

# Administrative Reports

## Board of Education Meeting

### June 22, 2020

#### **Superintendent**

- The MASA hosted a conference call on Monday to review the Consensus Revenue Estimating Conference that was held. As Adam, and Kevin Miller discussed at the BOE meeting the state revenue is down over 1 Billion dollars. Though we have not received any new info addressing how this will impact schools this year and next year we did get a small glimmer of hope when Senator Shirkey told the news that he does not support any cuts for the current year. I have my fingers crossed that he is able to back-up that statement and find other ways to balance the State budget. The legislature has scheduled another Revenue Conference in August, which has never been done before. I believe they will wait until after this meeting to provide us with a budget for the 20-21 school year.
- Brian, Sandi, and Adam took part in a conference call this week to investigate the opportunity and feasibility of accepting online payments (credit card) for sports, daycare, preschool, and other school fees. The initial response is good and we think we can roll this out in the fall. The three of them will continue to work on all the details and I will keep you updated on the progress.
- Krett has contacted both the Roofing and Asphalt companies this week. We have not received a date for the work to be completed but will do so as soon as it is scheduled.
- I reached out to Lieutenant Pohl with the St. County Sheriff's Dept. regarding the inmate work program. Unfortunately, due to Covid 19 the program has been suspended and over the past couple of years the restrictions have increased. He stated that the work we were requesting would not qualify at this time.
- Wellness Wednesday seemed to be a positive event this week. We received several thank-yous from both teachers and families in the community. If online schooling continues in the fall we will consider trying to provide these types of breaks throughout the year.
- I had both a County Curriculum Council meeting this week as well as a County Supts meeting. The main discussion in both meetings was regarding what education will look like in the Fall. Though we do not have any definite answers yet the county has put together a Leadership team to plan for several scenarios. Both Susan and I have joined this team and will be sharing some details of the plans over the next couple of weeks. The 4 main scenarios that we are preparing for are face-to-face (old normal), face-to-face with social distancing, hybrid of FTF with online, and full online. We are discussing everything from busing to lunch to safety requirements. The goal is to have a unified plan for all county schools for stability and continuity for all our students and families.

- Matt, Drake and I will be meeting this afternoon to review the NFHS guidelines that he provided to us all last night and start developing plans for our teams as restrictions get lifted. We will provide the BOE a copy of the plans once completed.
- The county Continuity of Learning Task Force met this week and we have created a document to help guide the local districts through planning for several scenarios this fall. I will be working with the administration to answer the questions and to create a plan for each of the four scenarios. As we move through this process and get more answers from the state we will begin including more stakeholders from our staff and community to get their input. Check out the document at [https://docs.google.com/spreadsheets/d/1PvvIv7eGAtwoK4uS3\\_en7ltx\\_Og7XFoJbgrChkahfgo/edit?usp=sharing](https://docs.google.com/spreadsheets/d/1PvvIv7eGAtwoK4uS3_en7ltx_Og7XFoJbgrChkahfgo/edit?usp=sharing)
- We have not received any new information regarding school funding this week but I have attached a draft letter that I will be sending to our legislatures hoping to encourage their support of funding for schools.
- Our custodial staff returned to work this week and have begun emptying classrooms to prepare them for waxing and carpet cleaning.
- JP Asphalt is planning to begin parking lot repairs tomorrow at the Jr/Sr HS. As long as the weather allows they hope to get all the potholes repaired throughout the day. They will come back at a later date to repair the catch basins behind the school.
- Adam and I will be meeting this afternoon to review all grants spending for the year and to modify the consolidated application. The consolidated app is used by the MDE to monitor grant dollars, approve allocations and spendings. This application will also be used to approve the use of current CARES act money and any future money awarded.
- I spoke with Barb Templeton from The Voice several times over the past week and we received some pretty good press from her in this week's voice. Here are the links to the articles. [https://www.voicenews.com/news/school-districts-face-bleak-future/article\\_291197d2-a105-11ea-aa69-4b9523b9e4b7.html](https://www.voicenews.com/news/school-districts-face-bleak-future/article_291197d2-a105-11ea-aa69-4b9523b9e4b7.html)  
[https://www.voicenews.com/life/memphis-sets-graduation-ceremony/article\\_56e9997c-9b90-11ea-8285-3367e3f7a693.html](https://www.voicenews.com/life/memphis-sets-graduation-ceremony/article_56e9997c-9b90-11ea-8285-3367e3f7a693.html)
- Susan and I met with the Continuity of Learning Task Force again this week and spent a lot of time discussing the CDC considerations for ways schools can help mitigate the spread of COVID. Overall, the recommendations are attainable and many are already being met with our current procedures. However, when it comes to busing we are struggling to identify a feasible way to transport students and maintain the social distancing recommendation. Even if we are allowed to put 1 student per seat we would need to have multiple morning and afternoon runs to transport all of our students. As we receive guidance on this we will update you with our plan. Here is the link to the CDC recommendations that we review at the meeting.  
<https://docs.google.com/spreadsheets/d/12Gly-f2-zyQFBJYvTouohKCzVKRQRpBm-3OJ0m74fA/edit?usp=sharing>
- Both Matt and Susan sent out surveys to their staff and families regarding our "Learn from Home" plans and materials. The teachers responded that they felt comfortable with our plan and expectations. Many of them plan to continue using the Learning Management System (mainly Google Classroom) when we return in the fall. The overall

