

2021-2022 MUHSD PRINCIPAL'S BINDER

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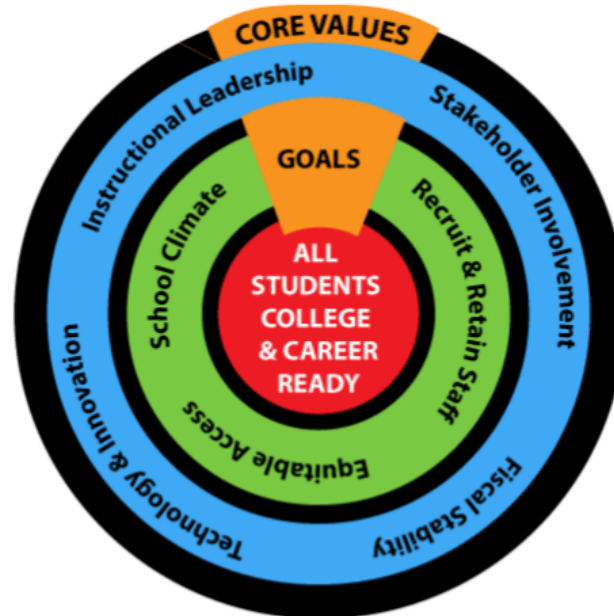
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Visual Dashboard for Achieving Our Vision



Relevant Education for All.



<u>Things to Complete</u>	<u>Things to Track</u>	<u>Guidance & Information</u>
Mandates & Audit Items Learning Loss & ELO Principal's Evaluation	Budget Tracking Facility Project Tracking Approved Pay for Service Contracts	Budgets & Fiscal Processes MTSS & Social-Emotional Learning Site 2020 checklist & WASC areas 2019-2020 Budget Guidelines 2018-2019 Principal Binder

2021-2022 District Goals

Superintendent Goals

- 1** Continue refinement of safety preparation and planning both from a physical point of view and social-emotional point of view.
- 2** Identify and consistently implement essential standards and relevant embedded skills, while integrating the 4Cs (communication, collaboration, creativity, and critical thinking). MULTI-YEAR PROCESS
- 3** Continue implementation of instructional methods that foster student-centered learning (including the use of multiple measures) in all areas with special emphasis in mathematics. MULTI-YEAR PROCESS
- 4** Focus on providing timely and accurate communications to families, staff and the community to promote all school and district activities consistently at all sites.
- 5** Attain student voice at the board level.
- 6** Provide students with financial literacy proficiency and Adulging.
- 7** Explore options to increase collaboration and communication with feeder districts.
- 8** Provide students with work-ready certifications.
- 9*** Wifi access issue for students (reviewing options of wifi towers or partnering with telecom)
- 10*** Learning Loss from Distance Learning for a year (see COVID Relief & ELO plan)

* Added January 2021

[Timeline & Progress Toward Superintendent Goals Document](#)

Note: Will be exploring Adulging Elective (Financial Literacy) in fall for offering in 2022-23 and Generic Capstone/Pathway

Key Site Expectations

Starting The Year

BACK TO BASICS, Go slow to go fast, Focus on relationship building- human connections and interactions

- Focus on “how to do school” and SEL- have a campaign telling students the expectations (especially around interactions with others) and how to succeed, don't assume they remember or already know these!!
- Use CURRENT forms!! (don't rename old)
- Anyone with an ASB account needs to complete the InnovatED course prior to use of any funds
- APs of attendance and SBO need to sign up for CASBO training if they haven't completed in within the last 3 years
- Run data, GET INPUT, create ELO plan for PD, After School & Saturday School activities
- **Make sure all of your touchless paper towel dispensers are installed before school starts. If you need more, contact Jason Perez.**
- Make sure to contact DO if principal will be off campus
- Continue what worked with virtual meetings and social media outreach

Human Resources

Have an aggressive recognition campaign next year for staff
“The culture of any organization is shaped by the worst behavior the leader is willing to tolerate” Gruenert/Whitaker

- Classified extra hours (OT/Comp Time) need to be approved by Mandy
- Do not work classified employees over 8 hours in any given day
- Send all letters (memo, warning, reprimand) to HR
- Remind and check that admin calendars are updated regularly
- Need to get a doctor's note after employee misses three (3) days
- Don't turn in interview lists until after the job closes

