

Memo

To: Board of Directors

From: Tabatha Mires

Date: September 24, 2023

1. **Budget, Contracts, Claims, Litigation, Grievances, Audits, Legislation, and Public Records Requests**
 - a. NCESD is gathering materials requested in our Public Records Request. Once the materials are gathered, I will need to review them to ensure they do not need to be redacted to preserve privacy in events required by law. Our legal counsel will assist me with general guidance and any specific issues that arise in this process. I anticipate receiving these items by mid October at the latest.
 - b. Kari sent out the items for board members utilizing personal email. Please contact myself or Kari if you did not receive these items.
 - c. Our federal special education grant application has been approved.
2. **Community Relations, Partnerships and Correspondence**
 - a. Kayla and I enjoyed the opportunity to learn about telehealth and the growing use of this area during our presentation last Monday. Kayla is leading the project and partnerships are being developed with the following providers at this time:
 - i. The Center for Drug and Alcohol Use
 - ii. Catholic Family Charities
 - iii. CVC
 - b. Our principals and counselors met with CVCH on Friday to outline further work to provide services to our students. I am requiring CVCH to utilize principals as the initial and primary contacts as different buildings will have differing needs and systems of support needed for students.
 - c. The Reptile Man visited Manson Elementary last week for an evening event for families.
 - d. Our ASB has planned a community pep rally in downtown Manson on Friday. More details will be provided as they are finalized. I will share the dates and times with you so that you can be a part of Homecoming Week as you are able.
 - e. I will be scheduling a meeting this week with 911 Driver's School to renew our agreement to offer Traffic Safety Education for our students at Manson.
3. **Personnel**
 - a. Online FERPA training has been assigned to administrative staff, office staff, medical staff, counseling staff, and other staff who are regularly working with student records and information. This training will help us better protect student privacy.
 - b. Online HIPPA training will be assigned this week to a similar group of staff to ensure we are protecting student privacy.
 - c. Our administrative team has worked hard to review supervision assignments. Supervisors are working hard to provide tools and ensure a process of continuous growth for our staff. As a part of the process, teachers use student growth data during their evaluation process. Here is a link to information that our staff uses to grow

professionally:

<https://ospi.k12.wa.us/sites/default/files/public/tpep/studentgrowth/Final%20Revised%20Student%20Growth%20Goal%20Rubrics.pdf>

For one example of goal setting resources our principals are providing for our staff, watch this video: https://www.youtube.com/watch?v=7bUjc_7d1IY

4. **Safety, Student Discipline, and Other Student Issues**

- a. Michelle Rogge provided information to staff about the latest Covid guidance. The guidance includes recommendations for testing for families and students and for time out of school or work after a positive test. We have seen increasing illness levels in the past weeks and will continue to report absence levels that exceed regional guidelines as has been required for many years. The most recent COVID decision tree can be found here: <https://doh.wa.gov/sites/default/files/2023-02/420456-COVID19DecisionTrees.pdf>
- b. After a careful and thoughtful appeal process, I reduced the athletic suspension time for a student in our school. The reduction agreement includes regular monitoring of student grades, attendance, and behavior; community service requirements; and opportunities to better support student behavior in this situation.
- c. The student who had his Choice enrollment appeal denied did not further appeal the decision.
- d. There are some concerns about a student who has recently enrolled. Our administrative team is proactively working with NCESD staff to begin the formal process of a threat assessment to ensure the safety of students and staff.
- e. Our principals had the opportunity to attend discipline training on Thursday, held by a Washington State school law firm. This training ensures our administrators are aware of the most recent legislation and its impact on their work and decisions. The training is a critical part of our yearly administrative PD planning.
- f. Last week 2 student bag searches were held after reports were made by a staff member of vaping in a student bathroom. No devices were discovered during this search.
- g. Our ASB has worked hard to design a great Homecoming Week including revising the royalty portion of the week by focusing on Manson HS goals of Pride, Passion and Grit. Students were nominated by staff and then will be voted on and recognized at the football game on Friday.
- h. OSPI has released updated discipline data (for 2020-2021 and 2021-2022) for all schools as of late last week. The data can be found on the OSPI report card. For Manson data for 21-22 and earlier, you can visit: <https://washingtonstatereportcard.ospi.k12.wa.us/ReportCard/ViewSchoolOrDistrict/100139>
- i. **Here are Homecoming Dress Up Days for our secondary students:**
 - Monday: Camo vs Denim (the student can choose one or wear both!)
 - Tuesday: Boots vs Nike (again choose, or wear both)
 - Wednesday: anything but a backpack!
 - Thursday: country vs country club
 - Friday: blue + white