response from the parents was positive. We had several families wanting more work and some commenting that it was too much for a working parent to handle. We have definitely learned a lot from this experience and the admin is holding meetings with staff members to collect info regarding the "good, bad, changes needed and resources needed" to improve this experience in the fall.

- The admin team and I held another monitoring session with RESA this week. We met with several RESA employees to talk about our Continuity of Learning Plan and discuss how it was going. We received praise from RESA for the work and planning we have done throughout the entire process. Great job Susan, Matt, Robin, Brian and Staff.
- At our Administrative Team meeting this week we continued our planning discussion for the fall. As we receive more info and guidance from the State we narrow our focus a little more. Our main objective at this time is to establish our expectations for teachers with online instruction. There is no doubt that we will need to provide content to some of our students virtually in the fall and we will be prepared for it.
- I have been working with Adam to submit our grant application for the CARES act money. We received notification this morning that our grant had been approved and that the money was available to be spent. We have submitted the Consolidated App and Title I School Selection grant into the Monitoring System for the 20-21 school year. We also plan to submit the 31a fiscal report for 19-20 next week.
- Matt, Keith, Drake and I met to discuss our plan for the startup of Athletics this week. Drake has created a coaches' checklist and sample practice plan that we will share with our community next week. He is working to finalize the summer workout schedule and creating a supplies list. We have ordered 2 no contact forehead thermometers for the coaches to use at the beginning of every workout and will be ordering sanitizing spray for equipment and students. Here is the link to the coaches' checklist  
[https://docs.google.com/document/d/1gr8TmcnPfGV1szPFE9Gljcr4IJcCg9s7N3pU\\_l9f\\_w/edit?usp=sharing](https://docs.google.com/document/d/1gr8TmcnPfGV1szPFE9Gljcr4IJcCg9s7N3pU_l9f_w/edit?usp=sharing)
- At today's County Supts meeting we discussed remaining united as a county as we roll out our Fall plans. We are all very optimistic about being Face to Face with instruction in the fall but believe there will be significant social distancing and health requirements.
- Tuesday was the last day for food delivery and pick-up. Thank you, Laura and staff, for all the work you put into this. You did an outstanding job.
- Zimmer roofing arrived this week and have begun patching the roof at the Jr/Sr HS. They said the progress is going well and hope to be done sometime today.
- JP Asphalt has finished the parking lot and drain basin repairs. The repairs have made staff and parents very happy.
- At the Continuity of Learning Task Force meeting this week we continued to focus on the CDC consideration for returning to school face to face in the fall. We feel confident that we will have face to face learning for the start of next year and we are planning for all the social distancing and preventative measures we may need to adopt.
- Susan had over 90 participants on her virtual Kindergarten Graduation this week. She and her staff did an outstanding job of organizing and running the ceremony.

