

LCCA Principal Report to Board of Directors

*Modeled after BCSI [Sample] School Leader Report to Board of Directors
November 16, 2022

GOVERNANCE DECISIONS, MONITORING, AND ACCOUNTABILITY

Current Significant Issues/Opportunities - elsewhere in agenda

Matters of Approval – elsewhere in agenda

Risk and Charter Compliance Update:

1. School Goals
 - a. Professional Development (PD) for Faculty & Staff
 - b. Reading and Math Achievement
 - c. Enrollment
2. Hillsdale Partnership
 - a. Monthly leadership call with Mr. Benjamin C. Payne
 - b. Hillsdale resources (videos, podcasts, documents) pushed to teachers in weekly memo
 - c. The School Bell and The Chalkboard: monthly newsletters to teachers and school leaders
 - d. Monthly office hours, zoom calls with summary report
 - e. Principal attended November Leadership Focus Group; November 6-8
3. Finance
 - a. Enrollment – currently 501 students, East 339; West 162
 - i. 2022-2023 Enrollment
 1. All available seats offered in K-6th grades
 2. 3 offers outstanding
 3. 501 students are fully verified
 4. 212 waitlisted K-6, 0 waitlisted 7-10
 - ii. New Family Enrollment Information Nights – Nov. 15 and Dec. 8
 - iii. Current families to receive reenrollment information starting in December
 - b. Business Office Update
 - i. [LCCA Bank Reconciliation Report Oct. 2022](#)
 - ii. [Income Statement Oct. 2022](#)
 - iii. [Budget v. Actual Oct. 2022](#)
4. Academics and Student Life
 - a. Quarter 1 closed on November 4; Report Cards went home on November 11
 - b. Student Services, Special Education Compliance
 - i. Timelines: All current and within allotted timeframe
 - ii. Setting: 43/46 students in environmental code A; 93% (Goal: 80%)
 - iii. Working with SEEDS to transfer student data to WISE Dash
 - iv. Updated numbers:
 1. IEPs: 46
 2. 504 Plans: 5
 3. RtI: 31 students (K-6) in Tier 2; parent letter sent with report cards
 4. Referrals: 2 students in process
 - v. Staffing – 2 Paraprofessionals and/or a Special Education Teacher needed

- c. Standardized Testing
 - i. DPI Report Card published on November 15
 - ii. K-6 Fast Bridge Math and Reading

LCCA District-Wide Assessments (National Norms)	Math	Reading
2022 Winter MAP (>30th percentile)	84.5%	85.0%
2022 Spring MAP (>30th percentile)	82.6%	85.1%
2022 Fall FastBridge (>30th percentile)	89.6%	86.2%

- iii. 7-10 Classic Learning Test (CLT)
 - 1. CLT 8 (7th and 8th students) November 1
 - 2. CLT 10 (9th and 10th students) November 15
- d. Discipline
 - i. one incident at West
- e. Athletics
 - i. Basketball Parents Night – October 25
 - ii. Cross Country Banquet – October 27
 - iii. Celebratory Assembly; inaugural athletes – November 2
 - iv. Boys Basketball – November 14
 - v. Girls Basketball – Begins December 5
 - vi. 7/8 cooperative basketball with St. John’s and University Lake School – November 14
- f. Culture
 - i. Casual Dress Day – October 20
 - ii. Fall Fest in conjunction with Holy Trinity Trunk-or-Treat – October 22
 - iii. Fall Ball, 8th – 10th grade students, faculty chaperones – November 5
 - iv. Veterans Day assemblies at both campuses – November 9 & 11

INFORMATIONAL

- 1. Matters of Note:
 - a. Facilities
 - i. West
 - 1. HVAC – Butters Fetting installed a new starter for the compressor on 10/20/22. Compressor did not start (gauges recorded no air pressure) when heat was turned on.
 - 2. Toilets kept flushing water after use, the water supply was temporarily turned off to the first-floor bathrooms to stop the constant waterflow. Issue was fixed right away on 10/25/22 JM Brennan installed 2 new Sloan Flush valves.
 - ii. East:
 - 1. No Water leaks found during the rainstorm on 11/4/22. Still working on getting new door installed in Penthouse; working with Holy Trinity on timeline. Considering Rinderle Door, but they are unable to do work until spring. Additional companies are Reliable Door and Doc and Hunzinger. Waiting to receive quotes. Will most likely have Reliable Door or Hunzinger complete the work.
 - 2. Finalized contract for East snow plowing adding UEB sidewalk and fire lane in contract– agreed to terms with Natures Designers.
 - iii. East Upper Elementary Building (UEB):
 - *Punchlist for Vesta:

1. Thermostats – Working with (Lee) Vesta and (John and Rob) Liberty Mechanical to get thermostats working. 10/15/22 Room 100 and 101 thermostats stopped working; circuit breaker tripped. 10/17/22 Liberty Mechanical serviced the outside heating units. Update as of 11/8/22, Heat and A/C working in all classrooms, 0-2 sensors circuit boards, waiting to arrive and be installed.
 2. Tile room 101, 106 –Vesta will install new matching flooring during Christmas break.
 3. 101 Classroom – Door handle issues – Handle was replaced, doorframe adjusted to widen gap between the door and frame.
 4. Utility closet – door was closing too fast; the mechanical closure was adjusted to slow it down.
- iv. All Facilities:
1. Mahler Clean update –Continue to receive positive feedback from teachers and staff on Miranda’s and Cheyenne’s professionalism and work ethic in keeping the facilities clean.
 2. Fire Inspections- East + UEB and West passed fire inspections. No Violations found at either campus.
- b. Safety and Security – no incidents
- c. Professional Development
- i. Health insurance presentation by HNI, November 16
 - ii. All faculty/staff expected to attend one Hillsdale zoom/office hours per month and submit summary notes
- d. Human Resources
- i. Personnel Summary Report

Offers of Employment			
Position	Location	Effective	Replacing
Elementary Teacher	East	November 21	2nd grade teacher
Resignations			
Position	Location	Effective	Reason
Open Positions			
Position	Location	Effective	
Sped Paraprofessional	East	Immediately	
Substitute Teachers	East/West	Immediately	

- e. Upcoming Events
- i. Parent Event – Singapore Math Night – Thursday, November 17; 6:00 p.m.
 - ii. Wednesday, November 23 – Friday, November 25 – No School; Thanksgiving Break
 - iii. Thursday, December 8 – (2nd) New Family Enrollment Information Night; 6:00-7:30 p.m.
 - iv. Thursday, December 15 – 5th/6th & Upper School Fine Arts Concert at West
 - v. Tuesday, December 20 – K-6th Choral Concert at East