Instruction/Interventions

Staff must all work together to get data entered

- All admin trained in Nurtured Heart & Site Champion
- Schedule walkthroughs with/through I3
- Work with I3 through the Fall to update Instructional Framework
- ALL ELA classes give HMH Reading Inventory (for data)
- ALL math classes give Carnegie quarterly assessments
- Implement Tier 1 SEL through Panorama in Fal

Student Services

Students will need patience and explicit instructions from adults
Plan for basic classroom management refreshers/training for all staff

- Admin use IEP checklist
- Admin in attendance at every IEP
- Mainstream into General Ed classes to the greatest extent possible
- Contact Cristi prior to any SpEd suspensions
- Make sure all IEP timelines are met- Annual review of all 504s in Aug/Sept

Fiscal

Be flexible- listen and move quickly as things are updated
Have a plan for adding sections and staff buyouts

- 9th Grade Income Verification Forms by the end of August
- NO confirming purchases, get reqs and pay for service contracts in BEFORE the work/purchase
- NO public works projects without DO approval
- Follow credit card policy for expenses

Instructional Must Haves

- **Standards based objectives or learning targets at DOK 2+**
- **Integration of 4Cs including student voice and connectedness**
- **Student centered learning through PBL, UDL, CRP**
- **Closure that assesses student mastery of objective/learning targets**

Ed Tech

- **Be on guard against digital assign/resign**
- **Tech can amplify great teaching, but also poor management**
- **Good teaching requires questioning/thinking, CFU and clear expectations**

Social Issues

- Give your staff the freedom to discuss major national events if they are comfortable and feel prepared to do so evenly.
- It is our job to teach kids how to think, provide perspective, and explain the issues. It is not our job to teach them what to think.
- We need to do the opposite of the divisive rhetoric we all see on the news.
- Remind students and staff they live in the greatest country in the world- a country that is not perfect, but is always improving.
- Model kindness and grace when discussing differences.
- Fly the flag high, say the pledge every morning, and sing the national anthem loud and proud at every major contest/event.

*Student connection is the foundation of our instruction.
Students need to know that we see them as people and care
about them as individuals before they will listen to our lessons.
Our best teaching is meaningless if our students do not hear it.*

Rebuilding Together

Post Pandemic Learning

Andrew Bowman and Jennifer Nordman



Results

The story the data told us:

1. Relationships - Student desire **interaction** with their teachers and with each other.
 - Atmosphere - make it light and supportive
 - Interaction - know and be known; laugh
 - "Being cool is the ultimate strategy!" - Student
2. Accessibility - Students need to be able to access the instruction.
 - Easy to navigate - organization
 - Think about the user experience - what is it like for a student?
 - Activity - "doing" something with the teaching

Instructional Implications - Daily checklist

- 01 Engagement**
How will I check in with students?
- 02 Instruction**
Will my students understand?
- 03 Accessibility**
How can I provide multiple ways to access the learning?
- 04 Voice**
How will students talk today?
- 05 Action**
What will my students "do" with my instruction today?
- 06 Expression**
How will I know if they learned?

Student Comments

"Communication made learning enjoyable."

"The teachers would talk to me and make me feel noticed and that they cared."

"I felt proud when I made my first good weld and my teacher noticed."

"Coach encouraged me and did the workout next to me."

"Add some humor."

District Organization

Department	Contact	Phone	Position	Responsibilities
Superintendent	Leslie Rohrback	2020	Alan Peterson	Superintendent- Board liaison and all district operations
Operations	TBD		Ralph Calderon	Deputy Superintendent- Daily operations, athletics/activities, student interactives, uniform complaints, EEOC, FEHA, litigation, grievances
		2213	Erin Tassej	Director Nutrition Services
		2212	Robert Benoy	Manager- Nutrition Services
		2350	Michelle Williams	Director Transportation
		2301	Mark Gottschall	Director Maintenance & Operations
		2305	Mauro Souza	Manager- M&O
		2244	Derek Daley	Manager- Risk Management
		2243	Melissa Miller	Manager- Facilities
Ed Services	Kim Zamudio	2061	Constantino Aguilar	Assistant Superintendent- Counseling, LCAP, Outreach, MTSS/NHA, curriculum
		2063	Jannette McAuley	Program Administrator- CTE & Accountability- CTE and categoricals
		2065	Lily Pulido	K-12 Pathway Coordinator (CTE grants)
		2057	Stacey Cool	Program Administrator- AVID, UC Doorways/NCAA, state/local testing
		2054	Amanda Nunes	Testing Coordinator
Instr/Intervention	Debbie Perez	2051	Torrin Johnson	Director Instruction & Interventions-Alt Ed, ELD/DELAC, ELA/Social Science, Pedagogical Initiatives
			Katina Austin	(DISC) Program Administrator Special Projects & Family Engagement
		2113	Niza Crispin-Hernandez	(DISC) Foster Youth & Homeless Youth Liaison

