

Administrative Reports

Board of Education Meeting

July 27, 2020

Superintendent

- Adam and I received info from SET/SEG that they would be providing us an Auto refund of \$1,500 due to the closure soon.
- I met with Pat Yanich from TEC this week to discuss offering CTE class at Memphis this fall. We are exploring the option of placing students at G5, the new performance shop, several farms and possibly the Memphis Vet. I will be working with TEC to develop the expectations agreement so I can meet with each of the businesses soon. If we can find interested students and secure the businesses we could place up to 15 students this fall.
- Roy Burton has provided Matt and I the rough draft for our team building PD for this fall. Matt and I will meet this coming week to finalize the plan and share it with the BOE at that time.
- We received some very exciting news about a possible funding increase that may be coming our way. This is in very early stages but its a great conversation that has begun. <https://www.ourmidland.com/news/article/Republicans-propose-1-3B-plan-to-help-K-12-15361339.php>
- Krett and I met with the office staff this week to determine where to install "sneeze guards" and to discuss our procedures for visitors. We hope to have the PPE requests in place within the next couple of weeks and we will have the visitors procedures drafted soon.
- Kevin Watkins, Branch President for the NAACP, contacted me last week regarding a resolution to eradicate racism. He is working with all the schools in the county to create a resolution that each district can adopt. With Kevin's help, I have created a draft of a resolution for the BOE's consideration at this month's meeting. Kevin is planning to attend the meeting in support of this. Attached is the resolution for you to look over.
- Krett has placed several orders for PPE for the fall. We will be installing hand sanitization stations in classrooms, cafeterias, and outside offices. We will also be installing "sneeze guards" at all secretarial desks throughout the district. We have ordered masks for staff and students and disinfectant sprayers for the buses and classrooms. We have been told that we have placed our order early enough to receive everything in August.
- Early last week Krett located an issue with the underground water lines in the elementary school. We had noticed the hall in by Sandi Pavlov's office was very warm but not determine what was causing the issue. We then noticed that some of the floor tiles were starting to bubble. After pulling a few tiles up we noticed the floor was very warm and there was moisture under the tiles. Not having blueprints for the tunnels under the Ele

we contact Jack Dunsmore to come over and walk the building with us. Jack was able to explain where the tunnels ran and what was in them. Many years ago when the tunnels were sealed off and the water lines were re-run through the ceilings the lines going through the tunnels were never closed off. This was not an issue because the lines were no longer supplying water to the building. However, we believe within the last 3-4 weeks the hot water line must have begun leaking. This caused hot water to begin flowing through these lines again and leaking into the tunnels. With the tunnels being sealed and not having ventilation the floor heated up and the moisture began seeping through the concrete. We have shut off the hot water since then and are awaiting a plumber to come out and close off the underground water lines. Semco contact us today and notified us that our gas usage was over 3x as high as it typically is this time of year. We met with Dennis Fox regarding this and he is confident that the constant running of the water heater would account for this increase. We will be contacting SET/SEG to investigate filing a claim for the plumbing work that will be done and the gas usage during this time. I will keep you posted on the progress of this.

- The County Continuity of Learning Task Force met again on Monday and we were given some more guidance and clarification. Jean Sturtridge has recommended that no districts hold proms so we have canceled our make-up date of August 2nd. The hall is not refunding the class deposit but we are working to transfer it to the upcoming Junior class so the money isn't lost.
- Brian and the admin team have been working on plans to eliminate the sharing of Chromebooks throughout the school day. We currently have enough devices on campus to provide one Chromebook to every student in 3rd - 12th grade. Each student will be assigned their own device that they will check out and return each day. We have more ordered and will be able to provide 1st and 2nd grade with their own devices as well. We are continuing to work on other plans to eliminate the sharing of all other supplies and equipment during the day.
- I met with the MEA this week to discuss teacher sick days use and expectations for mandated quarantines, getting COVID from a student, and requesting time off due to high-risk concerns they may have. The health department will establish most of the protocols for mandated quarantines for students and staff and will be providing us with guidance on possible grade level or possible building closures. I hope to have info soon regarding the procedures needed for anyone to return to work after a positive test or a quarantine. It looks like anyone reporting any symptoms of COVID will require a negative test result or a 10-day quarantine before returning to school. This makes me very nervous due to the number of staff we may have out at one time and the number of students that will be out of the classroom for extended periods of time. I will keep everyone posted on this as the info is available.
- Thanks to Matt and everyone that pitched in to make Graduation great. We received a lot of positive feedback from the students and parents for finding a way to allow everyone to be part of the celebration. The weather was perfect and I'm sure the outdoor ceremony will be looked at again in the future.

