

Erie Rise Collaborative Leadership Board Report

October 20, 2022

David Krakoff; Educational Director

Michael A English Sr; Principal

Collaborative Partnership:

- We have had a challenging month, but it has been a true learning experience for us both. We have spent time conducting walkthroughs and calibrating their findings. Photos shared with the staff highlighting quality work, efficient data collection, outstanding standards tracking, and utilization of technical and human resources in teaching. We updated the Teacher Induction Program for submission to the Pennsylvania Department of Education for approval. We also revised our Progressive Discipline Policy, Employment Guidelines 2022-23, Employee Onboarding Packet, and Student Enrollment Packet.
- Over the next few weeks we will conduct employee pre-evaluation conferences where we will discuss professional performance, staff goals/expectations, and complete a professional growth plan (Education Staff) or performance contract (Non-Education Staff). We will share the evaluation documents, rubric, and their submitted Initial Evaluative Conference form with the staff so that we are all on one accord as far as expectations.
- At the advisement of Mr. Hooks and Dr. Smith, we have scheduled staff celebration activities off campus and student celebrations for alternating months for the remainder of the year. Our first staff celebration activity is scheduled for Friday, October 21, 2022.

School Critical Needs: (To be discussed during departmental reporting)

- Personnel
 - School Registrar \$18.50 - \$20.00 and Special Education Coordinator
 - Cafeteria Workers (1 full time or 2 part time)
 - Security Staff (4)
 - Substitute Teachers (2)
 - Special Education Teachers (4)
 - Update job titles and pay ranges
 - Review/discuss Revised Employment Guidelines & Progressive Discipline Policy
- Security - Doyle
 - Keyless entry security system still not installed
 - Parking lot gate keyless entry system
 - Cascade Street door inoperable
- Phone & Intercom System
 - Not all intercoms work throughout campus
- Quality Air Control
 - Air filters have not been replaced in two years, replace all (30) now and Develop a staggered system for replacement based on current filter conditions
- Food (Snack/Meal) for 21st Century Afterschool Program

Departmental Reporting:

- Department heads reported concerns and immediate action items during our scheduled Leadership Cabinet Meeting..

Department	Reporting Staff	Report	Board Approval & Purchase Order Request
Building/Facility	Peter Boose	<p>1. Doyle has not met contractual obligations as of 10/10/22. Three messages left w/no response. Mr. Boose was given a call back and approval for intercom replacement is required.</p> <p>2. Phone's intercom system does not work in all areas throughout campus. Several calls have been made requesting service</p> <p>3. Mr. Jones (Fireman- Boiler) is currently looking for a worker to train along with Mr. Boose in boiler operations (Firman)</p>	
Maintenance	Peter Boose	<p>1. Still interviewing to hire a female custodian for AM</p> <p>2. Air filtration units have been working for two years w/o filters being changed. Filtech Filtration Specialist have provided a quote for full replacement. Administrators will develop a staggered replacement cycle for 18-24 months depending on filter condition at initial replacement</p>	<p>1. Filtech Filtration Specialist 30 units @ \$417.86 = \$12,535.80 (Shipping \$100). Can ESSR funds be utilized since it is directly related to COVID's effect on building health?</p>
Transportation	Peter Boose	<p>1. Bus repairs being taken care of by Mr. Williams and Mr. Favors</p> <p>2. We still need two bus drivers</p>	<p>1. Route 89 Automotive LLC \$3,724.27</p> <p>2. Reimbursement to Mr. Boose \$38.49 for antifreeze and bus part purchases</p>
Food Services	Lynn Keys	<p>1. New kitchen equipment has been delivered. Problem with the milk cooler has been reported and service is expected soon. The new food warmer has been shipped with expected TBA next week</p>	
Teaching & Learning	Administrators	<p>1. Student performance data from PSSA 2022 proficiency results:</p> <p><u>ELA</u> 2021 - 6.6% 2022 - 15.7%</p> <p><u>Math</u></p>	<p>1. Approve two (2) additional Substitute Staff to total five (5)</p> <p>2. Approve five (5) additional Instructional Aides</p>

