

Carbondale Attendance Center / Santa Fe Trail Junior High School

To: Dr. Steve Pegram, Superintendent  
From: Mr. Michael Flax, Principal  
Date: 10 February 2014  
Re: February BOE Report

Schedule Changes – With the winter storm last week there was lots of juggling of activity trips and events. The second quarter celebration trip to Snow Creek has been rescheduled for Wednesday, February 19. I had to send out a reschedule of the initial reschedule as I had overlooked the Osage County Spelling Bee. I will be traveling to Osage City with fifth grader Addison Hinterweger and seventh grader Kailey Cashier this Wednesday afternoon. That event begins at 1:30. The advanced art class will be taking their trip to the Spencer Museum of Art in Lawrence this Friday, February 14. The Douglas County Dental Clinic, scheduled for last Thursday, will be this Thursday. And the basketball game at Sabetha has been moved from the 6<sup>th</sup> to the 25<sup>th</sup> of February. I am hoping we will not have to deal with rescheduling because of another round of bad weather this year.

February 17 In-Service – The plan for next Monday's staff development day is set for CAC. We will begin at SAC for three items of business: 1) training on the fifth standard of the McREL Teacher Evaluation System, 2) a presentation by Mrs. Sheree Gill on how teachers can record and apply for their earning of Level 2 and 3 points for professional development, and 3) the required ethical testing training and sign-off by all teachers who have any role in the preparation, proctoring, or accommodating the state assessments. After the work at SAC, we will return to CAC for our building activities. The fifth grade teachers will be presenting on the Inquiry Project approach, which is tied to the last two Marzano strategies that we will be covering this year. *Identifying Similarities and Differences* and *Generating and Testing Hypotheses* are the two we plan to work with in February and March. That will give us a complete review of the nine instructional strategies from the Marzano resources. This has been a process for most of the CAC/SFTJH staff for the past three years. It is my opinion that the teaching staff's attention to these has brought a focus to improved instruction at the building. We will finish our day with work on the BYOC process.

Parent-Student Meetings – We are well underway with our eighth grade parent meetings to review the Explore Test results and to plan for their high school enrollment. I have visited with the other staff hosting the meetings, and up to this point have not had anything but positive comments about how the meetings are going. The meetings that I have hosted have been positive, and parents have appeared appreciative of the time and information. We will be finishing up the eighth grade meetings (also affected by the snow days) this next week. Following those we will be meeting with the seventh grade students and their parents. The results of the Explore Test will be the focus. However, we are adding the pre-enrollment survey for next year. This will give us an indication of how many students will be in band, choir, art, physical education, and the other electives. With parents in on the discussions, they will know ahead of time about students who will be in support classes or recovery classes in place of an elective.

Attendance – My office sent letters to notify parents of attendance totals for the year to date. We have been keeping track of attendance and tardies over the course of the year. Letters were sent to the parents of any student who has more than ten absences this year and three this quarter. The letters indicated the number of days out of school, as well as including the attendance policy for the district. I added a handwritten note to letters of students where I was aware of the health issues or extenuating circumstances that contributed to the absence total. I have had feedback from a few parents regarding the letters. It has been split about in half as it pertains to positive and negative feedback. We will send letters again at the end of the fourth quarter to any additional students whose absences could be considered excessive.

Submitted by Michael Flax