- At the County Supts meeting today we met with Just Westmiller, County Emergency Manager, and Annette Mercatante, head of the County Health Department, to discuss the guidance for our return. It is the goal of all county schools that we all adopt similar policies and procedures for our return. I have made a copy of the document for you to review. This document is continually being updated so please do not share with the community at this time.
<https://docs.google.com/document/d/1RjQ11iFL5L10iOc5SDkOISerEah4oOOc9tFVPVr2zBk/edit?usp=sharing>
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Jr/Sr HS Principal

- Graduation 7/11/20! Graduation photos will be delivered to the students this week. Graduation video link:
- PBIS team met on July 15 to discuss plans for coming back next year and our PBIS Kickoff Week for Sept. 1-3. Plans include school wide MAP testing on Day 2 and Expectation Days on Day 3. The plan includes following all social distancing guidelines and procedures to keep students and staff safe.
- Procedures for students chromebook use are being finalized. The idea is to have a chromebook for each student to access each day at school to prepare them for use in case we have any additional separation days over the course of the school year. Mr. Gerstenberger is working with school administrators and teachers on a safe and effective plan.
- Reopening plans continue to be made including meetings for Band Camp this summer, Yellowjacket Day in August and reopening in the fall.
- Summer learning is underway. Students work online through our Gradpoint systems during the summer. Summer Learning is led by Mrs. Gaedcke. Students make contact via phone or email and can earn credits towards their required number for graduation.
- Prom has been canceled. Mrs. Stark and Pamment sent a survey out to 11th and 12th grade students and it generated minimal interest in a “socially distant” prom.
- Hallways and floors are looking great! The custodial staff, including a few recent graduates, have been working hard and things are looking very good around the Hive!
- **Yearbook review procedures**
- **Media Center remodel plan**

Elementary Principal

- The Elementary Return to Learn Committee will meet Monday, July 27th to help plan for the new school year. This group is made up of secretaries, paraprofessionals, and teachers. Following these committee meetings I plan to hold more Live Virtual Coffee with the Principals to answer parent questions, get feedback and note their concerns for the upcoming school year.
- Classlists have been created and are in the last stages of review by teachers.
- Staff Changes
 - Deanna Worden will be teaching our Developmental Kindergarten Program.
 - Trish Gimpert will teach 5th grade this year.
 - Michelle O'Connor will be moving to 1st grade.
- In order to make recess possible for all students we are purchasing Recess Bins for each class. This way students can have items to use at recess that are just for their class.
- We are currently working on a plan that allows each class to eat in the lunchroom with their own class to allow students to be outside of the classroom during the day.
- There are 62 students currently registered for our Kindergarten Programming this year (that includes Developmental Kindergarten).
- Jennifer and Delyn have begun their training process in the Elementary Office and they are doing a fantastic job.
- I have scheduled a PD for teachers on August 25th that will address Social Emotional Strategies to use with kids as a result of Covid. It will also address tips to help parents and themselves and will also utilize some mindfulness strategies. On that day we will also have our Lab School PD. August 27th teachers will be provided choices of virtual learning opportunities that will help them implement virtual learning and google classroom this year. Choices will vary based on their individual competency level. They will also meet with our RESA Consultants for 1 hour with their grade level team to set goals for the year.
- Book Hive Plan- Below you will find a detailed explanation of the costs that we are estimating. Aside from the golf outing, the Community Foundation and State of Michigan have contributed grant funds to this project to keep it funded for the years to come. As we begin work on the bus I will keep you updated.