- Matt and Keith have been in all this week collecting books, assignments and returning the last of the students' belongings. We will have a better idea next week of the number of missing books when teachers complete their yearend checkout.
- We were able to schedule Centurion Carpet Cleaning earlier this year due to the closure. They started yesterday and will finish their cleaning this afternoon. This will definitely help the staff accomplish all that needs to be done before the return in August.
- Drake, Matt and I have met several times to put the final touches on our plan for athletic teams to begin conditioning next week. Drake has met with the coaches, sent information to our families and coordinated with Krett a cleaning schedule. We will continue to monitor everything and make changes as the restrictions are lifted. We are optimistic that we will have regular competitions this fall. Thanks to Krett and Drake for the ordering of supplies and organization of the return of athletics.
- I will be meeting with Matt and his team early next week to plan our graduation ceremony. We are still planning for July 11th on the football field and hope that the restrictions allow us to have all family members in attendance and a BBQ after. Matt and I will be sharing the details for the day once they are completed.

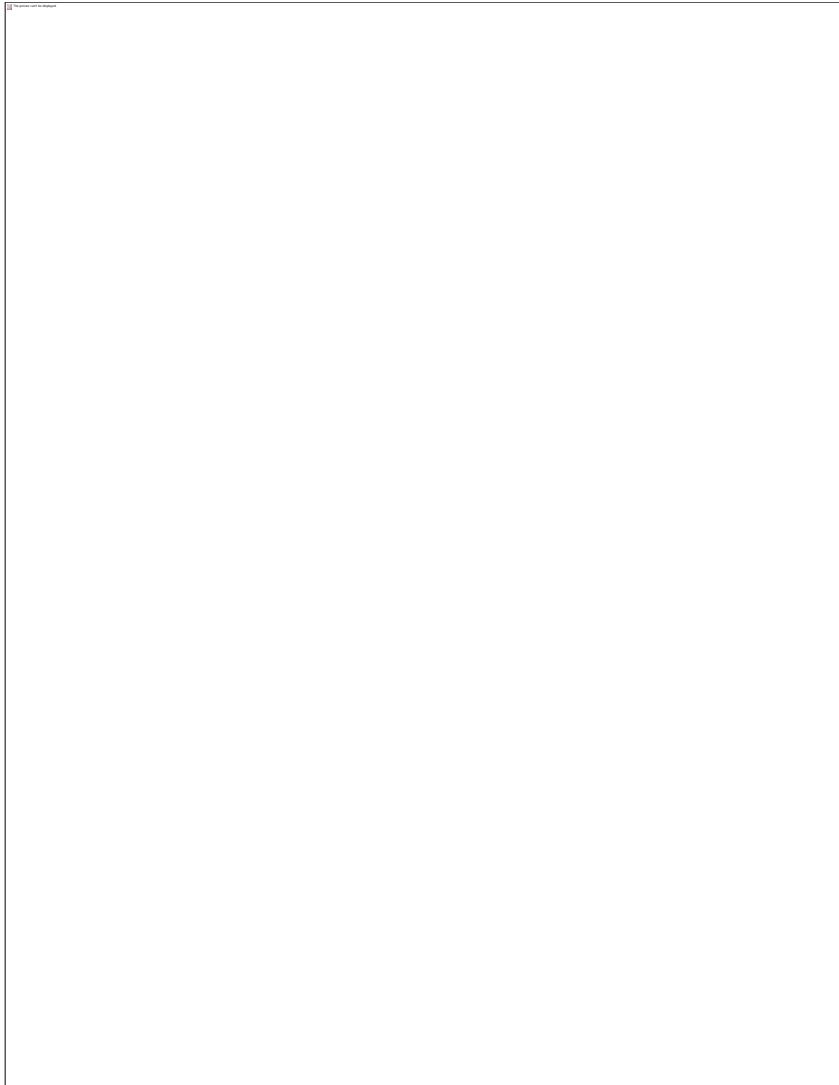
#### **Jr/Sr HS Principal**

- **End of the year Letter to the Editor, Times Herald: <https://bit.ly/LTE2020JrSr>**
- End of the school year: Books have been collected, Locker items have been returned and final grades were submitted June 19. Report cards and information on summer school, Yellowjacket Day, etc. will be mailed home this week.
- Staff has checked out for the summer! Checkout included "End of the Year" discussions with teachers and staff. The conversations were positive and will guide the planning of professional development for staff next year. The principal and assistant principal conducted the brief interviews.
- Administrators are working on a PD plan for next year in cooperation with Roy Burton and MIRPTC. The plan will focus on building relationships with staff, building trust, and improving atmosphere and culture. Mr. Bruton is planning to submit a draft of his program by next week.
- The Graduation Team met last Monday to discuss plans for our July 11 graduation/BBQ. Plans are tentative and were released to seniors and their families last week. Mon and Wed of this week, from 5-7:30, students can pick up their tickets (limit is 4 per student if we reach Phase 5 for outdoor gatherings) or their diploma (if they choose not to attend the graduation ceremony). Afterward we will BBQ hot dogs and have some chips and drinks for those that want to stick around and visit. Graduation will begin at 11:00am and the BBQ will begin right after the ceremony is over (roughly 12:30-2pm).
- Plans are in the works for a "2020-21 Welcome Back Tailgate" for staff at the Jr/Sr HS before the first home football game on August 27th. Details coming soon.
- Custodial crew has been cleaning and waxing floors and working throughout the Jr/Sr High School to get the building in shape for next year.

