the school closure. (If students were absent they were mailed home.) Spring conferences were held virtually shortly after that for all students not meeting grade level expectations. Any parents of students at risk of retention were notified via spring conferences. Teachers will continue to provide feedback and monitor participation, however no grades will be printed following the closure date and no further grade reports will be sent home. As the law states, all students that were on course to be promoted, will be promoted.

Business Director

- Met with Paul Grienke (SET-SEG) to perform annual review of Insurance policies.
- All April bank statements have been balanced.
- Submitted GSRP Grant Draw for Jan. - Mar. 2020 time period.
- Submitted GSRP Transportation Grant Draw for Jan. – Mar. 2020 time period.
- Submitted Title I Grant Draw
- Submitted Title IV Grant Draw

- I am currently working on IDEA Grant Draw for Jan. – Mar. 2020 time period.
- I will be attending (virtual zoom meetings) my MSBO Business Manager Academy classes for May. This is a modified course that typically consists of 3-4 hours of roundtable discussion. These sessions have 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.
- As I had mentioned last meeting, the MSBO Annual Conference has been cancelled for this year. However, the MSBO has set up a virtual conference in June that I plan on attending.
- Attended several virtual meetings with MSBO and the Macomb/St. Clair County Business Officers association in regards to the current economic environment due to the pandemic and their projections on how this will affect the State Budget and our district budget projections.
- The Federal Cares Act has awarded approximately \$390,000 to the State of Michigan School Aid Fund. These funds have been allocated to districts based on the current year's Title I allocation. Memphis Community Schools has been allocated \$64,500.
- Continuing to work on A3 and 20/21 Preliminary Budget for the June Board Meeting. There has been a lot of speculation coming out projecting budget deficits at the State level in the School Aid Fund. At this point, it is unknown what the actual effect that the Covid-19 closure has had, and will have, on the School Aid Fund for the remainder of this year and future years. I have prepared projections based on the information we have at this point, and will continue to monitor this situation closely as additional information comes out at the State and Federal levels.

Athletic Director

- Congratulations to Senior Bradley Deaner who was named to the Macomb Scholar Athlete Team for Basketball with a 4.2 G.P.A
- The Friday night lights in honor of our seniors, athletes and students have been met with high praise and support from our Memphis Community. Countless letters of support come in weekly, praising us for honoring our Memphis students and letting everyone know that our students are in our thoughts as the lights are glowing the Memphis sky on Friday night.
- Because of not being able to have a league meeting until June (per covid 19) and then further discussion with Landmark and the MHSAA we will be postponing the football co-op for the 2020 football season, and taking another look at it for the 2021 season.

- The MHSAA have made changes to the football student/athletes playing time allowance per week, to 5 quarters of playing time per week from 4, and this will assist smaller schools in having a JV team so that more kids will be able to participate, at the JV level.
- There are also changes in Basketball that are similar for both boys/girls.
- Summer athletic camps are still on hold until further notice from the State.
- As posted earlier, the weight room additions were finally assembled and with a few more cosmetic and safety repairs, our weight room will be ready for the athletes and students upon our return to school.
- The athletic department is still in hope of being able to host our Memphis Spring sports day to honor our teams and send off our seniors in our traditional Memphis senior day ceremony.
- The MHSAA has declared that all athletes will be considered academically ELIGIBLE for the fall season.
- Athletic Directors are in discussions in possible tentative plans upon the returning of fall/winter sports. As well as in possible financial savings.
- In meeting with several candidates and with Mark Brimmer, we will be moving forward with securing our high school Varsity, JV and JH coaching staff in June.
- Winter athlete awards night are tentatively being scheduled for July, most likely to conclude our Memphis Spring sports day.
- Strength/Conditioning and Speed/Agility development is at the forefront of the athletic department's infusion to all our programs and the coaches development.

Technology Director

- Installed the latest release of the server software for our surveillance camera system at our Central office. This will be kind of a trial run to test out the new features and learn the ins and outs of the system before we upgrade the servers in the school buildings hopefully this summer. Cameras for the bus garage were purchased that will go on the central office system as well. These will replace the old analog system the bus garage currently has. So far, I'm very impressed with the improvements and I think they will be very helpful to our admin and office staff.
- Helped facilitate the recording of a couple online meetings that were held in each building this week that will be made available on our website for parents and students that missed the virtual meetings. These first two recorded meetings went very smoothly and we had no issues with the recording process.
- Finalized our new Microsoft server and desktop software agreement. Microsoft has transitioned their licensing plans for schools to a new structure, so there was a bit of learning involved. In the end, the benefits we will get out of it is the ability to license staff to install and use Microsoft Office products on personal computers for no extra charge, and it also includes a couple of new products we may want to roll out in the near future. Cost was about the same.
- Continuing on some server room cleanup and organization, getting ready for some summer projects involving removal of old equipment and reorganization of servers and racks.

