

Erie Rise Collaborative School Board Report

August 17, 2023

Michael A English Sr; Principal

<i>Department</i>	<i>Report</i>	<i>Board Approval & Purchase Order Request</i>
<i>School Closure</i>	<p>1. The vendor Shred-It will be picking up 26 large and 7 smaller boxes for a one time purge shredding Thursday, August 17, 2023</p> <p>2. Mr. English Sr and Dr. Anderson held a debriefing whereby binders containing school records, files, and end of year information were reviewed together and transferred to Dr. Anderson</p> <p>3. Maintained a constant presence for the transition team through the administrative and executive secretaries - off campus briefings and via phone conference; as well as providing directives via email</p>	
<i>Human Resources/ Staffing</i>	<p>1. Staff evaluations, observations, and other professional information has been transferred to the HR Director for placement in their official file</p> <p>2. The transition team concluded their duties and responsibilities as of close of business today. Mr. Hooks has been on campus supervising the final wrap up.</p>	
<i>State Reporting</i>	<p>1. Both CSIU and IEPWriter administrative access has been transferred to the team assisting the compliance officer with state reporting</p> <p>2. The staff file started by Mr. Dadich was transferred to Ms. Soltis and a request for employee information was sent to Mr. Favors to assist her in completing the file</p> <p>3. Training required as part of the CAD was completed by Mrs. Keys and Mr. English Sr and then successfully uploaded</p>	