



# Lincoln Elementary School



*Building Independent Thinkers and Problem Solvers, One Student At A Time!*

**September 2018**

**Report to the Board of Education**

**Lincoln Elementary School**

**Kelly Millburg, Principal**

Current Enrollment numbers are as follows:

## **Enrollment**

3rd Grade	100		New to District	20
4th Grade	86		Served outside of district	2
5th Grade	91		Withdrawn	1
Total	277			

## **Fundraiser Information:**

PTO Fundraiser Kick-Off was held on Tuesday, August 29th. Great American is the fundraiser of choice for the 2017-2018 school years. A motivational challenged was issued for the students to exceed last years' profit. If accomplished Mrs. Millburg and Mrs. Wysong have agreed to kiss a pig during the family night to be held at the Jr. High in November. Items have been sold and turned in and we are awaiting the final number of dollars in sales from the PTO. They have indicated that we are very close to reaching this goal

Scholastic Book Fair: The PTO hosted a Scholastic Book Fair on Thursday-Friday, September 13- 14 during the school day. Students had an opportunity to shop-browse and view the fair during their IMC time. The book fair was open to families on Thursday night until 7:00. Thanks to the volunteers for the organizing and setting up for this event.

## **Additional Programs to raise funds:**

Tyson Project A+ Program headed by Mrs. Stewardson for extra support for school funds. Clip and save Tyson labels to earn funds for Lincoln School.

Max Dollars for Education Program: Lincoln School is enrolled in the Max Dollars for Education Program at all participating County Market stores in Illinois. Parents are encouraged to use their Max Card with each visit to the grocery store. Notes from Ms Zuek's previous records indicated that during the 2015-16 school years, Lincoln School received a check for \$5,000 from this Wonderful program with monies spent on students for a variety of incentives.



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## **Information for Teachers:**

Teacher Handbook goes digital! All the informational documents for procedures and processes included in the teacher handbook binder have been recreated as google docs and linked to a Google Classroom. In the future there will be no need to run paper copies for updated information. Changing information on the document will automatically update the Google Classroom document as well

Crisis Management Update- The information in the Crisis Management Binder has been updated and also converted into a digital format in the same way. The binder and procedures were reviewed during the building meeting on September 12. An announced fire drill (without the fire department) was practiced successfully on September 17th and a Disaster drill was practiced successfully on September 20th. New procedures were implemented that included strategically placing all students and staff in the basement level and elevating the need for anyone to remain on the main floor in the middle of the building.

- Door procedure for the front door was implemented to eliminate the need for the door to be unlocked for 7:30 arrivals for breakfast. Mrs. Millburg will stand at the door from 7:30 to 7:45 to allow students in for breakfast. Mr. Cothorn will be at the door in the case that Mrs. Millburg is unavailable. A teacher greeter will be at the door from 7:45 to 8:15 for all the rest of the students arriving during that time and Mrs. Millburg will help monitor the students in the cafeteria.
- A new door handle is in the process of being replaced on one of the classroom doors that had a nonfunctioning lock. A temporary lockdown plan was in place during this time. The door is now in working order.
- A walkie talkie set of 3 was purchased for the PE teacher and the Recess Supervisors in order for the office to be in contact with those adults and students outside the building.
- I toured the Lakeland College facility to ensure adequate space to accommodate all staff and students. Additionally, I confirmed with the administrator our procedure to take shelter in the building. This would be for the purpose of an evacuation until a bus arrives to transport students to the safe place (United Faith Church) or if children are outside for PE or recess during a lockdown. Keys and security codes were distributed to the PE teacher and Recess Supervisors in the case that the facility would be closed during our time of need.



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## **Things at School:**

Beginning of the Year conferences with teachers are going very well and there only a few more left to complete. I am seeing great teaching and student engagement during my informal walkthroughs as well.

SIP Day Reading Series Training was held on September 19. The teachers reported it being very informational and they received a vast amount of information. They really appreciated the technology assistance for this valuable component of the series.

## **Committees:**

Jenny Hedderich moved from PBIS committee to become a new member of the Vertical Alignment Committee.

The new 5th grade teacher, Julia Taylor joined the MAPP committee.

## **Items for Students:**

Cub Scouts: Lincoln School boys were treated to a short presentation by the local area Boy Scout Council Leader on Wednesday, Sept. 13th. A brief overview of the scouting program in Pana was presented with a follow-up informational meeting for parents at the Pana Christian Church on Thursday, September 14th.

Girl Scouts: Lincoln School girls will have the opportunity to join Girl Scouts on Tuesday, September 22nd from 6-7:30 p.m. at Pana Christian Church. Flyers provided by the GSA were sent home with this information attached.

Sondra Templeton from the ROE's Regular Attendance Program (RAP) will visit the 3rd grade classes on October 25th to discuss the importance of good school attendance.