- Evaluating a couple of new products for better management of Google Chrome devices, our Google Directory, and other products such as Google Classroom Management product. Looking at a new Chromebook printing management product as well.
- No update yet from the USAC on our Erate application approval. I'm hoping it gets approved soon so we can move forward with our Wi-Fi project this summer, but there are no guarantees on a timeline for approval. If we have to do the upgrade mid-year, it can be done, it just won't be ideal.
- Planning underway for next year's other technology needs and getting budget info together to submit to Adam.

Maintenance/Transportation Director

- Current High Dollar and Priority Maintenance Needs
- Roof @ High School:
 - The roof on the original part of the Jr/Sr High deteriorating. It was a 20 year roof, we are now at the 21 year mark. Current codes are more strict than when the roof was originally done and will require rock removal (as was done at the elementary when that roof was redone), as well as stripping old roofing off and installing more insulation, and re-sheeting. Today's current prices reflect an estimate of \$510,000 to replace with another 20 year roof. There are longer lasting roofs with a much higher price tag. This is something that is recommended to begin budgeting for in the coming years, as the roof will only continue to fail.
 - Duro-Last, Zimmer roofing, and ESKO were out to investigate the current leaks in the building, and found an excess of 20 locations where water was getting into the building. Due to the rocks on the roof this was all that they were able to locate, however they feel that there are many more. There are also a number of weep holes that are filled, and incorrectly applied frame holding the roofing material on. Duro-Last and ESKO said they would not do any repairs due to the deteriorated state of the roof, and would not be able to continuously come out to repair, however Zimmer roofing was willing to come out and repair what they could find, as well as the remove and replace the frame, for an estimated cost of up to \$15,000.
 - All 3 companies stated that we really need to get in the budget to completely redo the roof within the next five years, as even any "fixes" they do now will only be temporary "band-aids", as opposed to permanent fixes.
- Parking Lots @ High School/Central Office:
 - As you may have noticed from prior in house pothole repairs are only a temporary fix. I have given Mr. Gudme quotes on having the parking lots "repaired" correctly. However filling holes, and even having a company come out to "fill" holes is only a temporary fix as you will notice going around the lots the "spider webbing" and cracking is only going to continue to get worse, and these area will begin creating more holes in the near future. The companies that have come out have given us quotes to "repair" as well as to redo the lots that will also need to be done in the next couple of years. As of right now

we are looking at approximately \$15,000 to repair the basins and pot holes that we currently have, and approximately \$450,000 to completely redo the lots. This also needs to be put into future budget considerations as it will only continue to deteriorate. If you look at the student parking lot you will notice that this lot has numerous areas that are completely broken down and the only way to “repair” is to completely resurface. The drive heading to the back of the building is in extremely poor shape as well.

- Painting @ High School:
- The last time this building was painted was when the building was built. As you can see walking around that aesthetically the hallways in particular are in need of a fresh paint job. I have reached out to a number of companies to come out to quote, however none are willing to take on a job of this magnitude, as they say it cannot easily be sprayed due to not being new construction, and being finished. I am still trying to locate someone that would come in to brush and roll, or find someone willing to spray. If not I am hopeful to get enough summer staff to work and be able to get started on this project.
- This week the bathroom floor that was heaved in the elementary had the tile removed, as well as the broken concrete, the floor is currently in the process of being leveled with a new floor drain being installed. Should be completed early next week.
- The non skid surface that is on the bleachers at the high school has begun to be removed so that new can be applied to try to clean up their appearance.
- Teachers have begun coming in to clean out their rooms, and the elementary has started cleaning out the students belongings, so as soon as they are done, and I can bring custodians in we will begin emptying classrooms and get started on the summer waxing.
- The lawn crew has been in and is doing a great job keeping up with the mowing and trimming and has made it their priority to keep the outside looking well kept. I have also begun work to remove urinals to clean traps that have become clogged and only allows for very slow draining.

Food Service Director

- We are seeing some families added on and some that no longer need assistance. We seem to be holding steady at 137 children being fed. We have sent home fresh fruit and vegetables including Green and Red Peppers, Yellow Squash, Broccoli Crowns, Pears, Bananas, Apples, Oranges along with many different types of lettuce. Pick up is going pretty well with just a handful of deliveries needed. The Kitchen Staff has been doing a wonderful job getting the bags ready for delivery. They always have such a good attitude and positive outlook it's a joy to work with them! I'd like to say Thank you to Sandi Pavlov, Michelle Lentz, Erin Roy, Brad and Krett for helping us every week. Memphis has the most Amazing Staff always willing to help out.