

## **Administrative Bulletin to Board Members April 8, 2016**

*Superintendent*

### **Auction Dinner**

For those of you who were able to attend the Southern Fulton Education Foundation dinner auction you already know it was a great success. Since we sold out of tickets many people are already making sure they get their tickets for next year.

### **Budget Meeting**

Remember that a budget meeting has been scheduled for next Tuesday, April 12, 2016, at 7:00 p.m. in the elementary library. At the budget meeting I will give you a review of first look of budget indicating where increases will be occurring. It is my intent to cover the budget information within the first half hour and then provide you some time in executive session for board member replacement discussion and new superintendent discussion.

### **Cafeteria**

Last week we did a walkthrough with two different companies in order to receive quotes for the cafeteria food service. The two companies who showed up were Metz and The Nutrition Group. The RFPs were due this Tuesday and only Metz chose to submit a proposal. The Nutritional Group simply indicated they did not wish to submit a proposal at this time. The April's agenda will have an item regarding the approval of a food service company with the attached responses from each company.

*Technology Specialist*

### **Southern Fulton Education Foundation**

On April 2nd I attended and helped with the SF Education Foundation dinner/auction. Previously, I had configured an iPad with a device/app so that credit cards could be scanned and the amount of purchase would then be deposited into the SF Foundation's bank account. After the auction, those who wished to pay for their items via a credit card were able to do so. This process worked very well.

### **PIMS ACCESS for ELLs**

On April 4th I participated in a webinar regarding ACCESS for ELLs Internal Snapshot. English Language Learners take a special test called WIDA. In a previous report I mentioned that I had installed the necessary programs on a server and several laptops for Angela Adams to administer the test. This webinar dealt with uploading data and verifying it so that PDE has accurate data as to who took the test and their demographics. I'll be helping Angela Adams and Connie Mellott with this.

## **Powerschool Upgrade**

During the weekend of April 8th, I'll backup Powerschool then upgrade it to Version 9.2. We are currently at Version 9.1. This will also involve updating the Oracle database software that is used to store the information. This will be a long process and Powerschool will be unavailable during this time.

## **Senior Class Ranks**

I extracted the necessary information from Powerschool and gave Mrs. Solomon and Mrs. Hendershot a spreadsheet that has the senior class ranks. The calculations included their third marking period grades for this school year.

## **Elementary School Power Outage – UPS / Server Issue**

On Monday March 28th there was a power outage at the elementary school. Normally, when this happens, the UPSs (battery backup devices) will maintain power to the servers until the power is restored. If power isn't restored within a few minutes, the UPSs will send a signal to the servers so that the servers will shut down and power off before the UPS batteries completely drain.

In this instance; however, something caused the UPS units to completely turn off. This caused the servers to shut off without doing a proper shutdown. Fortunately, it does not appear any data was damaged because of this.

As I was off that day, with Anita Munson's help, we were able to power on two of the three UPSs and all three servers. The network equipment in that room was plugged into a UPS that would not turn on so Anita moved the power cable to one of the working UPS's. Everything should have been available again within minutes. However, I found out the next day that there were still some issues – most notably our web server wasn't started and the program on the servers that communicates with the UPSs wasn't working properly. I was able to fix those issues.

For the UPS that wouldn't turn on, there was a lit warning light on the back that read: Site Wiring Fault. I moved its power cord to another receptacle. It still didn't turn on so I replaced the battery as it appears that the other one went bad. This UPS then turned on and started to work properly. I plugged in a power receptacle tester and it showed that there is an issue with the wiring (Reverse Polarity). I notified Mr. Bain about this. Mr. Bain looked at the issue and determined that the receptacle needs replaced. Since all of the receptacles are through the same circuit breaker, we'll need to schedule a time when I can shut down the servers and network equipment for Mr. Bain to replace the receptacle.

## ***High School / Elementary Principal***

### **Attendance Hearings**

I attended three attendance hearings at the District Magistrate's office on Tuesday, April 5 for elementary students that have illegal days of absence. Those hearings require great detail of

record and Linda Northcraft does an excellent job of preparing the documentation that is needed for these hearings.

