

Name: Sarah Forrey-Pettit School/Program: Pond Cove Elementary

Administrator School Board Update

March 14, 2023

Staff update:

- Hiring updates:
 - Hired an administrative assistant who will be joining our team in a week or two.
 - Searching for a long term substitute for an Ed Tech III position and an interim assistant principal.
 - We are looking ahead at the number of teachers we will need to hire/fill for next year based on retirements, resignations, and leaves of absence. At this time, we anticipate the need to hire 2 kindergarten teachers (one on leave; one on sabbatical), 1 first grade teacher, 1 second grade teacher, 1 third grade teacher, and 1 special education teacher. This prediction could certainly change depending on the number of classes in each grade level and whether we have staff who want to move grade levels.
- One of our classroom teachers has been nominated for the County and Maine Teacher of the Year!
- Sarah Choi has been keeping the main office running smoothly. We have recruited a retired administrative assistant from CEMS to help with kindergarten registration and fill in while Sarah participated in administrative assistant interviews. Sarah keeps everyone smiling even in the face of increased demands.

Facility update:

- One first grade classroom is still putting the room back together after the water damage event. This includes organizing materials, cleaning out bins/containers, wiping areas down, and creating a list of items that need to be replaced, such as books from a CEEF grant, furniture, and classroom rugs.
- The facilities department is considering adding another water fountain/water bottle filling station in one of the grade level wings, with the goal of having one in each grade level wing by next year.

Celebrate the Good

- March 6 - 10 we celebrated National School Counseling Week with a series of special events. These included the following:
 - **Monday: Make a Donation Day!** We invite families to donate any amount of their choice to [Preble Street Resource Center](#) in honor of "Chip and Jackie at

Pond Cove". If you choose, you can let them know that you made a donation in their honor.

- **Tuesday: Rise Up Day!** Write a note to a social worker about how they rise up for our Pond Cove community! The theme for School Social Work Week is "We Rise." School Social Workers rise up - supporting their students, families, and school communities. Learn more about School Social Work Week at [this link](#).
 - **Wednesday: Bring a Flower for our Social Workers Day!** (Chip Babineau and Jackie Bromage) This can be any type of flower - real, paper, stuffed, a drawing, etc.
 - **Thursday: Wear Yellow Day!** The academic regalia color for social work is technically citron. However, we're going with yellow to simplify. In honor of our social workers, we invite all to wear yellow on Friday to demonstrate our support of them and the important work of school social work.
 - **Friday: Post a Note of Appreciation on Social Media Day!** Head on over to the Pond Cove [Facebook](#) or [Instagram](#) pages and share a note of thanks for Chip and/or Jackie.
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- Teacher Exchanges: On March 10, fourteen Pond Cove staff members visited Congin Elementary School in Westbrook for a teacher exchange. This experience involved teachers spending a full or half day with an educator counterpart in the same role. They spent time debriefing their experiences of the day and exchanging ideas. The teachers in Westbrook will visit Pond Cove on March 17. The experience includes a discussion protocol that helped partner teacher discuss observations, brainstorm ideas, and provide immediate and specific feedback to one another. We anticipate this work will also build new collaborative relationships between the staff at both schools.
 - The fourth grade band and chorus demonstration took place on March 8 in the cafeteria. Students were very excited to learn about various instruments and sign up to join the band or chorus next year.
 - Beckham Markott, a kindergarten student in Ms. Claire Haft's class, was selected as a state winner for the Read to Ride Summer Reading Challenge! He received a gift card from the Maine Freemasons and used it to select a red bicycle.

- Pond Cove students and staff surprised Officer Galvan with a celebration in honor of his recognition as School Resource Officer of the Year award. Officer Galvan arrived at the school, escorted by Chief Fenton, under the guise that we needed his help with something. Instead, when he walked in, students greeted him with cheers, high fives, chants, and signs. He was a superstar and we had a delightful time celebrating him and all he does for us.