Department	Contact	Phone	Position	Responsibilities
Business	Heidi Wilson	2031	Scott Weimer	Assistant Superintendent/CBO
			Kurt Kollmann	ESSER funded position for special projects
		2035	Sonia Garcia	Sr Director Fiscal Services
		2034	Laura Aguilar	Manager Fiscal Services
		2203	Jason Perez	Manager Purchasing- warehouse, contracts, inventory, bids
	Jamie Pemberton	2081	Sheryl Garman	Director Educational Tech & Online- Induction, InnovatED, Virtual Acad
		2046	Sam Yniguez	Director Communications
		2052	Viviana Fuentes	Webmaster
		2055	Erica Cardey	Program Administrator- online curriculum, Canvas, Google
		2083	Clara Lopez	Info Tech Manager- Aeries and Calpads
		2085	Miguel Garcia	Network Engineer- infrastructure, connectivity, DO support, site ITs
		2082	Mike Murdock	Network Engineer- infrastructure, connectivity, DO support, site ITs
Student Services	Renee Bettis	2121	Cristi Johnson	Director Student Services, Health, 504, SpEd
	Claudia Boehm (CWA & Expulsions)	2111	Kelli Sharpe	Program Administrator Student Services- Safety, Attendance, Title IX students, Transfers, ASSETS, student/parent handbooks
	Summer Eagle	2103	Melissa Bowler	Psychologist- SpEd records, SEIS
Human Resources	Brooke Thompson	2011	Mandy Ballenger	Director Human Resources- Title IX staff, Discrimination Assistance, Staffing
		2005	Kim Gurden	HR Specialist Classified
		2006	Rosa Wood	HR Specialist Certificated
		2004	Mary Schmid	HR Specialist Classified/Certificated

School Site Organization

	AHS	BCHS	ECCHS	GVHS	LHS	MHS	SHS	YHS
Principal	Theodozio	Euker	Shaw	Swartwood	Jolly	Knott	Pellissier	Rose
AP Guidance	Nunes	Richter	Tufts	Haygood	Doerksen	Nickelson	NA	Rose
AP T&L	J. Medeiros	Morton	Parle	Parker	Mesa	Sebastian	NA	Luker/Rose
AP Stu Sup	Davis	Melgosa	Rogers	Bogard	Mendoza	Smith	Schaefer	Luker
AP Stu Sup	Phonesavanh	Fulkerson	Seifert	Gossman	NA	Rhodes	NA	NA
Psychologist	R. Hoffart	Davies	Nichols	Abella	Rodriguez	De La Cruz	D. Hoffart	D. Hoffart
Nurse	Jenkins	Vang	Tovar	Simmons	Hurtado	Yang	Pulido	Pulido
Stu Sup Mng	Sanchez	Murillo	Olmos	Mayo	Navarrete	Collins	Lopez	Lopez
	Just Finished AdminKeys	Year 2 AdminKeys	Year 1 AdminKeys		Cornerstones of Admin 1 is for Yr 1 AdminKeys Cornerstones of Admin 2 is for Yr 2 & Just Finished			
Inst Coach	Buhrmann	Valenzuela	Blake	Jones Norton	Jackson	Silveira	Garcia	Garcia
Librarian	Harding	Cook	Doyle	Woodall	Edwards	Pedrozo	NA	NA
Ath Dir	N. Medeiros	Navarra	Parker	Thissen	Winton	Hogue	NA	NA
Act Dir	Braga	Zamarripa	Price	Fragulia	Del Toro	Arreola	NA	Azevedo
Admin Asst	B Terry	E Benoy	E Flores	Oliveros	Fonseca	Ellington	Jones	Felix
Chief Custodian	Sanchotena	Borges	Rodriguez	Tino Alva	Louro	Ornelas	Xiong	Xiong
Cafeteria Super	Lua	Ross	Alvarado	Cota	Cuadros	Gracia	Pryor	Pryor
Bookkeeper	Gamble	Marx	McCreary	Colomer	Boesch	Veteto	NA	Nord
IT Tech	Garcia	Willoughby	Castillo	Sanchez Oliveros	Gutierrez	Munoz	Garavito	Garavito
Induction Mentors: Gibson, Gonzalez, Mendes, Souza College Counselors: Lanz, Ruiz Lead Act Dir: Braga Lead Ath Dir: Winton/Hogue								

