

April 6, 2020

To: LCS School Committee
From: Paul Russo
Re: Principal's Report

1. Distance Learning:
 - a. All teachers are in contact with students and their families in an effort to support learning. Many different modes of communication are being utilized to accomplish this including, but not limited to direct phone calls, emails, Zoom meetings, blogs, and Facebook pages. Work is still being made available for pick up in the lobby which is open 24/7. Student work is also being delivered with the lunches if requested.
 - b. We are maintaining an online meeting calendar in an effort to make sure homes with more than one child are not missing meetings due to overlapping schedules.
 - c. All staff submit weekly goals and follow up with progress reports at the end of the week. This is being done using a Google sheet I developed as a shared file.
 - d. PLC meetings are still being held weekly via Zoom for the K-2, 3-5, 6-8, and Specials staff. I check into all of these meetings. These meetings are a great source of support as they help teachers share ideas, communicate progress and concerns.
 - e. We continue to hold scheduled staff meetings via Zoom.
 - f. The duties of our guidance counselor and school nurse have adapted to much more support for needy students and families. They reach out to families and connects them with support services in the community, organize for needed supplies to be gathered up and delivered, communicates with staff as necessary, and keep me fully informed.
 - g. Support staff members have call lists that they use to make weekly contact with families.
 - h. I also attend other virtual meetings offered by the Department of Education, Maine Principals' Association, and HAL Administrators.
2. Facilities/Maintenance:
 - a. The school phone is still being managed by Marie Pierce. It rings directly at her home and she communicates with parents and staff daily.
 - b. The building has been placed in the unoccupied mode so that motors, fans, and the heating system are conserving energy.
 - c. The custodial staff are currently engaged in a good deal of maintenance that typically occurs over the summer. Much needed painting is being done, and we are cleaning out and organizing many spaces. As the warmer weather comes we will extend to some outside projects as well.
 - d. The oak trees in the front of the school were pruned to remove browntail moth nests. Over 200 were taken from the big oak in front of the library alone.
 - e. In putting together the numbers to pay off our remaining debt with XL Automation I realized were being charged for some services not rendered. I sent a letter to the owner in an attempt to rectify the situation. To that end, we are withholding payments until we clear up the issue.
3. Food Service:
 - a. We are currently serving breakfast and lunch to 103 Lincolnville children five days per week. The program was set up and is being managed by Angela Wheaton and supported by our ed. Techs who prepare, organize, package, and deliver the meals. They have all been nothing short of amazing!
 - b. The program is fully coordinated with the high school as some of those being served are our Lincolnville high school students.
 - c. All approvals for our food service program were granted by the state so that we are getting reimbursement. This too was all done by Angela.
 - d. In addition to the state reimbursement, Angela has applied for and is receiving grant money to maintain the program.

4. Openings:
 - a. We will need to fill one half time teacher and two full time ed. tech III positions for next year to meet our needs. These positions are budgeted for.
5. Budget:
 - a. An update of the budget is available as a handout.