### **Comprehensive Plan**

*After the submission of our comprehensive plan, the Pennsylvania Department of Education has added two pieces of professional development that MUST be included in the plan in order for it to be accepted. Those implementation steps that must be incorporated must be aligned with improving language and literacy acquisition for all students. In addition, there will be steps included that relate to the professional development of aligning assessments to monitor student achievement and creating professional development that is focused, comprehensive and implemented with fidelity. Therefore, the Comprehensive Plan will be revised and re-submitted in order to comply with the regulations set forth by PDE.*

### **PIAA Meeting**

*The Spring PIAA meeting was held on Wednesday, April 6, 2016. This annual meeting includes an update from the Executive Director of the PIAA along with their representing attorney. There are no constitution revisions on the table for this year; however, there are many changes that will be incorporated beginning with the 2017 school year which entail the creation of six classifications for several sports. More information will be coming in the next few months.*

### **Teacher Observations**

*I am continuing to conduct teacher observations for the second semester for all teachers in the district. This is a time consuming process that must be followed according to the Danielson Framework and adopted by PDE. A majority of these observations are found in the elementary school due to the high number of new teachers in the building.*

### **PSSA/Keystone Training**

*HS – On Thursday, April 7 the annual spring training was held at the high school for the PSSA/Keystone Exams. This training is required for all test administrators and anyone who handles the exams.*

## ***Elementary Dean of Students***

### **3rd Marking Period Citizenship Reward**

The students in Grades 1-6 that earned an A or B in citizenship for the 3rd Marking period were rewarded with a trip to the Starland Roller Rink in Hagerstown, MD this week. Only 12 students did not earn this reward. Many of the students had never roller skated before. Therefore, there were many falls, but the students appeared to have a wonderful time. By the end of the time period, most were skating much better. The students were able to buy lunch and snacks at the concession stand. In addition, they could play a few arcade games if they were tired of skating. The owners of the skating rink complimented our students as they were leaving. They thought the students were very caring towards each other and were willing to help each other skate or pick others up when they fell. Thanks to the PTA who paid for the transportation.

## *High School Dean of Students*

### **High School Interact**

High School Interact students travelled to Hancock, on Friday, April 1, for the Child Abuse Prevention Kickoff. It was a multi-school event, and a student from our elementary school was the focal point this year. They decorated around town and the school with blue ribbons. There will be follow-up activities coming soon.

### **Mellott Company**

The Mellott Company presented an excellent finance presentation for Seniors on April 6. It has normally been done during the interview day event, but they have always run out of time. They were gracious enough to schedule an additional day to come to the high school. It was a truly eye-opening experience for a number of our upcoming graduates.

## *Special Education Director*

### **Transition Requirements for Special Education Students under IDEA**

As an effort to meet the mandates associated with transition for students who are 14 and older the following agency has been approved by OVR to offer services for students with disabilities whether or not they have an IEP, KBE Services LLC. KBE will come into the school and provide many services to students who are 14 or older. As long as a few students in the class have an identified disability and have an open case with OVR, the training can occur in the school district and/or on the job training without an expense to the school. Program information can be found under the acronym P.E.T.S. Many other schools are taken advantage of this opportunity and placing the training available on the school schedules to be included as options for all students to further their education associated with competitive employment.

Examples of classes that can be provided:

Teaching soft skills – how to behave on the job, job expectations, how to dress, etc.....

How to keep a checkbook

Budgeting

Living independently

How to obtain a job

Resume Writing

Experience in the workforce

Job Coaching

Job Shadowing

### **OVR**

A large amount of money has been allocated to OVR as an effort to help in the area of transition. The reason this is important is because up until now, students who are enrolled in school have not been able to utilize and/or acquire any of the supports associated with OVR in the area of transition. Now students who are 14 years of age are able to access services while still in school, if

they meet the OVR qualifications to open a case. OVR (Office of Vocational Rehabilitation) The main goal behind OVR is competitive employment.

The three Fulton County Schools are working collaboratively and swiftly to secure funding for our schools for three positions: Transition Coordinator, Job Coach for Central Fulton School District, and a Job Coach for Southern Fulton School District and Forbes Road School District to share. OVR will pay 78.8% of the costs associated with the three positions; the remainder of the costs will be divided fairly between the three schools. The approximate cost for SF will be approximately \$12,000.00, which can be paid by Medical Access Funds. This will not have to be a budget item as the funds are available through Medical Access.

The three schools will meet for the third time tomorrow as an effort to finalize our proposal. We are not guaranteed participation and/or acceptance, but we are attempting to get funding to help our districts with state and federal mandates under IDEA. These types of funding and resources have never been available in the past for school districts. There is a guarantee for three years and possibly an extension beyond the three years, which we will pursue if the monies are granted to us. The goal is to help provide students with job experiences which will assist student in obtaining competitive employment following graduation, instead of just acquiring a check in the mail.