Meetings, Professional Development, & Supports

<u>INDUCTION</u>	<u>CTE CREDENTIALS</u>	<u>INTRO TO ADMIN</u>	<u>ADMINKEYS</u>	<u>CORNERSTONES OF ADMINISTRATION</u>
<p>Contact: Sheryl Garman</p> <p>Induction is the required process to clear a preliminary teaching credential in the state of California. There is no cost to the participant. This is a two year program for those who have a preliminary credential and each participant is assigned a mentor to guide them through the process.</p>	<p>Contact: Lily Pulido</p> <p>For a course to be used to meet a student's pathway requirement and to qualify for CTE funds, the teacher must have a CTE credential. The district will reimburse qualifying teachers who earn a CTE credential \$1,500 upon proof of completion of the program. Contact Ed Services for more information on the program and options.</p>	<p>Contact: Kevin Swartwood</p> <p>This program introduces certificated staff to administration. It is designed for someone with a teaching or counseling credential who is enrolled in an administrative credential program or considering one. The focus is to provide some real world insight into what a job as an administrator truly entails.</p>	<p>Contact: Scott Weimer</p> <p>AdminKeys is Induction for administrators and is the process to clear a preliminary administrative credential. There is no cost to the participant. This is a two year program for those who have a preliminary credential and each participant is assigned a mentor to guide them through the process.</p>	<p>Contact: Scott Weimer</p> <p>This program helps new administrators understand the processes and expectations of the Merced Union High School District along with providing a time to interact with district leadership and other new administrators.</p> <p>A Summer Bootcamp is also provided by Principal Kevin Swartwood.</p>

<u>Zoom vs In-Person Meetings</u>	<u>Professional Development Options</u>	<u>Master Calendar</u>
<p>Zoom: Meetings that are focused around a presentation and materials should be on zoom and not require travel. This allows everyone to have screen access (not projector screens) and encourages written information that can be accessed on demand at a later time.</p> <p>In-Person: Meetings that are designed for interaction. This can be done through ThoughtExchange or other technology if the purpose is only to collect input. Socialization is important and some meetings should be scheduled In-Person just for that purpose. Timing of these should take into consideration the travel requirements and schedules of those involved.</p>	<p>There are MANY options other than Pull Outs:</p> <p>InnovatED: On Demand PD can be designed to meet your needs. This provides flexibility for the participant but also ensures that everyone is accessing the same material (PD rate extra pay).</p> <p>Collaboration Time: Part of the regular schedule and you can reach all staff (no extra pay).</p> <p>Prep Period: These can be optional or mandatory and you can reach all staff (no extra pay).</p> <p>Summer Institute: Sessions offered by staff for staff (PD rate extra pay).</p> <p>Conference: Follow travel policy (reimburse costs).</p> <p>Pull Out Day: Sub costs and out of class- follow Master Calendar rules (no extra pay).</p>	<p>There is a limited availability of substitutes in the district and there are people absent everyday for contract related absences (sick days, comp time, school business). Pull Out Days strain the substitute pool and must be coordinated to ensure available coverage. The maximum number of subs district-wide for meetings/PD is 15 (no Fridays):</p> <p>Mondays: AHS, MHS, ECHS, SHS Tuesdays: District Thursdays: LHS, BCHS, GVHS, YHS No meetings on Fridays Monday & Thursday switch for 2nd semester</p> <p>1st Wed: District 2nd Wed: LHS, BCHS, GVHS, YHS, SHS 3rd Wed: AHS, MHS, ECHS</p>

