

## **Administrative Bulletin to Board Members January 16, 2015**

### *Superintendent*

#### **Vo-Tech Business Program**

I have been working with Mr. Payne the Vo-Tech Director to get approval for an administrative assistant program. This is similar to the business program we had in the past but more inclusive. We are also working on a diversified educational program that will allow us to meet the needs of some of the businesses in the county. This program will allow us to place students at a business for the purpose of learning a trade. This was a program the Vo-Tech had in the past but was run more like a work release program instead of a diversified educational program. I am working with Mr. Payne and the other two Superintendents to put together strong guidelines so as to run the program as a vocational diversified educational program.

#### **School Performance Profile**

Pennsylvania Department of Education has shared its summary report of the feedback received on the school performance profile web site containing the school testing data and financial data. I have attached a copy of this summary for your review.

### *High School Principal*

#### **Keystone Exam Monitoring**

On January 15, 2015 the high school was monitored by the Pennsylvania Department of Education. We were administering the Biology Keystone Exam and the state monitor showed up unannounced at 8:15 a.m. The monitor observed the testing classrooms and reviewed all of the required documentation that is included with the monitored process. The monitor spoke with Mrs. Hendershot and the two testing administrators as part of the interview process. The entire monitoring took approximately 2 hours. A report will be issued to Mr. Hann regarding any findings that require attention. This was a VERY stressful process!

#### **Keystone Exams**

The final official day for the Keystone Exams is Friday, January 16, 2015. There will be 3 days allowed for make-up sessions. The last day of the testing window is Wednesday, January 21, 2015. There was one day of make-up exams for the Algebra I assessment that was held on Wednesday, January 14, 2015.

#### **Indicator 13 Training**

Mrs. Younker arranged for the mandatory training for high school special education teachers, Mrs. Solomon, Mrs. Hendershot and Mr. Payne (the FCAVTS Director) in the area of Indicator 13. This training is state required and deals with transition plans for special education students. That training was held at the high school on Thursday, January 15, 2015.

## *Elementary Principal*

### **Gifted**

I have begun the process of reviewing paperwork (reading GIEP's, NORA's, etc.) for students with Gifted IEP's in the district. I am also reviewing results of Cognitive Abilities Testing of 2013-2014 Grade 2 students to develop a list of potential students to request testing. I am working with Ms. Bagley and her schedule to begin this process.

### **Teacher Observation/Evaluation**

I am completing observation/evaluations for teachers who do not have Instructional II certificates and are in need of an observation for each semester. I have four that I am in the process of observing/evaluating that must be completed for the first semester. I started their process when I returned mid-December.

### **Training**

I am completing one of the accepted mandatory Child Abuse trainings as required in the new legislation. This complete training is not required for those who have completed recent Mandated Reporter trainings. However, this complete training is required for those who have not completed on the trainings within the last few years. Although I am not required to take this training, I want to be most up to date with the trainings to better understand the training changes.

### **Federal Programs**

All monthly personnel activity reports have been completed for December. I am reviewing USDE Census data for accuracy for school students. The pre-planning for serving our district resident non-public students for next grant year has begun.

## *High School Dean of Students*

### **District Band**

Tiara Bard, Hollie Williams, Shaelyn Wawro, and Austin Miller attended District Band last weekend. The kids conducted themselves very well, and had a great time. Austin finished 5th in his section, Hollie finished 7th, Shaelyn finished 7th, and Tiara finished 9th.

## *Elementary Dean of Students*

### **Dome Theater**

Due to the cancelling of school on Monday, the Dome Theater has been rescheduled for Feb. 18th.

### **CDT testing**

Students in the third grade have completed their CDT testing. The students have been trying very hard and putting in much effort to do their best. Fourth grade will be taking their tests on Friday.