

# Quarterly School Administrator Report

## General Information

Administrator Name: Joann Karetov

School/Division: Lower School

Quarter & Year: Quarter 3 - March 2026

## Section 1: SWOT Analysis

Category	Details (examples included, replace with your entries)
Strengths/Celebrations	<p>Examples: Increased student achievement in math; Strong extracurricular participation</p> <ol style="list-style-type: none"><li>1. Curriculum work (social studies)</li><li>2. Focus on character/Walk the Talk</li><li>3. Over enrolled by 3 students</li></ol>
Weaknesses	<p>Examples: High teacher turnover in specific departments; Limited technology integration</p> <ol style="list-style-type: none"><li>1. Staff resignations throughout the year</li><li>2. Time for assessments</li><li>3. New staff=every day being new</li><li>4. Not fully staffed</li><li>5. Planning for next year: Not knowing times yet.</li></ol>
Opportunities	<p>Examples: New state grants for STEM programs; Partnerships with local businesses</p> <ol style="list-style-type: none"><li>1. LS moving from quarters to trimesters to add time to instruction, save money, etc.</li><li>2. Data analysis reviews; end of Q3. WIN time is revamping/data driven.</li><li>3. Implementation of READ Act training- still ongoing</li><li>4. Fund-a-Need: IXL for WIN time, MCA preparation, etc.</li></ol>

Threats	<p>Examples: Declining student enrollment; Legislative funding cuts</p> <ol style="list-style-type: none"> <li>1. Is QComp going away from state legislature?</li> <li>2. Unsure of students returning with change in bussing/start times.</li> <li>3. Adapting potential grades/assessments to new timelines</li> <li>4. Upcoming assessment requirements taking more time/money next year (kindergarten, FastBridge, Capti to 3rd/4th grade)</li> </ol>
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## Section 2: Addressing Weaknesses and Threats

Question: What steps are being taken to address the identified weaknesses and threats?

Response:

Weaknesses	<p>Examples: High teacher turnover in specific departments; Limited technology integration</p> <ol style="list-style-type: none"> <li>1. New teachers getting support for learning everything new, plus new expectations.</li> <li>2. Potential move from quarters to trimesters to limit amount of time and funds for assessments. More time back to instruction.</li> <li>3. READ Act training for new staff and EAs/paras (time consuming)</li> <li>4. Waiting on start times for planning.</li> <li>5. No applicants for vacant positions (at time of this report).</li> </ol>
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Threats	<p>Examples: Declining student enrollment; Legislative funding cuts</p> <ol style="list-style-type: none"> <li>1. Monitoring local and federal legislature RE: new laws around discipline, READ Act, etc.</li> <li>2. K-4 Intentional meetings around data reviews. Looking at individual students throughout years (not just current data).</li> </ol>
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	3. Presenting trimesters and waiting on board approval to review grading/curriculum maps/etc. to prepare for next year.
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**Section 3: Family and Community Engagement**

Prompt	Response
How have you engaged families to support student learning and school initiatives this quarter?	Fall Conferences Parent meetings this spring due to cancelled conferences Weekly classroom newsletters Monthly Paw Print Scheduled Book Study for parents (The Anxious Generation) - Cancelled - only 1 RSVP
How have you collaborated with staff to build a positive school culture and support instructional goals?	Individual Goal Meetings with teachers Division meetings Focus on Character “Walking the talk” staff-created document Grade level meetings Daily “today i will” inspiration based on author of this year’s spirit week Jerry Spinelli Birthday breakfast 1X/month Best Intentions workgroup - successful Q1 & Q3 outings.
What new strategies or practices are being introduced to strengthen family-school-staff partnerships?	Continued reminders to communicate with families. Will consider Book Study for parents for next year. Curriculum committees. Parent group attendance at meetings/emails. New staff discussions on Prep culture.

**Section 4: Additional Notes & Future Planning**

Upcoming priorities for next quarter: Data reviews; Curriculum reviews (ELA and social studies alignment/implementation to Core Knowledge/state standards; math next year); Intentional WIN Time support for students based on data.

Anticipated challenges and mitigation strategies: Continued training for new staff and students. Transition to trimesters? Waiting on start/end times to create timelines/schedules.

Support requested from the School Board: approve transition from quarters to trimesters for LS only.