Important Dates

	July	August	Sept	Oct	Nov	Dec
		Aug 2-3 Summer Institute Aug 5 New teacher training Aug 9 All Staff Meet Aug 11 1st day class		CBEDS- 6th Curriculum Council 14th	SPSA/Safety-board EdObj by Nov 1	Prob teacher eval by Dec 1st
Principals	29-30 Admin Meetings	Back to School Nite Schedule mandates		October mandates visit		
Guidance	29-30 Admin Meetings	Balance Master Sch Master Sch Audit (credentials)	Position & Control Audit (funding)		Register for Dual Enrollment	
T&L	29-30 Admin Meetings (SPSA/Categoricals/ELD)	EL Green Folder SSC & Title 1 to Parents Site ELO Plan	Initial ELPAC PSAT sign up	PSAT 13th (or 16th) SPSA		
StuSup	29-30 Admin Meetings (Investigations)	Round Up ASB InnovatED Staff extra duty Facility Inspection Tool 9th Income Verification Student Handbook	Safety Plan			

	Jan	Feb	March	April	May	June
		22-23 Planning SARC- 1st	Complete teacher evals Prob-1st reg-15th		Senior Activities CSEA eval by 15th	Graduation Summer School
Principals		Plan for 22-23	March mandates visit			June 3, 8, & 9, 2022 Admin Meetings
Guidance	Balance Master Sched Registration	PosCntrl Audit Registration	Sections/Master Sched		Notify assignments by May 1	June 3, 8, & 9, 2022 Admin Meetings
T&L	SARC Begin Perkins		Perkins due to DO CAASPP & ELPAC training	CAASPP TBD ELPAC TBD CTEIG due to DO	AP Test TBD Ag Incentive to DO	June 3, 8, & 9, 2022 Admin Meetings
StuSup	Staff extra duty update					June 3, 8, & 9, 2022 Admin Meetings

District Meeting Schedule

	Principals/DLT	Student Support	T & L	Guidance & TL	Cornerstone Yr1	Cornerstone Yr2+	Expulsion Hearings	SARB
Time	3:30-5:00	9:00 AM	1:30 PM - 2:30 PM	2:00 PM - 3:30 PM	8:30 AM - 1:00 PM	8:30 AM - 1:00 PM	Various	Various
Location	Zoom & DO	DISC	All Zoom	All Zoom	DO	DO	DISC	DISC
	Every Monday	3rd Tuesday	Every Tuesday	4th Wednesday	3rd Thursday	2nd Thursday	Last Thursday	2nd Tuesday
August	Zoom 16 & 23 DO 30	17	17 & 24 & 31	25	19	NA	3* & 26	NA
September	Zoom 13 & 20 DO 27	21	7 & 14 & 21 & 28	22	16	9	30	14
October	Zoom 4 & 11 & 18 DO 25	19	5 & 12 & 19 & 26	27	21	14	28	12
November	Zoom 1 & 8 & 15 DO 29	16	2 & 9 & 16	18	18	NA	NA	9
December	Zoom 6 & 13	14	7 & 14	15	NA	9	2*	NA
January	TBD	18	4 & 11 & 18 & 25	12	20	13	3* & 27	11
February	TBD	15	1 & 8 & 15	16	NA	NA	NA	16*
March	TBD	15 (Zoom)	1 & 8 & 15 & 22 & 29	9	17	10	3* & 31	15*
April	TBD	12 (Zoom)	5 & 12	13	NA	NA	28	12
May	TBD	17	3 & 10 & 17 & 24 & 31	18	19	12	26	10
June	TBD	NA	7 & 14	NA	NA	NA	14*	NA
Info will come from:	L Rohrback	C Johnson	T Johnson	C Aguilar	S Weimer	S Weimer	C Johnson	K Sharpe

Project Tracking Meetings: 4th Thursday of each month- [spreadsheet updated at meeting](#) (S Weimer contact)

DELAC Meetings: Oct 19, Dec 14, March 3 (review LCAP), May 24 from 5:30-7:00pm (J McAuley contact)

CTE Advisory Meetings: Jan 13 (Perkins), March 3 (CTEIG) from 2:00-4:00pm (J McAuley contact)