

# Quarterly School Administrator Report

## General Information

Administrator Name: Joann Karetov

School/Division: Lower School

Quarter & Year: Quarter 4 - June 2026

## Section 1: SWOT Analysis

Category	Details (examples included, replace with your entries)
Strengths/Celebrations	<ol style="list-style-type: none"><li>1. Curriculum work (social studies)</li><li>2. End of Year Celebrations</li><li>3. Over enrolled by 3 students at end of the year</li></ol>
Weaknesses	<ol style="list-style-type: none"><li>1. Adding 24 more new students (accepting and onboarding) + replacing students leaving (approx. 10-15), in addition to 90 new kindergarteners</li><li>2. EA openings</li><li>3. Planning for next year (summer testing, changes in budgeting, etc.)</li></ol>
Opportunities	<ol style="list-style-type: none"><li>1. LS moving from quarters to trimesters to add time to instruction, save money, etc. Need to update Synergy, curriculum maps, report cards, etc.</li><li>2. Data analysis reviews; end of Q3. WIN time is revamping/data driven.</li><li>3. Implementation of READ Act training- still ongoing</li><li>4. Teacher grants from Foundation (this year, added interventions; next year, TBD)</li></ol>
Threats	<ol style="list-style-type: none"><li>1. Is QComp going away from state legislature?</li><li>2. Unsure of students returning with change in bussing/start times.</li><li>3. Upcoming assessment (training, time, data); training in August will clarify.</li></ol>

## Section 2: Addressing Weaknesses and Threats

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

Response:

Weaknesses	<ol style="list-style-type: none"> <li>1. Summer assessments have started; waiting on parents to accept.</li> <li>2. Move from quarters to trimesters to limit amount of time and funds for assessments. More time back to instruction.</li> <li>3. READ Act training for new staff and EAs/paras (time consuming)</li> <li>4. One applicant for vacant EA positions (at time of this report). Actively recruit during kindergarten assessments/K-Camp.</li> </ol>
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Threats	<ol style="list-style-type: none"> <li>1. Monitoring local and federal legislature RE: new laws around discipline, READ Act, etc. - ongoing</li> <li>2. Receiving records requests. Stillwater will not be sending over records until the end of July/early August.</li> <li>3. K-4 Intentional meetings around data reviews. Looking at individual students throughout years (not just current data). Conversations in August with faculty about how to ensure the 1:1 connection of previous assessments will be addressed (relationships, knowing students strengths/areas of growth, etc.).</li> </ol>
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## Section 3: Family and Community Engagement

Prompt	Response
How have you engaged families to support student learning and school initiatives this quarter?	Prep 4 Success conferences Fall/Spring conferences added back for 26-27 Weekly classroom newsletters Monthly Paw Print
How have you collaborated with staff to build a positive	Individual Goal Meetings with teachers Division meetings

school culture and support instructional goals?	Focus on Character “Walking the talk” staff-created document Grade level meetings Birthday breakfast 1X/month Curriculum committee meetings
What new strategies or practices are being introduced to strengthen family-school-staff partnerships?	Continued conversations with faculty to communicate with families. Will consider Book Study for parents for next year. Curriculum committees. Parent group attendance at meetings/emails. New staff discussions on Prep culture.

**Section 4: Additional Notes & Future Planning**

Upcoming priorities for next quarter: Data reviews; Curriculum reviews (ELA and social studies alignment/implementation to Core Knowledge/state standards; math next year); Intentional WIN Time support for students based on data. Data PD for faculty for PLC work/Grade level meetings.

Anticipated challenges and mitigation strategies: Continued training for new staff and students. Transition to trimesters. Onboarding 24 new students.

Support requested from the School Board: N/A at this time.