

**SUU LEAD After School Competency
Mentor Principal Competency Review**

Please copy this template, paste into your Word or Google doc, complete it, get it signed by your Mentor, share with your Internship Coordinator, and upload into Canvas.

Name: **Joseph Wright**
 Year & Semester: **Fall, 2019**
 School in which you interned: **Treeside Elementary Charter School (Provo, Utah)**

Supervising school activities and monitoring the process for collecting and handling fees and gate receipts.

Please describe all aspects of the process of your supervision of school activities and monitoring the process for collecting and handling fees and gate receipts. Review with your Mentor your efforts and activities associated with this artifact. Add to this copy....

- Your description,
- Have your mentor initial after Emerging Effective or Effective below and sign and date,
- Scan this completed, initialed Mentor Evaluation,
- Upload your scanned Mentor Evaluation to the aligned Canvas Assignment.

Keep a log of your supervision of a variety of after school activities and monitoring the process for collecting and handling fees and gate receipts. (Add lines as needed)

Date	Time Spent	Area of Supervision	Activities & Description
8/8/19	2 hours	After School Program	<p>I spoke with Dr. Johnson and Mr. Hepworth about what I could do after school to assist and help the school with the after-school programs. Dr. Johnson asked if I would be willing to take the lead on organizing the after-school clubs / program, and we agreed that it would be a great idea.</p> <p>I am thinking (and Dr. Johnson agrees) that we would like to reach out to 4H, and see if we can get that started here at Treeside, and perhaps even my own school!</p>
8/15/19	1 hour	After School Program	<p>I spoke with the custodian at Merit, who is married to the 4H director here in Utah County. He said that they would love to help us get a 4H</p>

			club off of the ground at Treeside. He asked that I check in with them a few weeks into September, since they were very busy with the 4H clubs at the beginning of the year, and would have a bit more time a bit later, which I said was fine.
8/27/19	2 hours	After School Program / Community Outreach	After school today, we met with the board, and part of the discussion included the after-school program, including their robust robotics program. Several of the parents involved at the meeting weren't sure if they wanted a club that would cost money (like 4H), so I am rethinking that. Perhaps something a bit more simple, with parent volunteers and donations would allow them to do it for less money (4H is \$10 / student)
8/29/19	1.5 hours	After School Program	<p>Treeside: I met today with the lead parent of the Treeside Guild (Megan Luke), which is their PTO, and we discussed efforts to get their after-school program off the ground this year. I told her (Megan) that I'd be delighted to help and do whatever I could to assist.</p> <p>She is in charge of the program, so I said that I'd be happy to supervise or assist in whatever way she thought best. She will be getting in touch with me soon</p>
9/3/19	1.5 hours	Fall Festival	Just before I gave my PD training, Megan shared the Treeside Saturday Event that would be occurring Sept. 14. I made plans to attend, and do what I can to assist at this event as well
9/10/19	2 hours	After School Program	<p>Today I helped Treeside get a bunch of chairs that they needed. I had heard that the school needed a bunch of chairs, and when BYU had a flash surplus sale, we hopped right on it.</p> <p>We ended up getting 400 chairs for just \$2 each. It was quite a deal, and I was just glad to help out. They will be put to good use at after school programs and the like. I was a bit late to my next class back at Merit as a result, but I contacted the aid in there, and she made sure the students were</p>

			<p>on task and doing alright in the meantime.</p> <p>Treeside was very much in need of the chairs, so it was worth the extra time spent. I'm glad that I noticed the email and was able to help them get a good deal.</p>
9/12/19	1 hour	Fall Festival	<p>After having a missed appointment with Kristina Hone (she mixed up when a doctor's appointment was), I contacted Megan from the Parent Guild and she shared the sign-up document with me, so that I could sign up for some specific tasks on Saturday. I am now planning on being there and helping with the Pie-Throwing Contest</p>
9/14/19	2.5 hours	Fall Festival	<p>Today I assisted the Treeside Parent Guild (their Parent Volunteer Organization, much like the PTA) with the pie-throwing booth, and we had a good time, while raising money for the school!</p> <p>I also assisted in cleaning up after the event, helping Todd Hepworth get the sound equipment put away, etc. The students had a real blast, and I enjoyed participating in the project.</p>
9/17/19	2.5	Parent University	<p>I spoke with Dr. Johnson about some other opportunities for after school. He asked that I speak with the Mountainlands Clinic, as well as the Provo Library about coming to their community outreach event, Parent University.</p> <p>I spoke with the clinic, and they said they'd give me a call back. Meanwhile, I talked with the Provo Library, and they are going to get back to me.</p>
9/18/19	1.5	After-School	<p>We met with the leaders of the PLC and discussed a variety of issues, including the upcoming after-school program, and also other things the school is dealing with. They mentioned that the clubs cannot have a fee (since</p>

