

Behavioral Health Team (BHT) professional development training on 12-7	X	X	X	X	X	X	X	
Behavioral Health Team (BHT) meetings on 11-4; 11-11; 12-2; 12-9	X	X	X	X	X	X	X	
Grade Level Meetings weekly at 2:15 p.m.	X	X	X	X	X	X	X	X
Instructional Leadership Committee Meeting on 12-3	X	X	X	X	X	X	X	X
ELL Professional Development for staff at Grade Level Meetings during the week of 11-30	X	X	X	X	X	X	X	X
Flex Professional Development Day for teachers on 12-10	X	X	X	X	X	X	X	X
Prussing will continue to distribute technology devices and learning materials to students who still need them.	X				X	X	X	
NWEA Principal Training Webinar 11-23	X				X	X		
Principal Professional Development training on 11-12; 12-2; 12-3; 12-10	X	X	X	X	X	X	X	X
Students & Safety Instances								
Membership/Enrollment 687 students as of 12-08-20						X	X	
Discipline Issues Detentions: 0 Suspensions: In-School: 0 Out of School: 0		X	X	X	X	X	X	
Student Injuries: 0								X
Safety and building entry protocols being followed by the staff and visitors.								X
Building and Facilities								

<p>Custodial Activities:</p> <ul style="list-style-type: none"> ● Custodians continue to stay on track with their task, along with covering their own areas they are also working with each other when needed and will continue to adhere to the following: ● Monitor the cleaning of their sections and assuring that all areas remain as pristine as possible while teachers are in the building ● Continue to touch up areas not being used as well as heavy traffic areas ● Focused on arranging classrooms for social distancing and storing any extra furniture in assigned area ● Windows are wiped down and trim dusted ● Baseboards have been wiped down and/or scrubbed ● Walls have been wiped down ● Doors have been wiped down ● High and low dusting where ever needed 							X
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<p>Engineering Activities:</p> <ul style="list-style-type: none"> ● Continue the search for comparable playground structure replacement parts ● Main Office, replaced all burnt out light bulbs. ● Walked school grounds to assess if snow removal is necessary when snow is very light. ● Main Office, cleaned up the condensate leak from radiator aerator, set up catch ● Put in Work Order (#INC 0119875) to CPS IT about Sensor and Keypad Faults for modular ● Working with Hudson Boiler to find parts for two boilers ● Working to find proper key for Annex Bldg Keypad Alarm box at Door #8 ● Made adjustments to steam supply valves closed and radiator control in off position ● Set up Air Purifiers in Classroom 110 per Ms. Kapica. Check filter and units daily thru-out shifts ● Set up air purifier in Main Office ● Worked with Kitchen equipment contractors on troubleshooting fan ● Worked on rooftop to MCC controls in Annex Bldg Electrical Vault, found that contactor coil damaged, not pulling in to complete circuit (contractors will order necessary parts and be back out to repair) ● Kitchen fan is locked out and de-energized. Kitchen staff were informed ● Re-lamped Main bldg., exit signage at Doors #10. 							X
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<ul style="list-style-type: none"> Removed Rust and Scaling from porcelain water fountains and tiles 2nd floor bathroom plumbing repair necessities 								
School/Community Communication:								
Local School Council Elections on 11-18							X	
Local School Council Election results posted on school website and at Main Entrance on 12-1							X	
Reopening presentation to Prussing families on 12-3	X					X	X	
Report Card Conferences on 11-18	X	X	X	X	X	X	X	
Parent Advisory Community (PAC) meeting on 11-12; 12-10							X	
Prussing continues to be a Food Distribution Site. Food distribution will occur Monday through Friday from 8:00 a.m. - 1:00 p.m. outside the auditorium door.							X	
Parent Letter distributed on 11-23; 12-4							X	
Website updated on 11-6; 11-10; 11-13; 11-18; 11-23; 11-27; 12-1; 12-4; 12-7	X	X	X	X	X	X	X	X
Prussing PTO Meeting on 11-4; 12-9							X	
After School Programs								
Working to try to have virtual after school programs at Prussing	X	X	X	X	X	X	X	X