

Administrator Report – May 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 – Marcia Kaye, our District Improvement Facilitator visited on Thursday, May 1st and led part of our CP

Current Enrollment for 2014-2015 – 242

A huge round of thanks to **Amy Riley Hekman and Sara Dews** for facilitating a wonderful, fun, and informative meeting last Friday afternoon. Many parents of the 5th grade class met to review the current curriculum, state and federal requirements, and even participate in a fun and very enlightening activity! I cannot adequately emphasize in words the tremendous amount of work, time, effort, and dedication both Amy and Sara have committed to this project. We began discussing this in earnest over a year ago – and in that time, both women have devoted countless volunteer hours to insure not only our legal and ethical compliance, but also, that our beloved students leave our school prepared as they face the challenge and excitement of becoming adolescents. Having experienced this process four times with my own children, and many years teaching it myself as a 5th grade teacher, I am secure and extremely confident that our students will have a wonderful, informative, and valuable Reggio-inspired experience.

Section 2.0 School Culture

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

Yearly Professional Development Calendar has been finalized – dates only – content includes Literacy, Math, Special Education, and Positive Behavior Intervention and Support – exact details and agendas are still being determined – but staff will now be able to plan their summer and school year around these dates.

End-of-The-Year Celebration are underway – Monday, June 2nd – planning has begun

Sana Amash and Cassie Laninga – attended International Reading Association Conference in New Orleans this past weekend. This was made possible through the use of Title II funds. This is the largest literacy conference in the world.

Anne Rasch – attended the NCTM – National Council of Teachers of Mathematics and presented along with Esther Billings of Grand Valley State.

Section 3.0 Management

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

Principal Search – Transition Plan – 22 applications received by deadline – the initial review team will meet on Tuesday [tomorrow] to rate and rank resumes and determine list for initial interviews. All members have been given a standardized form for this purpose.

Budget planning has begun – We met at Hungerford offices on Tuesday, May 6th to begin drafting, however, I have been sending Tessa and Phil contracts and pay increases, phone and computer lease changes, Title I allocations, etc. as information has become available over the past few months.

School Improvement Plan – Beth Scarbrough and I have completed the document in AdvancED/ASSIST – the latest piece was a student survey – this was the last of the stakeholder groups to provide their input – this process has been a year-

long endeavor and I wish to take this time to personally thank Beth for her expertise and collaboration as well as the technical and moral support provided.

Section 4.0 Relationships

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

Thank you letter sent to Kitty Cairns – We have received one installment of approximately \$5,000. Per her request it has been divided equally among all teachers, studio coordinator, Before and After Care [50%] and the remaining 50% going to the site plan redevelopment project.

Section 6.0 Advocacy/ Section 5.0 Professionalism

Professional conduct characterized by integrity, fairness, and ethical behavior

Evaluations of all teachers have been completed – Paras are next – support staff to follow

Charter Renewal – In process of scheduling a follow up meeting to finalize renewal.

Report on Prior Board Directives/Recommendations

Other Relevant Updates, Requests, or New Business

Respectfully Submitted,

Erin Melcher, Principal and Executive Director