Professional learning activities:

- Literacy and STEAM education/workshops through local RESA and REMC.
- Bus driver continuing certification

Additional instructional time activities:

- Book read-alouds
- Special guest readers
- STEAM summer outdoor activities
- Mobile MakerSpace
- Various hands-on activities with books (food, STEAM, etc.)

- Musical guests (??)

Materials purchased:

- Awning - \$2500
- Lawn furniture - \$500
- Bookshelves - \$600
 - hardware
- Books - \$1000 (I can do the BOGO fair and get \$2000 worth)
- Beanbags/stools/seating - \$350
- Outdoor rugs - \$100
- Outdoor carpeting (to put inside the bus) - \$100
- Paint - \$2500
- Scan gun for book checkout (linked to Chromebook): \$300
- STEAM supplies/mobile bins: \$700
- Snacks/special events/outdoor or card games: \$400
- Unique Supply Banner for Sponsorship-\$200

Other Costs:

- Fuel
- Insurance

You can click the link below for the model we are following.

B. Bus Mobile Library



The B. Bus Mobile Library Is Coming To Town!



Business Director

- 3Q GSRP Draw request has been submitted.
- 3Q GSRP Transportation Draw request has been submitted.
- 3Q IDEA Flowthrough Draw request has been submitted
- 3Q IDEA Preschool Draw request has been submitted.
- Title I Draw request has been submitted.
- 31a At-Risk final annual report has been completed and submitted.
- 2Q Medicaid Outreach program wages have been submitted and certified.
- On Wednesday, it was announced the State Budget Director announced that there has been an agreement reached between the State of Michigan House, Senate, and Governor Whitmer finalizing the FY20 State Budget. This deal closes the \$1.09 billion deficit that was in the State School Aid Fund by utilizing additional federal dollars from the CARES Act fund in the amount of \$712 million, an additional \$350 million from the State “rainy day fund”, amongst others. Within this deal is a reduction in the State per pupil allocation in the amount of approximately \$175 per student, which will be supplemented by an increase in per pupil funding from Federal Care Act dollars of approximately \$350 per student (2 to 1 replacement of state funding cut). The net effect will be a one-time approximate increase to per pupil funding of approximately \$175 per student (approximately \$140,000 total). Final details and allocations regarding these funds have not yet been released, however, I will continue to monitor this closely and will work with Brad as soon as all details are released.
- The State is still looking for ways to reduce the projected deficit in the school aid budget for FY21. State legislators continue to lobby for additional Federal relief funds.
- State Aid Note documents will arrive on approximately August 3rd, and will need to be signed and returned by Aug. 7th. Once received in our office Laura will be contacting a Board Member to come in and sign and I will get submitted prior to the 7th. Due to the uncertainty with the State’s projected FY21 Budget deficit, I am still recommending that we utilize the State Aid Note to ensure that all cash-flow needs are met.
- I have included in my budget reports (and will continue to do so) a copy of the Internal Accounts budget and monthly activity. Please note that due to how these accounts are set up in our accounting system, I have to roll the beginning balances over from the prior year end. Therefore, when reviewing this report for

the month of July, all beginning balances that have been rolled over from the prior year, are included in the "receipts" column on the monthly activity report. This will be the only month that this occurs.

- I am deep into our audit preparations and will be ready for the auditors to begin their field work on August 3rd. I have discussed with Paul Bailey, and in an effort to ensure the safety of our staff and the staff of the auditing firm, as well as being able to maintain social distancing, we have agreed that the majority of the audit fieldwork will be done remotely this year. The auditors will have a few items they must do in person, however, when this occurs, they will limit the staff that is on campus as well as the time they spend here.
- As of June 30, 2020, we have paid in full our 2012 Bond. The remaining cash balance of \$38,722.80 in this bond account will be transferred to the remaining bond accounts to be allocated for future bond payments due. We currently have the 2015 and 2016 Refunding bonds remaining (both due 2029).

