



**July 9, 2018 July School Board Meeting – Elementary Communications**  
**Jeanne A. Svobodny, Principal**

**Reports Submitted**

1. Discipline Incident Report
2. Early Childhood Learning Readiness Annual Report– submitted to MDE
3. Early Childhood Family Education Annual report – submitted to MDE
4. Early Childhood Parent Aware Application to receive a 4 Star Award (required to receive scholarship funds)

**Reports to be Submitted**

5. Early Childhood Screening Report to MDE...due July 15
6. Read Well by Third Grade Data Submission to MDE

**Summer School**

7. The first two weeks of Summer School were held June 18 – June 28. Second two weeks will be July 23 – 26 and July 30 - August 2. So far, things are going very well. There are approximately fifteen students in each class. Mrs Kobs is teaching the kindergarten and first grade students. Ms. Brinkman is teaching the second grade students and Ms. Eisman is teaching the 3<sup>rd</sup> and 4<sup>th</sup> grade students. Students are enjoying the program.

**Summer Library**

8. Our school library is once again open for book check-out during the summer on Tuesdays and Thursdays. Our media paraprofessional, Barb Kingsley, is supervising the check-outs. Community members are accessing the media center and checking books out which is great!

**Hiring**

9. We interviewed 6 very qualified candidates for our long-term substitute position. We are very pleased that Bretney Karsjens accepted the position. She was an outstanding student teacher working a number of years ago with Mrs. Humble. After graduating from college, Mrs. Karsjens moved to Texas with her husband and taught first grade. Several years ago, they moved back to SE MN where she has been teaching in a combined classroom at Immanuel Lutheran School in Plainview. We are very much looking forward to having her at D-E Elementary School next year.

## Jeanne's June-July Work Responsibilities

10. Revise Handbooks
11. Write Targeted Services application for Summer School sessions 1 & 2
12. Close out 2017-18 Capital Outlay purchase orders and submit 2018-19 orders in July
13. Update Read Well by Third Grade School Plan and post on our district webpage
14. Determine para needs for next year
15. Finish hiring staff
16. Create parent letter advising them how to sign up for a Back-to-School Conference time
17. Mail teacher assignments and directions for scheduling the Back-to-School Conference the third week in July.
18. Review completion of IGDPs components in iObservation
19. Begin completing the Title I & II Applications
20. Plan Back-to-School Workshop Schedule and In-services. We are very excited to have entered into a partnership with ESPN and Major League Baseball to implement their NO Bully program during the 2018-19 year. This program is unique in that most of the training occurs with school staff. The program's major components are providing (1) coaching for a school's implementation leadership team (selected staff), foundational anti-bullying training with the whole staff, parent education training (How to Bully-Proof your Child), classroom training, and solution coaching with a student leadership team. More information to come...
21. Determine para needs and assignments for next year