- Athletics are slowly returning to Memphis. Coach Brimmer had about 20-30 football and basketball players out in the rear parking lot last Monday. All of the players and coaches were following MHSAA and Memphis athletics guidelines while conditioning.
- **Virtual Coffee w/ the Principal episode June 17, 2020:** <https://bit.ly/3hB5Uog>
- **June 2020 Yellowjacket Monthly:** [http://memphisk12.org/downloads/jrsr\\_newsletter.pdf](http://memphisk12.org/downloads/jrsr_newsletter.pdf)

### **Elementary Principal**

- End of the year meetings were held with all teachers. We had great conversations and reflections of the school year and online learning.
- We held Kindergarten Graduation on June 9th just under 100 people attended. The recording is available here <https://bit.ly/memkggrad>.
- On June 12th we held a “Honk Out” to wave goodbye to our students and the 2019-2020 school year.
- Memphis Elementary has been selected to be a RESA Lab School. It is quite an honor to be selected for this. RESA consultants will be at our school weekly each Tuesday providing embedded classroom professional development to all teachers in the area of writing. We also will still have our literacy consultant every other week.
- We continue to enroll students in our Developmental Kindergarten and Kindergarten programs. The numbers are encouraging for both programs.
- The Times Herald recently published my community letter. Here is a link  
<https://www.thetimesherald.com/story/opinion/2020/06/15/memphis-elementary-principal-community-worked-together-finish-school-year/3190048001/?fbclid=IwAR3UPFH6-QB-iWh2GsDfpVHhe2XXn-NsByZDkE6G4HhSBUSOsV7Y6DzcqO8>
- Unique Grounds and Supply, together with Bad Boy Mowers, is hosting the 2nd Annual Bad Boy Gives Back golf outing. Last year the outing raised \$15,000 for our school. (Our Book Bus project is still in the works, but was on hold due to Covid closure.) Here is the flyer for this year’s outing.



## **Business Director**

- ESSER (Cares Act) Draw request has been submitted.
- Title IV Draw request has been submitted.
- I will be attending (virtual zoom meetings) my final MSBO Business Manager Academy class in June. This is a modified course that typically consists of 3-4 hours of roundtable discussion. This is my last session and will complete my MSBO Business Academy course. These sessions have been a great resource to hear what other districts are experiencing and be able to bounce ideas off each other.
- Attended several virtual meetings with MSBO and Department of Treasury in regards to the current state of the State Budget. Unfortunately, there is no new information in regards to the State Budget, and we will likely not have any

definitive answers until September. That being said, all information available at this time shows it is unlikely that a pro-ration will occur for this year. Current projections for 20/21 show a decrease in State Aid funding of \$700 per student. There are many variables still in play that could change this figure, however, this is the current projection with the available information.

