

Administrator Report - January 13, 2014

Section 1.0 Vision

Health and Sex Education Curriculum Development Committee - Met earlier this evening to review the recent survey that went home last month. We had a 100% increase in participation since last year's survey. The overwhelming response in every category was at least a 90% "comfort level" rating with the curriculum content, scope and sequence.

School Improvement Planning Committee -We are currently soliciting community members to help us in the final draft of this document - an annual requirement of the MDE. All assessment, staff, family and student survey data inform this process.

Family Math and Literacy Nights- Math Night is this Wednesday, January 15th, and Literacy Night is Wednesday, January 29th. The agenda and activities have been designed by our RtI Team of Beth Scarbrough and Harmony Perry.

Odyssey of the Mind Sponsorship - Amanda Reimer requested a \$50.00 donation to this effort and we have agreed.

School Climate Survey - Sent to families in this week's ELink. The data gathered will support us in our ongoing efforts to develop programming, comply with Title I requirements, and identify areas of concern within our community.

Section 2.0 School Culture

Math Professional Development with Esther Billings, GVSU - This has been on-going throughout the year since last June. The intent has been to build the knowledge, skill and instructional efficacy of our instructional staff. The impetus for this PD was a combination of staff request and assessment data analysis. The staff has consistently communicated the value of these opportunities. The next session is scheduled on February 17th.

RtI - Our Response-to-Intervention team, Beth Scarbrough, Coordinator and Harmony Perry, Support Specialist have created a comprehensive and strategic model of intervention support in both literacy and mathematics. Ms. Scarbrough and I meet each week to review all students in Tier III individually, and to review the Tier II needs and practices throughout the various Discoveries.

Professional Development Master Calendar - the link to this was sent out with the Board packet email. This professional development program was designed and constructed prior to the start of the 13-14 school year. It was informed by identified need based upon school assessment data, MDE requirements, and most importantly staff request. The timing of the various PD sessions was intentionally chosen to impact additional teacher hours as little as possible.

February PD - This will be a combination of assessment data and methods review, as well as Investigations Math.

Section 3.0 Management

Budget - Tessa and I met over the holiday break to review and update as needed. We communicate several times a week to insure proper and responsible fiscal and financial diligence.

Hirings - Melissa Lantinga began in Discovery E and is transitioning nicely. We have hired **Hannah Wolcott** as an Occupational Therapist for a .2 [i.e. 8 hours a week max]. Hannah is also currently employed as a .8 with East Grand Rapids Public Schools. She will begin this week. We have hired **Val Schultz**, also previously from EGRPS, as classroom para in Discovery D to replace Kelli Belanger. Val began last Wednesday. We are currently still searching for a Special Education Resource teacher. We are in the process of scheduling additional interviews to fill this position. In the interim, Harmony Perry is filling in to service our students. [note: The process to fill these positions has been accelerated due to the timing and unexpected nature of previous staff departure - however, staff are always encouraged and invited to participate in the process each time]

Before and After School Care -Wafa and team continue to do tremendous work. Ms. Amash is to be commended as well on her tireless effort and self-direction in not only seeking out, but also in follow through of continuing education and professional development.

Paper - in response to growing concern over costs of paper, paper waste, and per-copy costs, and in conjunction with the new lease of our copiers, I began an experiment, based upon my experience at MSU. Each teacher was given an entire case of paper and an unofficial contest was initiated to see who could make their case last the longest. I am pleased to announce that we went from ordering paper every month to not needing to order since October 4th - and most teachers still have paper from their original case. We have extended the contest to a more "Survivor" type format - with the objective of "*whoever has the most paper left on June 5th wins*".....it has been extremely rewarding and validating to see the attention now paid to printing only when necessary, a greater emphasis on hands-on activity vs. paper and pencil, environmental awareness, and organizational sustainability. We can still improve, but I am very impressed by the results of this initial trial.

Focus School Update - We have been meeting monthly as a staff with our District Improvement Facilitator, Marcia Kay, who has been appointed by the MDE, in collaboration with MSU. Our latest session on January 9, 2014 was a review of staff perception data gathered last month.

Title I On-Site Review Re-Visit - February 13, 2014 - I encourage any and all Board members to attend at least a portion of this very important event. This visit is the one year follow-up from our Review conducted last February. It is conducted by our Field Services Reps from the MDE, and is intended to insure our compliance with federal and state requirements for Title I funding. Please let me know if you would like to attend and I will send you the specific times when I receive final confirmation from the state. The Written Processes you are being asked to approve tonight are part of this process.

Section 4.0 Relationships

Mary Free Bed - Tim Pietryga, Development Director at Mary Free Bed invited our 5th grade students to lead the "Crowning Ceremony" for the expansion project on December 19th. We were well represented by our young ambassadors and even made it onto several media outlets that day.

GRPS - Continues to be a great resource and friend of the GRCDC. I was honored to be included in a presentation regarding data management at RDV, hosted by Teresa Neal, and attended by area superintendents. John Helmholtz, Rhonda Kribs, Esther Kuiper, and Mickey Savage, among others, provide invaluable advice and support whenever it is needed.

Expanded Learning Opportunities Network - "ELO" - the GRCDC has joined this network which provides resources, professional development opportunities, and networking opportunities for schools, childcare centers, and other child and family oriented organizations in Kent County.

Section 5.0 Professionalism

Professional conduct characterized by integrity, fairness, and ethical behavior

Investigation and clarification of issues regarding GREA contract and subcontracting of employees at the GRCDC

Section 6.0 Advocacy

Advocacy on behalf of the school by understanding, responding to, and influencing the larger political, social, economic, legal and cultural context

Investigation and clarification of issues regarding GREA contract and subcontracting of employees at the GRCDC

Site-Plan Development/Fundraising Committee - Eric Doyle, Janay Brower, Scott Ayotte, Jason Ferenczi and I have been meeting to accomplish the immediate goal of realizing our vision of redeveloping our site plan. We have tentatively planned an information session to be held in conjunction with our Open House on March 19th.

Report on Prior Board Directives/Recommendations

Charter Contract Renewal with GRPS - I have been contacted by Teresa Neal's assistant and we are in the process of coordinating the schedules of the various department members to have an initial discussion regarding renewal prior to scheduling an agenda item with the GRPS School Board.

Other Relevant Updates, Requests, or New Business

Meeting with Rich Haralson Monday 1/13 to discuss construction of snow and ice structure at 409 Lafayette - Haralson's have also requested a single use beer and wine license to coincide with a concert held in the structure. Following the event, the structure would remain on site for our use.

***Respectfully Submitted,
Erin Melcher***