Assistant Head of School Report: October 16, 2019

Operations
Enrollment:

	KG	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
	26	25	25	25	25	26	25	23	14
Actual 2019-2020 enrollment			Kindergarten						26
		E1 classrooms							75
			E2 classrooms						76
				Erdkinder					37
		Total							214

Finances
- September, 2019 CLICs report in to MDE (Food service)

Breakfast	Total
Grades 1-8	497
Kindergarten/HK	83
Early Childhood	85
Total	665
Lunch	**Total**
Grades 1-8	2068
Kindergarten/HK	265
Early Childhood	212
Total	2545

- Completed Verification for free and reduced lunch applications. Process required each year by MDE that verifies a percentage of the free and reduced lunch applicants.
- MARSS Submission: First fall submission of the year was 9/24/19. Final end of year 2019 was October 16. I continue to work on learning how to use Ed Fi, which will eventually replace the present MARSS submissions. We are now using the new EDIAM system, but because JMC is not ready, we are unable to be submitting our files through Ed Fi. This year, we will need to submit in both MARSS and EdFi. If our comparison reports are positive, we would be able to use only EdFi next year. (MARSS submissions allow us to get our state/federal funding, sped funding)
- Our 3 year food service review with MDE is this year. I have been working on submitting the required information for both the phone conference on October 23 on site visit (November 5-6).
- I have been working to start MA (medical assistance) or third party billing for Bluffview. Paperwork has been submitted to Health and Human Services, and we are waiting for approval from them. Para professional has completed PCA (personal care assistant) training. The next step will be to complete a time study and get set up to track billable expenses. Third Party Billing is a program where Bluffview can be refunded for billable expenses, including PCA services for special education students, speech and language services, and some school psychologist fees.

School Activities
- Fall Sharing on October 8 - We had a great turnout for fall sharing and breads 'n spreads afterward.
- Fall Festival will be on October 26 at Briggs Farm. I have been working with a parent committee in planning activities. Wood fired pizzas, apples donated by Ferguson's with caramel, and beverages will be served from 1-4:00 pm. Activities include obstacle course, hayride, craft table, and a bounce house.
- Scholastic Book Fair October 24-30. We have been working at getting volunteers to work.
- Happy Harvest will be on November 27 and Winter Breakfast will be on December 20.

State/Federal/Authorizer Accountability
- SPED Evaluations and IEP meetings
- Worked with SPED staff in student programming
- Mentoring
- Monthly SPED Meeting with HVED SPED Coordinator

Educational Program
- Fastbridge testing has been completed. (Brooke Kammerer observed setting up testing for next year) CH, E1, E2 Interventionist meetings have begun. ADSIS and Title placements have been completed. Erdkinder will begin monthly intervention meetings in October.
- I have begun to call for substitutes for teachers, assistants, and para professionals.

- I have been helping the new nurse, April, who is helping Bluffview this year. I have been getting all meds and orders ready for all field trips to help her. She had vision/hearing screening October 15.
- Math Masters - Rachel Heim will be starting two groups of Math Masters, a competitive program for 6th grade and 5th grade students. She will start 6th grade group January 6 and will meet once a week to practice for competition on February 28 in Rochester. The fifth grade group will start the first week of March for the April 24 competition. Sign up will start the first week of December and go to December 20.
- Started to prepare for state testing - calendar and information on website. Began training for ACCESS with Kris Swogger.

Human Resource
- We have been interviewing for Transition Assistant to replace Louise Stenberg and have offered the position to Victoria Rico. All paraprofessional positions have been filled.