			<p>the charter says free after school programs)...so I am not sure 4H is going to work.</p> <p>They mentioned how the treebucks are utilized for allowing the students to purchase things, etc. Things are going great! It was cool to see how the school leadership work together and plan to make Treeside better.</p>
9/19/19	1.25	Parent University	<p>I went and personally met with each of the people in charge at both the Mountainlands Clinic and the Provo Public Library. The Mountainlands contact, Christain, was very gracious, and said that they'd do their best to attend, although they didn't have as much time as they might like to prepare (follow-up: they declined to come, but would love to come to our next event!)</p> <p>Meanwhile, I also went to the Provo Library, but the person in charge was in a meeting. However, I left a note, and texted them, and they agreed that coming would be a great idea!</p>
10/1/19	1.25	Parent University	<p>Follow-up: I spoke with Todd about the event, which I was unable to attend myself. Provo Library did indeed come, and by all accounts, it went very well! We were grateful to have them! I sent some thank you letters to both them and the Mountainlands Clinic, thanking them for their interest, and letting them know we'd love to have them come again!</p> <p>Also ran into one of the parents on the Parent Guild, who claimed that they wanted to know what the deal with 4H was. I shared what I had heard in the PLC, and she said that I didn't need to worry about that, and that 4H was still a great</p>

			option for Treeside, so I let them know I'd look again into that.
10/2/19	1	After-School Clubs	<p>Today I spoke with Brent Bunnell, whose wife is the head of the Utah County 4H Club, and we are making plans to figure out what and how we want to make 4H a part of Treeside. We are working to set up a time with Jolene Bunnell to get 4H going at Treeside.</p> <p>Unfortunately, it has been tough, because she is very busy, as are the admins at Treeside, so we haven't scheduled a time just yet. TBD.</p>
10/9/19	1.5	After-School Clubs	<p>I heard from one of the faculty meetings that we will be starting the clubs soon, and it appeared that I was on the schedule (with my Game Club), for Mondays(?) I haven't heard any updates from Megan Luke, the Parent Guild Leader, since I spoke with her at the end of August. So, I reached out to her for clarification.</p> <p>She had a meeting with Dr. Johnson, and I spoke with him about it this evening, when we met for another meeting, but no one showed up. Anyway, I chatted with him, and he said that they would like to start the after-school program after this fall break (after next week). I wrote up a short message saying how I'd be happy to assist with a "Gaming Club". Here's the summary:</p> <p>"Come learn and play popular board games and chess in this casual, after school club. Those who attend (students and parents are both invited!) will learn an array of games including Settlers of Catan, Monopoly, Chess, Checkers, Yahtzee, Sorry, Battleship, Clue, Apples to Apples, Pandemic, Connect Four, Various card games</p>

			<p>(Bang, Love Letter, Uno, etc.), Risk, and a host of other great games!</p> <p>We will also engage in a lot of other physical games, like the Human Knot, Red Rover, Tag, and many more. Members are invited to bring their favorite games, and time willing, we will try and play them all!</p> <p>There will be two club groups, a younger and an older one, and the games will vary according to student maturity. We will have lots of fun while enhancing our memory, problem-solving, and goal-setting skills! Students will learn all about following the rules, gaming strategies and good sportsmanship. We hope to see you there!</p>
10/15/19	1 hour	After School Clubs (4H)	Todd and I discussed our upcoming meeting with Jolene Blunnell. We are looking forward to getting 4H set up!
10/16/19	1 hour	After School Clubs (4H)	We all met up, including myself, Todd, Jolene, and the new 4H Utah County Coordinator Melanie Ogan, who is taking over a lot of Jolene's responsibilities. We discussed using 4H for the GT program here at Treeside. The option exists to do it thru the school as a class even. We will chat soon with the PTA about getting this off the ground. However, assuming that is the route that we go, I think I'll instead be assisting with 4H rather than going the game club. We'll see what the rest of Treeside, the Parent's Guild, etc. think is best.
11/7/19	12:30-1:30 pm 1 hour	After School Clubs	Came and helped Dr. Johnson; we talked about getting our after-school program going. Hopefully a meeting next week will help that occur!
11/12/19	12:30-12:45 pm .25	After School Clubs	Reached out to Megan Luke, the head of the Parent Guild, to see if we can schedule a meeting

