

HOS Report 2/19/20

Authorizer information

Many new meetings-two on 1/24/20. The first was a round robin, individually with the different members of the authorizer team that morning. In the afternoon, I returned for a joint meeting with Jodi D and Maurella. The WAPS Charter Authorizing team is working hard on the new application, and has a committed group working to get it done.

Job Descriptions

This is being pushed forward as a high priority. Looking at the 3 locations they are stored in led to digging through duplicate Drive folders, and G Drive folders, with Lori and I agreed on one set and one place to work on the job descriptions for all...that will be the HR Job Descriptions folder for now. The long game is to update all interview questions, and accompanying rubrics all stored in the Drive as we work to cycle out of Microsoft for the vast majority of documents.

AHOS search/hiring committee

For the committee meeting on 1/24/20, I worked on compiling lists of potential questions, a list of questions that may not be asked for interviewers, an updated AHOS Job description beyond the condensed version used for the posting, and will continue to work on potentially an expanded evaluation rubric.

Illness

We have been hit hard with sick kids and staff. Many staff have been flexible and worked well outside of their "normal" responsibilities. We continue to try and find more subs, but every time we bring one in, we have more need. Will try to dig up a few more.

Research shows that humidified air helps reduce viral loads-so we are trying to get the humidifiers that are built into the building up and running as well. They have not run since 2000.

Mentorship Grant

See attached. Next year's application just came out as well. Hope to work on that next week. I am waiting for the contract. The spending window is March 1- June 30.

Archery club

43 participants-yike! El and I are working hard with this young group-majority are grades 4 & 5. There is a tournament at Ridgeway on 2/29. I am hoping to order a second safety net, new arrows, and arrow rests this year.

Instagram

Account is up and running. It is linked to FB and the website. I am trying to push out content twice a week to build up our base as discussed with the Fundraising Committee. Vision Design met with Ann Marie and I and showed us how they can help us with digital marketing,

fundraising, etc. I challenged them to figure out how to send out a campaign built around Montessori Week, where we push out a challenge to BMS alum, where they can publish pics of themselves from the past and tag friends with the goal of adding digital membership to our platforms.

TRA

I set up an informational meeting with a TRA rep for March 30th. The rep will go over TRA value, funding, and how it works in general. Then all staff will be guided through accessing their online accounts for future reference.

Bonds

Emails with John Cairns-Bluffview has a Standard 8 year call. Callable 6/1/2024. 2% penalties apply until then. I have spoken to him about money for the new boilers, repairs to the HVAC system, potentially for more upgrades to the dry suppression system, and the garage project. Currently, we are exploring some loan ideas to do the required projects.

Horace Mann

Currently long term disability kicks in after 90 days-that is pretty long. We are reviewing financials and options to tighten that up to 60 or 30 days. More to come. They also have a service for approx \$25/month per person like Aflac that staff would be able to have drawn from their paychecks-this would allow for a bridge from day one into the disability timeline. Will bring a proposal at a future meeting.

Superintendent visit

Annette Freiheit, the WAPS Superintendent, visited Bluffview for the first time on January 7th. We spent about an hour walking through the building, discussing many relevant items like E-learning days, State testing, and MTSS vs in class instruction. It was a very positive visit.

5K

Matt Cyert has committed to helping lead the effort this Spring. Ann Marie, Matt, Josh, and I will discuss dates for the event and begin the planning process.

Tennessee Warning and Informed Consent documents

We have updated the Tennessee and Consent documents for internal use.

Website

The virtual tours are on the website. There were a few changes/adjustments that had to be made, like the digital elimination of some items that were unsightly like the wi-fi point in CH I.

Montessori conference in La Crosse 1/11/20

Well attended. It was worth the day to spend with the team. Have a potential new Montessori presenter in the keynote speaker for PD as a replacement for the time Paul Epstein used to spend with us, should we choose to do that again.

Strategic Plan

I have an updated draft that Ann Marie, Erich and I will review and tweak. The plan is to bring it to the Feb Board meeting.

Core Values document

This is my next project to focus on. I hope to get a draft done by the next Board meeting as well. It will be used to create a PD session around Values, Ethics, and Culture for next school year once it is completed.

How to support Bluffview beyond monetary donations

Jerry Windly Doust and I are working on a document to pass out to parents that give easy to follow, detailed instructions on how to support Bluffview in a way other than monetarily. We came up "5 easy ways to support Bluffview"-A simple handout that we can pass to families that shows them how to: leave a rating/review on Google, Facebook, Niche, and Greatschools; how to nominate teachers for "Teacher of the Month" on local radio, as well as openly discussing Bluffview with friends (perhaps handing out the small PR business cards we created), and wearing BMS gear. We are discussing putting that information on the website as well.

Camera System

I drafted and submitted an RFP for the cameras system as discussed. It was broken down into 5 phases. Am waiting for responses.

Authorizer

The Authorizer work is now picking up...we are meeting tomorrow morning, and now have quarterly meetings beginning next week on the 24th. Appropriate that our review cycle today includes the Authorizer contract. There was just an authorizer conference a few weeks ago, and Maurella sent me all the powerpoints and asked that Jodi and I review them for our upcoming meeting.

The docs/powerpoints are in the Shared Board folder under "authorizer/861", then "New contract work" for your review.

MCCC

Submitted and appears to be approved/accepted by MDE.

DHS fingerprint plans

Working with local organizations to bring the equipment to Winona