		<p>2021 - 0.5% 2022 - 2.7%</p> <p><u>Science</u></p> <p>2021 - 19% 2022 - 22.8%</p> <p>2. Benchmark testing has been completed by the Title 1 team.</p> <p>3. Title 1 team will work with administration to develop a statistical representation for each cluster</p> <p>4. A plan is in place to secure Microsoft for the staff leading into the Winter break. With the assistance of Mr. Favors we will schedule training sessions for the staff prior to the winter break</p>	
Special Education	Administrators	<p>1. Critical Compliance need - Special Education teachers (4), Behavior Specialist, Special Education Coordinator.</p> <p>2. Critical Compliance need - Social Emotional Support Room</p>	
Human Resources/ Staffing	Administrators	<p>1. Staffing Changes, proposed hires, resignations, and terminations</p> <ul style="list-style-type: none"> • Daquan Henderson moved to full time; HR was notified 9/28/22 • Celeste Morales Del Rio transitions into Admin Clerk supporting Administrators, Special Education data entry, and managing file (student, time/attendance, staff) retention & removal • Proposed job title changes and increased staffing for Instructional Aides, Security, and Substitute Teachers 	<p>1. Change in position from Security/Attendance to "Registrar" at pay range \$18.50 - \$20.00</p> <p>Recommendations for Hire</p> <ol style="list-style-type: none"> 1. Carter, Erin (School Registrar) 2. Gregory, Troy (Teacher) 3. Robinson, Deniqwa (Security) 4. Morgan, Jeremy (Teacher) 5. Morales, Jaison (Security) 6. Bardo, Anthony (Maintenance) 7. Key, Cameron (Instructional Aide) 8. Montgomery, Sarah (Special Educ Teacher) 9. King, Steven (School IT Manager) 10. Woodfield, Molly (Teacher) 11. Epperson, Elizabeth (Teacher) 12. Holmes, Lataunya (Substitute) 13. Ortiz, Arianna (Instructional Aide) 14. House Jr, , Douglas (Security) 15. Crocket, Ayana (School Secretary)

			<p>Board Approved - Declined</p> <ol style="list-style-type: none"> 1. Tucker, Karen (Special Educational Coordinator) <p>Resignations</p> <ol style="list-style-type: none"> 1. Seth Hembree (Psychologist) 2. Laila Alimahmoodi (Special Educ Teacher) 3. Jarett Allen (Security) 4. Amber Nicoletta (Instructional Coach) 5. Zabrina Thompson (Food Service) <p>Termination</p> <ol style="list-style-type: none"> 1. Arby Newell III (Bus Driver) 2. Devin Hansbrew (Security)
Safety & Security	Eric Green	<ol style="list-style-type: none"> 1. School Safety Objective (Matt Harris) has been instrumental in developing the skill set of our current security staff. Mr. Harris' weekly observations and consultations with Mr. Green have been quite effective. Mr. Harris has shared concerns about understaffing. 2. Cameras have been installed and we still need two cameras (time clock & restroom entrance) 3. Doors need to be modified to lock from the inside 4. Being understaffed is impacting our ability to fully resolve some issues on campus (Bus monitoring, Grade-level Cluster support) 4a. Need to hire at least five more security staff 5. We need to purchase an additional five radios (walkie talkie) for key personnel on campus 6. Cafeteria food corridor Access Pad is inoperable 7. Security camera needs to be placed outside boys restroom basement level across from Sped room 	<ol style="list-style-type: none"> 1. Approve four (4) additional security staff
Special Programs	Administrators	<ol style="list-style-type: none"> 1. 21st Century Afterschool program began 10/11/22 with 149 students attending. We need a funding source to purchase evening snacks/meals for the 	

		<p>participants (Students are currently eating leftovers from lunch as dinner)</p> <p>2. Mercyhurst has conducted two professional developments with the school staff. Observations were conducted and results were shared with teachers.</p> <p>3. Character Be About lessons It began this week. Schedule will need to be adjusted to accommodate Trooper availability and maintain academic integrity (Math, ELA, Science)</p> <p>4. Use ESSR funds to secure a contractor to cater snacks/meals for evening program (Mon-Thur)</p> <p>5.. Harris Motivational Speaking, LLC final invoice submitted for payment</p>	
Special Partnerships	David Krakoff	<p>1. 3i Update - Project Literacy Program is being launched</p> <p>2. Strategic marketing and public relations campaign proposal being discussed more deeply and revised.</p> <p>2. iHM Digital Media Plan</p>	