- The State is still looking for ways to reduce the projected deficit in the school aid budget. State legislators are lobbying for additional Federal relief funds as well as for additional flexibility on the CARES Act funds that have already been received, to be able to allocate to the school aid fund. The Federal HEROES Act has been passed in the House, and would allocate \$58 Billion to schools. However, it does not appear at this time that this will pass in the Senate.
- I have completed the State Aid Note application for 20/21. We did not utilize this in 19/20, due to the switch to the Summer Tax levy. However, for 20/21, I am recommending that we utilize the State Aid Note program and apply for this funding. With all of the unknown that currently exists with the upcoming school year and State Funding, I am recommending that we apply for a State Aid note to ensure that our cash flow needs are met throughout the year.
- I have completed the 2020 L-4029, which establishes our Debt Levy rates for the upcoming tax year. I am pleased to say that our debt levy rates will remain unchanged (4.85 mills) from the prior year. Last year, we had the opportunity to substantially lower debt levy rates in 2019, with the expectation that they would be raised substantially in 2020, to meet our debt repayment needs. We made the decision last year to lower the rates, only slightly, in 2019, to enable us to keep our rates consistent in 2020, and not have to raise the rates substantially for the taxpayers. My projections held true and rates will remain consistent in 2020.
- I have completed the 2019-20 A3 Budgets. Sandy and I have reviewed each budget line item and have adjusted all items to reflect actual expenses through year end. As projected in our May Finance Committee Meeting, we have experienced significant savings during the time of the Covid-19 closure. These savings are reflected in our final A3 Budget Revenues and Expenses. As previously stated, at this time all information available leads me to believe that there will not be a State Aid proration for the 19/20 year, therefore, the A3 budget does not reflect a proration in the 19/20 year. With that being said, there are still a lot of unknowns, and we likely will not have a final answer on this until September. The A3 Budgets are very similar to the projections that were presented at the May Finance Committee Meeting.
- I have completed the 2020-21 Preliminary Budgets. As previously stated, all information available at this time leads me to believe that there will be a reduction in State Aid of \$700 per student, and as such 20/21 preliminary budget revenue projections include this reduction per student in State Aid. 20/21 expenses

include the new MEA contract, increase in Dual Enrollment, as well as the addition of 2 new bus leases (which will be presented and you will be voting on tonight). The 20/21 Preliminary Budgets are similar to the projections that were presented at the May Finance Committee Meeting, with the exception of the new bus leases, which were not included in the May projections. The 2 new bus leases were not included in the May projection due to the fact that at that time, we were unsure of what effect the Covid-19 pandemic would have on the 20/21 school year, and how learning would be presented. At this time, Brad has determined the busses will be needed for the upcoming school year.

- We have received a \$500 check from Set Seg as a part of it's Workers' Compensation Fund Safety Program. These funds can be used at the discretion of the District, however, they are encouraged to be used for items that increase safety and security measures in the District.
- I have confirmed with Paul Bailey that our annual audit fieldwork will take place Aug. 3-7.

#### **Athletic Director**

- We had our first week of our return to sports, and our coaches, athletes and parents all did a great job. Our coaches each go through a health check themselves at the beginning of each workout. Our athletes are then checked with a temperature check first, then they answer a preliminary list of health questions. If there is a concern, then 1 of the coaches meets with the athlete individually, and then parents would be called. As of date, we have had 0 concerns. We have averaged over around 60 athletes attending daily and on 2 of the days, well over 75 athletes. Cheer with around 20 girls, Volleyball coaches have had over 25 girls, and football and basketball have had 25+ boys attending. Head coaches of all 3 programs and their assistants have done a phenomenal job of getting all the participation forms signed before each practice. (Posted on facebook and athletic website) Great job coaches and athletes.
- Fall athletic schedules are completed, and we are very encouraged at this time that we will be having an JV football team. We have changed the JV game days to better take advantage of the NEW MHSAA rules, in the hope of having a JV team.
- Boys Soccer and Volleyball schedules are completed as well as football, and Cross Country is just waiting for more meets to be assembled.
- We have solidified our football coaching staff, and we are excited to have 3 former high school head coaches now on our staff. I look forward introducing you to them next month for Board approval.
- We have had 3 seniors nominated to the various basketball all stars game. Congratulations to Ethen Rhein, Jacob Nutaitis and Matt Wendling for the accomplishments and in being selected.
- I am requesting to be able to pay 1 Schedule C Assistant Coach for Varsity sports

( Football and Track currently have paid assistants)