Athletic Director

- Expectations at this time by the MHSAA are that fall sports will be a go, contingent upon the Governor ruling as so. There are contingency plans in place as follows:
 - 1.) Fall sports go as normal.
 - 2.) Fall outdoor sports go as normal with volleyball moved to the spring.
 - 3.) Fall sports are moved too after winter sports with spring sports immediately following. (Winter moves up to the beginning of November - February)
(Fall sports will be March - mid May)
(Spring sports will be from mid May - July)
- Because of the resignation of Mark Brimmer, we have been in contact with over 20 prospective coaches, to best fit our Memphis Football program.
- Fall sports coaches recommendations (are attached)
- We have cancelled several of our conditioning dates due to excessive heat. We moved several of them to the morning to accommodate the athletes and coaches.
- Football conditioning has not skipped a beat and thank you to coaches Todd Stump, Dwayne Kidd, Nick Ehrke and Dwayne Kidd for continuing to work with the kids. Football has averaged nearly 20+ athletes per day.

- Congratulations to Volleyball Coaches Logan Clare, Alexandria Gunst and JH coach Lisa Falluca for their efforts in working with an average of over 20+ JH and HS girls per day.
- Kelly Clark and Leah Welch have also been working with cheerleaders and surprisingly are averaging nearly 20 per day.
- All the coaches and teams are continuing a daily check of temperature and health form and to date we have had 0 concerns. Great job to the parents, athletes and coaches.
- We had 4 of our 5 baseball seniors play in the GTC East- West baseball all-star game, at Vassar on Thursday, July 23. Cameron Walsh, Aaron Addington, Andrew Weigand and Austin Dickson were able to wear their Memphis uniform 1 last time. Congratulations boys and our Softball team had 1 senior, and Madison Shivers was selected as well to the All Star team, and Madison was also able to wear her Memphis uniform 1 last time. You all will be missed...
- Request for varsity sports paid assistant coaches documents - (Are attached)https://docs.google.com/document/d/1LRHIdhEtyCi6hGsx7AB4ZaxhE4VK_ncD BWqhnNxboX4/edit?usp=sharing
- Sports schedules are on Memphis Athletic website (Calendar)
- The athletic boosters have continued their meetings and they met this past Wednesday and congratulations to Lee Ann Ayers as new Treasurer replacing Jennifer Stier and Kari McClelland as Vice President replacing Lee Ann Ayers. Kris Durst- Wahl is still President and Kim Durst-Nim is Secretary. Thank you all for all of hard work and commitment to our Memphis Athletes.

Technology Director

- Finally have a response from USAC on E-Rate application. Hopeful that it will be approved and the new Wi-Fi equipment can be ordered within a week and installed by the start of the school year.
- Planning underway to assign a Chromebook to each 3rd-12th grade student to limit sharing of devices. Devices will be sanitized and returned to cart at the end of day for charging.
- Chromebooks for K-2 have been ordered but not expected to arrive until November because of Intel processor shortage.
- All camera server upgrades complete. Administrators can now access.
- Elementary server rack replacement scheduled for evening of Monday August 10th. RESA will be onsite to assist. Phones and internet service to district and public library will be disrupted temporarily. RESA is coordinating with the library.

Maintenance/Transportation Director

- Many of the urinals have been removed from the walls and traps cleaned. Still have several to go but so far this seems to have helped the slow draining issues.
- Now that we have had a couple of decent rainfalls it appears that the majority of the leaks at the Jr/Sr High have been repaired, (I won't say all yet). So we will be replacing the damaged ceiling tiles once again which will let us know for sure.
- The waxing of the schools is progressing very nicely, and we hope to be completed with both buildings by the end of next week.
- The Jr/Sr High hallways have all been repainted (the ivory portions), as well as the green color in the Elementary offices around the windows and doors is now Navy. The fresh paint has really brightened up and improved the presentation of the buildings.
- The new buses are scheduled to be delivered next week.
- There was a leak discovered at the elementary school, in the tunnels. The leak was a hot water line that was never capped off when the reconstruction of the water lines was done during building renovations many years ago. I had a plumber come who is ordering parts to repair the issue and will be doing so as soon as everything comes in. The leak did cause minor issues to some tiles which have been replaced and the area will be re-waxed next week.
- Much of the needed disinfectants, sanitizers, soap, etc. have been arriving and we expect everything to be up and ready for school in the next two weeks.
- Construction of barriers on the office desks is scheduled to begin next week as well.

Food Service Director

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