



Director Report

September 2017

“Relate. Connect. Understand”

“Micro” Moment:

As we begin our third year at MACS, we hear from more and more parents about how Micro has positively influenced their children's lives, and how they see these skills coming out at home. One parent recently shared a story about her older daughter, who had just finished Kindergarten at MACS, and how she put many of the Micro principles into action while helping to plan her little sister's birthday party during the summer. Since they were going to be showing a movie outdoors, her daughter thought it would be fun to "sell" movie tickets and concessions. She made wallets for each guest and currency to go in them! She set up a table by the entrance, sold the tickets and directed the guests where to go. The creativity, leadership skills, and economic knowledge displayed by a 6-year-old was remarkable, and her mother directly attributed it to her time working in Micro City last year!

Enrollment Numbers (as of 9/15/17):

K - 38	4th - 22
1st - 20	5th - 24
2nd- 20	6th- 23
3rd - 23	7th- 22
Total : 192	

Upcoming/Recent Happenings at MACS:

New staff orientation and back to school workshops were a success. We welcomed 6 new staff members this year who took the time to learn about Micro from Coordinator, Susannah Williams, prior to all staff returning. Trainings for staff included, but not limited to, building safety, bloodborne pathogens, lice, active shooter, and curriculum.

Students came back ready to learn and with smiles on their faces! The first day of school Town Meeting welcomed new students and returning alike. Students were thrilled to hear about the new playground equipment and can not wait for its arrival!

Early release training on September 20th will consist of staff working with administration to go over the 20016-17 state assessment data and the beginning of the year school assessments.

This will help drive teacher's instruction and know where the strengths and weaknesses of their students lie.

On Friday, October 13th, the MACS PTO will be holding the first community event of the year, The MACS Fall Festival. This will be a night event running from 6-8pm for students and their families. There will be pizza sales and booth full of games and prizes for all! This event also serves as an important fundraiser for the PTO.

This year, we will be rolling out a volunteer contract at the September Open House Night. MACS need's school community members to volunteer their time in order to continue thriving and building on the success we have had over our short tenure. Going forward, this will be part of our Admissions Open House/Info Night, so new and prospective families are aware of the parental commitment when joining the MACS community. We are making the commitment realistic and achievable for all our families, thanks to input from PTO members. We hope you will agree! Stay tuned.

MicroSociety Update:

Staff have started their weekly Micro Meetings in order to organize the year. Academy periods are now under way. Campaigning 101 through our Micro University started on September 18th. Any student interested in running for office is required to take this course. Micro City elections will be held on September 28th.

Building Update:

The building is fully complete with the exception of one room, the future specials room. That will need to be completed by fall 2018.

Staffing Needs/Changes:

Due to some needs, and required by RSA's, we will be looking to contract with an ESOL teacher (English for Speakers of Other Languages). We are in conversation right now with a potential candidate for \$150 a day or about \$5000 a year.

Respectfully Submitted,
Amy Bottomley, Director

Amendment to Director Report September 2017

NEW Administrative Position Breakdown

Title: Assistant Coordinator / Program Coordinator

- 3 days/week (24 hours)
- Full year position
- Salary \$30,000 from date of hire (with employee tax \$32,400)
- Paid Time Off: 7 days
- Simple IRA Match - 2%/3% (in Jan): \$900 (max)
- No other benefits
 - GRAND TOTAL: \$33,300 - \$35,000

Funding Source:

Regular Education Instruction: \$364,020 budgeted

Actual: \$356,520

Surplus: \$7,500

IRA: \$22,800 budgeted

Actual: \$9,500

Surplus: \$13,300

Payroll Taxes: \$95,040 budgeted

Actual: \$81,000

Surplus: \$14,040

Special Ed Para: \$43,260 budgeted

Actual: \$40,000

Surpils: \$3,260

TOTAL SURPLUS: \$38,100

★ Job Requirements- Candidates for this position will have:

- A Bachelor's Degree from an accredited college or university, Master's preferred
- Minimum of 5 years work experience as an elementary classroom teacher
- Good interpersonal skills working with adults and children
- Successful results of criminal and employment background check.
- Comfortable working in learning environment as part of a team.

- Demonstrated proficiency with Microsoft Office (Word, Excel, and PowerPoint), Student Information System (SIS) and email communications.
- Has the ability to organize and prioritize multiple assignments.
- Is extremely organized, process driven, and detail oriented.
- Special Education knowledge/experience preferred
- Candidates possessing NH state certification in curriculum coordination, assistant principal, principal and/or special education administration will be given preference.

- **Job Description/ Core Responsibilities:**

- Admissions - to organize Info Nights, track applications for incoming students, follow up on missing application requirements, answering questions, touring families as needed, inputting accepted students into SIS, organize and track intent to return letters for returning families, lottery organization/planning.
- Teacher Evaluations/Mentor: Assist Coordinator with teacher evaluations/ individual staff goal setting and review, walkthroughs, observation and mentoring of teachers and staff as needed.
- Curriculum: Plan and organization of schools middle school curriculum. Work with staff on best practices, development and implementation of middle school common core requirements.
- State Testing: Oversee state assessments for the school, tracking rosters, training staff on proctoring requirements, scheduling, oversee administration of tests, and all other duties associated
- Special Education: attend school special education and 504 meetings serving in capacity of MACS LEA (Local Education Authority).
- Volunteer Coordinator: Oversees volunteer program including volunteer training requirements, recruitment, and scheduling.
- Other Requirements:
 - Commitment to MACS values.
 - Leads by example in adherence and knowledge of MACS Vision, Mission and Values demonstrated by his/her commitment to act in an ethical manner using behaviors that promote a team concept.
 - Follows through on duties and projects assigned.
 - Participates in and successfully completes training programs offered to increase skill and proficiency related to assignments.
 - Follows school policies, and federal and state laws.

- Ensures adherence to good safety procedures.
- Prepares evaluations, memos, newsletters, presentations and other documents at direction of the School Director
- Acts as an information resource for other office personnel in the building; communicates assigned duties to other office personnel as require
- And any other duties as assigned by the Director / Program and Curriculum Coordinator