

Hi All! I hope this note finds you and your family well. There are two updates I need to share with you.

Friday, Dec 22nd will be our regular ER Day Dismissal Schedule. On the calendar it shows it as a regular school day, but this will not be the case. Students at both schools will be dismissed at their regular, Friday Early Release Day time, so as not to cause parents and guardians to have to change their regular plans for Fridays.

K-12 Structure adjustments! Going into this year our plan had been that Principal McKechnie would be overseeing Grades K-6 and Principal Hatch would be overseeing Grades 7-12 along with Athletic Director Duties for grades 5-12. Head of School Witham would be assisting both schools with large projects, curriculum and assessment, supervision and evaluation along with code of conduct assistance as needed. As with any new structure, adjustments are made to make improvements if needed and to provide correct supports upon evidence and events.

As the school year moved along we found that grades 7 and 8 needed extra assistance and focus and that Mr. Hatch would not be able to give the time and effort needed. With these needs Ms. Witham then focused a larger amount of her time as the first administrative support for students, parents & guardians and staff in grades 7 and 8. Over the last several weeks we have found this to work well and to be most supportive of our students and staff needs.

Moving forward our administrative structure has adjusted as follows:

- Grades K-6, Principal McKechnie is the first point of contact, after teachers, for parents & guardians in regards to academic or code of conduct questions.
- Grades 7-8, Head of School Witham is the first point of contact, after teachers, for parents & guardians in regards to academic or code of conduct questions.
- Grades 9-12, Principal Hatch is the first point of contact for parents & guardians, after teachers, in regards to academic or code of conduct questions.
- Athletics 5-12, Principal Hatch continues to be the first point of contact, after coaches, for parents & guardians with athletic team questions.

Days when an administrator may be out, administrators will and do make themselves available at the other building if requested to assist where needed and so you may hear from someone else if a concern comes up.

Thanks for your understanding as we adjust our efforts to be as supportive and proactive as we can!