

Quarterly School Administrator Report

General Information

Administrator Name: Peggy Rosell

School/Division: Director of Student Support Services

Quarter & Year: Quarter 4; 2025/2026

Section 1: SWOT Analysis

Category	Details
Strengths/Celebrations	<ol style="list-style-type: none">1. MCA/MTAS/Alt MCA testing went well2. A team of us completed the MNMTSS trainings and will continue to work on moving this forward at Prep.3. Completed end-of-year evaluations with staff and paras.4. Completed Request for Proposals for SpEd services
Weaknesses	<ol style="list-style-type: none">1. ADSIS Budget/Time and Effort documentation request2. Staffing MS and US Reading Intervention3. Increased enrollment in grades 1-8. It is hard to plan for the unknown, will the new students be SpEd, ELL, 504.
Opportunities	<ol style="list-style-type: none">1. Adding FastBridge assessments in the fall will provide great data - then we need to explore what it is telling us2. Fiscal responsibility - ensure SpEd purchases qualify as SpEd purchases.
Threats	<ol style="list-style-type: none">1. Staffing - need to fill a part-time Occupational Therapist position at the MS/US levels.2. Crisis (holds)/de-escalation - trained staff needed.

Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response:

- ADSIS Budget/Time and Effort - documentation was requested by MDE and submitted on time. The Time and Effort documentation process will be reviewed with those affected at the start of the new school year.
- Staffing: Continue to advertise the open position and explore other ways to fill the position.
- MS/US Reading Intervention: working with Amy and Andrew.
- Increased enrollment: we need to be ready to respond/flex depending on needs.
- Crisis/de-escalation training: Exploring compliant, yet affordable training options.

Section 3: Family and Community Engagement

Prompt	Response
How have you engaged families to support student learning and school initiatives this quarter?	Responding to parent requests for 504 Plan or special education evaluations. SpEd Parent meeting held to address transitioning between divisions.
How have you collaborated with staff to build a positive school culture and support instructional goals?	Biweekly meetings are scheduled with each division's SpEd team. 1:1 meetings are scheduled with the Health Office and EL teacher, and a biweekly meeting with school counselors.
What new strategies or practices are being introduced to strengthen family-school-staff partnerships?	

Section 4: Additional Notes & Future Planning

Upcoming priorities for next quarter:

- Continue MTSS work.
- Explore programs for case managers to schedule meetings and assist with tracking and record-keeping.
- Hire Health Office Assistant
- Complete training and train identified staff in de-escalation and appropriate physical holds.

Anticipated challenges and mitigation strategies:

Support requested from the School Board: None at this time.