

## Interim Principal Report

June 2020 COE Meeting

Julie Jueneman

- Special Education – Almost all of our 383 Special Education Staff will be new next year. The only one returning is Title One.
- I9's – Stacie, Michelle and myself were trained how to correctly check I9's and file them. All have been gone through. A few teachers need some updates at the start of the year. These should be checked and documented as people are hired from here on out.
- Grade Cards/Book Check in - Grade cards were completed. Book check in is completed. Books have been taken to teacher's classrooms. They will be responsible for checking if they are still missing anything. Some grade cards were given out during check in. The rest are being mailed this week by Michelle.
- Teacher Contracts – Teacher contracts were completed a couple weeks ago. All teachers came in to sign them. I met with them individually to show them and explain the changes. The changes included the teaching contract days, the salary schedule, and supplemental pay. One is requesting COE to relook at the pay schedule approved last month. Geoff signed the contracts June 17<sup>th</sup>. Carrie Ellis asked Monday to back out of her part time contract due to wanting to care for her elderly parents. She would still like to be on the substitute list.
- Victory/Butterfly Garden - Patsy is having a fabulous response to the Victory and Butterfly gardens. She has gotten us a lot of press time with this.
- First Communion – First Communion was rescheduled for June 28<sup>th</sup>. Allyson and Sherri have been meeting with the kids in small groups to prepare. They are a little concerned in the last couple days of going ahead with this date due to the recent increase in COVID-19 numbers and gathering size back down to 50.
- Graduation – Graduation was rescheduled for June 26. There are also concerns with going ahead with this date to due the recent increase in COVID-19 numbers and gathering size back down to 50.
- Organization –
  - Contract Files – Organized the current year when redoing them... need to finish the rest of the year.
  - Employee List – Created a complete employee list and found start dates for all. This was something we found was needed when auditing the I9's
  - O Drive/Admin Drive – We still have many old staff members that have access to the admin drive and email addresses. I've collected a list from NCS and we need to update it and have them delete staff no longer here.
- Teacher Appreciation – Teachers were thrilled with the cinnamon rolls and margaritas from the group of parents that gave them the week of teacher appreciation.
- 2020-2021 School Calendar – I updated the calendar with the COE approved suggestions. It was sent to all staff. We still need a date for music program, drama play, Reconciliation, and First Communion.

- 2020-2021 Enrollment Numbers: Enrollment numbers were in 3 different places. It was hard to tell what was the most recent copy because multiple people update it. I verified last year's class list with what Barb had on Power School. I then compared that list with the 3 found on the Admin Drive for next year. I now have one complete list I'm working from. From that, I created the comparison chart from last year to next year. Please see the attached sheet.
- IT/NCS – There are some IT/NCS concerns we decided to wait until the new principal was hired and the new school year to look into this.
- Music Position – We've had two people apply. The first cancelled the interview two days before. The second will be interviewed this week hopefully. Mike has taken the lead on this.
- Maintenance Position – Ulises Martinez accepted the new maintenance position. He started June 8<sup>th</sup>.
- COVID 19 Survey – Mike and Julie worked together to create and report the data. Teacher's names were replaced with XXXX in the open-ended question on the shared copy and it is all grades combined for question #10. If we start with distance learning, each teacher will get the original typed copy for their grade level. Please see attachment.
- Football Coach – Tyson Vrbas has resigned as the football coach. He would like to be able to go to his high school son's football games. He recommended Thomas McAnerney for the job. I asked Thomas if he would be interested. He said he would think about it. I haven't heard back.
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