### **Technology Director**

- Continued to support parents, staff, and administration on all things related to at-home learning through the end of the school year.
- Sandy, Adam and I met with e~Funds regarding accepting online payments for other areas besides our food service program. We came out of the meeting thinking we could offer online payment options for athletics in the near future, as possibly some other areas as well.
- Assisted with various virtual meetings in the district. The Class of 2020 Honors Convocation was recorded and posted on our website, and Kindergarten Graduation was recorded and sent out to families that missed the event. Also did a Jr/Sr High Virtual Coffee w/ Principal on June 17th.
- Continued to keep all our systems up to date (Security patches on our windows servers, our backup server, Wi-Fi network, and camera system were also all upgraded to latest versions)
- Dawn Smith and I performed a battery maintenance procedure on all Chromebooks in the district to prepare for summer storage. I also repaired all broken chromebooks that were found. So far our Dell Chromebooks are holding up better than the HP's we have.
- In the process of collecting equipment that was loaned out to staff so I can begin our summer technology inventory
- Discovery Education and CVS have selected Memphis Elementary School and Memphis Jr/Sr High school to be recipients of 2 free years of their premium DE.X streaming platform. Only 6 schools in the county will be selected for this, and our schools are 2 of them! This is a value of over \$5,600. We are meeting next week to go over the details of this partnership.
- No news yet from USAC regarding approval of our Category 2 E-Rate bid for our Wi-Fi upgrade, but as soon as we get our approval we can have our site survey done and order equipment.
- The camera servers in the Jr/Sr High were upgraded this week. New servers should be much more reliable and scalable than the Windows servers we've been using for years. The new software will provide many new features and benefits as well. Elementary building upgrade is scheduled for next week.

### **Maintenance/Transportation Director**

- Holland Bus has picked up the two bus leases that were up
- With it looking more and more like school will be starting back up with in person classes it is necessary to purchase/lease two buses to replace the two leases that were up. I have given the prices and recommendations to Brad to bring to your attention. Holland bus (BlueBird) has been terrible to work with, as Brad can attest to, both in customer

support and warranty work. It is my recommendation that we go with International buses as they are comparable in price and have been much more supportive. At this time all of their diesel buses have been sold and due to the Covid shut down they don't think that they will be able to get us any until early next year. They do currently have some gas buses available, which is what we had from Bluebird.

- I have been in contact with several companies to get quotes on hand sanitizers for the classrooms, electrostatic spray machines for classroom and bus disinfecting, and spray. Unfortunately due to high demand right now it is taking several days for return calls. As soon as I have pricing I will share it with Brad to get to you for approval asap. All of these new procedures are going to come at quite a cost - for example - current recommendations are the use of hand sanitizers throughout the day by all students and staff. The anticipated use is one gallon or more for each staff member and student during a school year. Current costs range between \$30.00 and \$60.00 per gallon, depending on company, alcohol content, and availability. With our current count and staff we are looking at \$27,000 - \$54,000 for sanitizer alone. This as we know also has damaging effects on the waxed floors so we are looking at ways to try to alleviate this issue, as the wall mount dispensers and foam sanitizer that is less damaging comes with an even higher cost.
- The use of electrostatic spray machines are also not cheap. The ones most recommended are the Clorox 360 machines that they are having difficulty producing enough of and are selling on ebay for nearly \$10,000. So I am looking at alternatives to this as well. There is also the added cost of chemicals and man hours to do this on top of the cost of the machine.
- We will also be placing desktop sneeze guards in place on the front desks of the offices in order to help keep our secretaries safe.
- Work has been completed on the parking lots, where repair was possible. They anticipate much more crumbling of the asphalt in the coming years and recommend a complete replacement within 3 years.
- The patch work has also been completed on the roof at the Jr/Sr high, in every location that they were able to find tears and holes. The repair company feels we are within 2-3 years of being in need of a complete roofing redo.
- Disinfecting and cleaning of the classrooms is going well and floor stripping and waxing has begun in the high school.
- The carpets have all been cleaned at the elementary.

#### **Food Service Director**

**We ended the year with numbers dropping weekly. People were going back to work so many were no longer needing to pickup the items offered. We did however send an information packet for farmers markets, food pantries and meet up and eat up locations, Incase anyone had a need. We are glad we were able to provide the help for our families and friends in Memphis. Looking forward to getting things back to a more normal school year in 20-21.**