5. Policies/Procedures

- a. I am aware of 3 board members who have submitted their governance policy suggestions to John. I will follow up with Kari tomorrow to support any board members who have not yet had the chance to provide input.
- b. I have asked Kari to seek a demo of WSSDA's Board Doc to determine if there is a more time effective and streamlined process for board packet creation. To learn more please visit: <https://wssda.org/about-us/member-services/boarddocs-paperless-meetings/>

6. Academics, Athletics, Program Offerings, Committees, and Curriculum

- a. Our CEE survey for students, staff and families will launch on September 28 this week.
- b. This week Heather will meet with Morgan to plan for use of grant funding to support the important work of our ML committee. This planning will determine our use of funds to support stipends and meet other needs within the program.
- c. A stipend position is being advertised currently for a position focusing on post-secondary data analysis and planning to support better outcomes for our MSD graduates. I am excited to work with NCW Stem and other area schools including Eastmont, Lake Chelan and Quincy as we review outcomes for our graduates. The stipend is being paid by the Tech Alliance and STEM and is a part of an even larger grant we have applied for.
- d. Jenn Kelley has been working with Ben and our ELC staff, transportation team, and food service team to open a 3rd class using existing staffing. This will mean an afternoon class taught by one of our ELC teachers will begin on Tuesday. I am excited as we have prioritized meeting the early learning needs for every young learner and their families in Manson. We will provide early learning for families who qualify for ECEAP and non-qualifying families through this third class.
- e. Our HS volleyball team and HS football team are both ranked in state WIAA rankings at this time. Senior G Torres was also named one of the WIAA student athletes of the week for her work on the volleyball team.
- f. Our district office staff met last week to identify some needed work priorities and celebrate the work our team is doing together. The group will meet monthly and continue working toward shared goals and leadership ensuring a successful year ahead.
- g. Our first fall grade check will be held Monday, September 25.
- h. Our HS staff held a senior family orientation last week. All families attended and received information to assist families from many staff members.
- i. Our fourth grade students will be visiting the Chelan Falls Powerhouse on September 27.
- j. Our HS staff is hosting a freshman family orientation night on October 4. Dinner will be held at 5:30 pm. The event will begin at 6 pm.
- k. Our MS staff is hosting a MS family orientation night on Tuesday, September 26 to review key information, provide support for families and plan for a successful year.
- l. Cindy Valdez will be providing Glad training for staff Monday, September 25 during our collaboration time.
- m. Home athletic events this week include:
 - i. September 28, Thursday: HS Girls Soccer at 4:30 vs. Brewster; HS Volleyball at 5 and 6:30 vs. Brewster

- ii. September 29, Friday: HS Football at 7 vs. Tonasket
- iii. September 30, HS Girls Soccer at 11 vs. Omak

7. Facilities and Property

- a. Eric, Morgan and I have requested a meeting with our architect and ELC construction company to review our budget including:
 - i. Change order costs
 - ii. Remaining budget capacity
 - iii. Needed changes and finishing work identified by our group
- b. Morgan will be attending a training this week focusing on elections, primarily bond and levy elections. I planned to attend but may alter this plan as I return to the building tomorrow and determine whether my attendance is possible. Regardless, Morgan will be a great representative for our district and bring the information back to our school.

8. Board Member Information, Visits, and Correspondence

- a. I exchanged texts with Aurora on September 20 and 21 regarding the public comment at the last board meeting.
- b. I spoke by phone with Greg on September 20 regarding setting a meeting to follow up on items from our board prep meeting.
- c. I exchanged texts with Greg on September 21 regarding his district email account being set up by Jose and regarding a follow up meeting after our board prep meeting.
- d. I received a text from Greg on September 21 regarding my father's health situation.
- e. I exchanged texts with Robin on September 21 regarding a request for a phone call to Robin and my father's health situation. I will follow up on the phone conversation with Robin early this week.
- f. I received an email from Allan on September 22 regarding his receipt of the personal device declaration from Kari.
- g. I received a text from Aurora on September 22 regarding my father's health situation.
- h. I received a text from Susie on September 23 regarding the WSSDA passage of the bylaw for 'no weighted vote'.
- i. I spoke to Aurora by phone on September 24 regarding the public comment at last board meeting.

9. Board Calendar

- a. Our September School Board meeting is scheduled for September 25 at 6 pm.
- b. Our second board work session is scheduled for October 2.

10. My Out of District Calendar and other Information

- a. I will determine if I will attend the election conference on September 28 by end of day Monday, September 25.