

Administrator Report – August 2014

Section 1.0 Vision

Development, articulation, implementation, and stewardship of a vision of learning that is shared and supported by the school community.

- **Focus School** – Erin and I met with Marcia Kaye, our District Improvement Facilitator (7/8) to help me get acquainted with Marcia, the work she does for us, and the Focus School process.
- I met with several staff members, parents, and Board members since July 1. I also met some students through the summer program. I am hoping to meet with all remaining staff members before school begins. For this initial meeting, I invited staff members to consider having a dialogue with me about any or all of the following questions:
 1. What hopes and/or goals do you have for yourself and the GRCDC?
 2. What did you hear from me in the interview process that you really want to make sure we set as a high priority?
 3. What support do you anticipate needing this coming year as we work toward our vision and mission?
 4. Is there anything else you would like me to know?

The meetings have felt very collaborative, and the start of a solid foundation.

- Sarah Cooper and I generated some early thoughts about how we can work together and share instructional leadership. Thank you, Chris, for meeting with us later and taking it to the next level.
- **Focus School** – I met with Marcia Kaye on (8/5) to discuss progress and support needs.
- The “Excellence Team” (Focus School action team) is tentatively scheduled to meet next week. At that time, Marcia will also help me ensure that the State reporting sites we work with have been fully transitioned to reflect the leadership changes. (Some of that work was begun previously with Erin's help.)
- Current enrollment is still near 242, and still with a waiting list.

Section 2.0 School Culture

Cultivation and support of a school culture and instructional program conducive to student learning and staff professional growth.

- I met with our mathematics consultant Dr. Esther Billings of GVSU (7/23) to better understand her role, and strategize about her work for the year.
- Anne Rasch and Molly Parker attended the MiCTM – Michigan Council of Teachers of Mathematics conference (8/6) and presented along with Esther Billings of Grand Valley State University.
- August professional development for staff will be August 18-21.
- Many teachers have been in the building lately, making preparations for the coming year! Committees have been meeting as well, already beginning the work for fall. Thank you everyone for your efforts!

Section 3.0 Management

Management of the organization, operations and resources for a safe, efficient, and effective learning environment.

- Erin and I met with Teresita Long and Bill Shefferly of GRPS (7/3) to arrange for them to provide special education services this coming school year, helping us meet all contractual obligations.
- Erin and I met with Tessa Keena and Phil Saurman of Hungerford Nichols (7/7) to help me get connected to them and the work they do for us.
- I met with Erinn Trask of Rehman (7/9) so she could familiarize me with the audit process and related expectations.
- Paraprofessional Heidi Chase did not renew her contract. Sara Spear submitted her resignation. We are in the process of finding replacements for both positions.
- The cafeteria floor is infested with termites. The treatment cost is \$3500. We are moving towards tearing out the wood parts of the floor and supports, and replacing with cement due to the high cost of treating for termites.
- I have been working with Tessa and Erinn (and Rachel) to provide the different documents needed for the audit. We have been able to locate nearly all of the items requested thus far.
- We have worked with Founders to make necessary arrangements due to the President and Principal transitions. Thank you, Tim, for your help with that.

Section 4.0 Relationships

Relationship-building with community members, responsiveness to diverse perspectives, and mobilization of community resources

- Erin and I met with Esther Kuiper and Rhonda Kribs of GRPS (7/10) to get acquainted with them, and how they support our work.
- I met with Monique Salinas and Jennifer Potter of Mind Meets Music (7/10) to get acquainted with them and their services.
- I met with Melissa Kusters of the GREDC and Chris Hanks (7/22) to get a better understanding of their program and our relationship.
- I met with Sharron Pitts of GRPS (7/28) for work on the charter contract.
- Some families have expressed a desire to be heard and dialogue about our multiage structure for the fall and transitioning. Sarah Cooper and I will be hosting two events (8/13 at 9:40 am, to connect with the Family Team meeting; and 8/19 at 6:00 pm) to meet this request and to further build community.
 - <https://www.facebook.com/events/617646525017585/>
 - <https://www.facebook.com/events/606388839483987/>
- Following a suggestion of Jeff Cranson at the Board retreat, I have put together video versions of my two family communications:
 - <http://youtu.be/UiqGG1vfSI0>
 - http://youtu.be/_TGyDRXkc9k

Section 6.0 Advocacy/ Section 5.0 Professionalism

Professional conduct characterized by integrity, fairness, and ethical behavior

- I met with Lindsay McHome and Kristin Brace of the Literacy Center of West Michigan (6/25) to discuss my participation in their Community Literacy Summit, and representation of GRPS in the process.
- A lot of work was done to get the charter contract ready for approval by the GRPS Board. Many, many thanks for the support in the process. Eric and I presented to the GRPS Board on Monday (8/4). I think it was very important we were there. Thank you, Eric, for your work with that, and Tracey for your suggestion.
- The work to get the charter complete resulted in a two “one-pagers” that can be used to speak to our successes and our work to get better. Marcia Kaye suggested using them with staff, so we may do that moving forward.

Report on Prior Board Directives/Recommendations

- I began officially July 1. I worked with Erin in person from July 1 – July 18 to help me transition into the role. She did a lot to pull together projects, introduce me to people, and show me the ropes. She has continued to make herself available to questions and assistance. I am very appreciative to Erin and the Board for providing me this opportunity.
- Several of you have met with me personally to offer support, share information, offer congratulations, and so forth. I much appreciate your help and warm welcome!

Other Relevant Updates, Requests, or New Business

- We will need to work together in the next month or two to make sure we have an adequate harrassment policy, and to continue to ensure we are meeting the contractual obligations of our new charter.
- Are there some ways we can support the GREDC with enrollment?

Respectfully Submitted,

John Robinson, Principal and Executive Director