



ELIOT-HINE MIDDLE SCHOOL LOCAL SCHOOL ADVISORY TEAM

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Meeting Minutes—DRAFT

May 11, 2022, 4:55 pm via Microsoft Teams

School Leadership Present: Marlene Magrino, Donya Wright

LSAT Members Present: Mandrell Birks, Sherri Anna Brown, Michael Edgerton, Jean Kohanek, Ophelia Morgan, Brittney Slaughter

LSAT Members Absent: Paliden Blakeney, Narissa Cooper, Suriya Douglas, Marlen Giles, Barbara Hammond-Awitte, Lena Heid, Evette Lang, Sasha Silverman, Latashsa Williams-Tolson, Bradly Winans

The meeting was convened at 4:58 pm.

1. **Admin premium budget.** Ms. Slaughter asked for an update on the remaining admin premium budget for this year. Principal Magrino explained that the funds in the admin premium budget line came from multiple buckets: last year's transformation funds for planning, ESSER 3 funds to pay for acceleration academy (about 12 weeks, @ 5 people at 3 hours/day), after school clubs from Mr. Birks and Ms. Jean, classroom coverage (a contracted use), PARCC test coordination, and writing high school recommendations for Grade 8 students (given to teachers who had more than 20 recommendation letters to write). Remaining admin premium shifted to purchase supplies so we could move all other available funds toward personnel for the upcoming school year.

Some believed the PARCC testing coordinator was a stipend position. Principal Magrino stated that it's not a stipend position, and she is advocating for it to be one because it's a LOT of time (at least 80 hours spent this year, split among several staff members). In this case, admin premium was awarded to a staff member who was doing a lot of extra test coordination work while teaching full time; that said, it was nowhere near the amount of time expended.

Principal Magrino explained that this year is a unique case in terms of admin premium compensation; we have extra funds that we may never have again, and everyone is strained

to the max so we have tried to compensate staff wherever possible for the extra work done this year.

In terms of current funding levels, some remain committed to admin premium (@ \$34K), including funds for student trips; the school will reprogram the remaining funds (@ \$76K) to purchase supplies ahead of next year. These include office supplies, some student supplies, poster printer supplies, expenses for IB conference attendance (or local training if not used); and professional services (City Year time outside of school year).

2. **Position descriptions/VOEs for upcoming year.** Ms. Slaughter asked for clarification on VOEs so we can see how positions will be designed and how they will be compensated. Principal Magrino shared a working document on major duties for positions, noting that these position descriptions are still under development and may change:

- Principal: Responsible for whole school communication; supervision of AP, Dean, other leadership team, etc.; developing the master schedule; budget; IMPACT; CSP
- Assistant Principal (AP)/Grade level Coordinator: award ceremony, Panorama, ASPEN grade book manager, liaison for summer school oversight for students, revision and tracking of CSC, informal observations, classroom walkthrough coordination, point of contact for athletics/Back-to-School Night
- Director of Operations: Facilities, outside services, HR, incident reporting system, whole staff celebrations, COVID point of contact (if needed), tracking budget, field trip point of contact
- Dean of Students: Arrival/dismissal/posts for staff, PBIS rewards/managed/training, family mediation/parent escalation, SBT documentation for suspensions/compliance, court hearings, managing Summer Bridge program
- Connected Schools Manager: Family communications and newsletters; volunteers and partnerships; point of contact for volunteers, partners, City Year, feeder schools; mid-year student onboarding plan; open houses; home visit tracking; conducting Connected Schools needs assessment/followup
- Instructional Coach/ELA Chair: LEAP, teacher orientation, test coordination, class environment walkthrough, AM collaborative content data, reading inventory materials
- International Baccalaureate (IB) Coordinator/Grade level Coordinator (looking for a AP type, someone tracking into principal career path): IB unit planning, Grade 8 project, master schedule, IB reauthorization/compliance, tracking community service hours, tracking IB showcase, high school fairs/applications

- Librarian: social media, working with teachers
- Special Education (SPED) Coordinator: assigning and managing all case managers, compliance paperwork, calendar, making sure IEPs at-a-glance come out, clear delineations of co-planning, SPED testing accommodations, SPED transportation, related service provider management/point of contact, incoming placement meetings
- HIT Coordinator (CSO union position): Tracking and managing data around interventions, using Panorama data effectively, attendance committee, bulletin boards, academic alerts, Acceleration Academy, exposure to college/career
- Math TLI: Department head, inventory books, A-Net and other testing facilitation, rollout of new math curriculum
- PASS Coordinator 1: Daylight/twilight, mediation, restoration
- PASS Coordinator 2: Program design and management
- Operations Coordinator: Credit card; medical administration; enrollment audit; supplies; master calendar, subs, coverage, mid year onboarding for staff
- Administrative Aide: Attendance compliance, technology management, health compliance, summer school enrollment, student registration
- Clerk: Office reception, enrollment, report card mailing, certificates, administering Kids Ride Free/DC One programs
- Psychologist (half-time): Will handle 504 plans

It was again noted that these positions are under development and may change before the next school year.

The meeting was adjourned at 5:57 pm. The next meeting is June 8 at 4:55 pm via Microsoft Teams.