	hours		with all of the parent volunteers to get ready for the 4H club roll out. We got delayed in this action because Todd was put back into the classroom.
11/13/19	4:15 PM - 5:15 PM 1 hour	After-School Clubs	<p>Chatted with Dr. Johnson after the faculty meeting, and we discussed the recent plethora of parent volunteers that have said they would be eager to assist the school with whatever they could.</p> <p>I asked Dr. Johnson if a meeting had been scheduled between ourselves and the parents, so that Melanie Ogan (4H coordinator) might come, answer any questions, and get the ball rolling in that regard.</p> <p>I am doing my best to be helpful, but also not pushy, because my role here is to assist and support, not take charge, and I understand that. I let Dr. Johnson know as much, and I am simply offering to help in any way that I can.</p> <p>Due to our delay in rolling out the after school program, I won't be able to assist with that for very long, as my internship ends before Christmas break, just a month or so away! Regardless, I am just glad that I can help and assist in any way possible.</p>
11/19/19	12:15-12:30 PM .25 hours ----- 26 hours subtotal	After School Clubs	<p>Dr. Johnson and I chatted about moving forward, and he admitted that it hasn't been on the top of his priority list with all that has been going on.</p> <p>He is planning to contact Megan Luke from the Parents' Guild to make plans to move forward.</p>

Overall Reflection:

It seems almost natural for me to now spend time working and volunteering as I have at Treeside this past semester. I have gotten to be good friends with many of the staff here, and had fun working with the students here as well, both during school hours and the many that I have spent after hours as well. Honestly, it is a somewhat bittersweet feeling I have, since this upcoming semester I likely won't be spending much if any time at Treeside. I've learned quite a bit since I began working with the admins, teachers, staff and students here, and while there is a time and place for everything, I'd be remiss if I didn't admit I'll miss being here.

However, I also have a lot of other responsibilities, and this upcoming semester will be busy with other tasks, such as ramping up our Canvas rollout at Merit, as well as upcoming Speech and Debate competitions for our after-school debate club, which I am hosting and has just gotten started, as well as a new semester and new students that I'll be teaching, as well as my final SUU class, and preparation for my administrative PRAXIS exam and impending graduation this spring.

I've learned so much, including the fact that as an administrator, my time will most often not be my own. Helping run a school is a demanding job, and requires lots of attention, focus, and time. Even with the best of intentions, Treeside's efforts to roll out a more ambitious after-school program, as I've mentioned, have been stymied by time constraints and other concerns. Frankly, admins cannot do it all!


They have to pick and choose, and I've learned that as an admin, I'll need to make sure to surround myself with honest, trustworthy people that I can trust to assist me in bringing school goals to fruition. By surrounding yourself with such people, you also make sure that you have good counsel when making tough decisions. I'll be seeking their advice, and making sure that there is a consensus before making more critical calls. Having people an admin can trust around them is important, because if you aren't making the right decisions, they'll call you out on it, and help avert a potential problem before it becomes one.

Having a dependable PVO / PTA is critical as well, since in many aspects, those parent volunteers will be doing a lot of the planning / organizing / etc. to make many of the extracurricular parts of a school community happen. I've been impressed with the effort that Megan Luke has made in this regard. Overall I am impressed and grateful to learn by example

from such a great group of staff and parents who desire to make Treeside be the best it can be. I'm grateful they've let me be part of their great school, and for the many lessons I've learned as a result.

Total hours engaged in the completion of this artifact: 26

[Utah Educational Leadership Standards - 2018](#) - Standard 3.2

* Required for Recommendation for Licensure *	
Emerging Effective _____	Effective <u>xx</u>
Sought to comply with mandated budget and accounting practices as responsible and ethical stewards of the school's monetary and non-monetary resources.	Complied with mandated budget and accounting practices as responsible and ethical stewards of the school's monetary and non-monetary resources.
<p>Comments: Joseph was able to help us get in touch with 4 H and even was willing to host an after school program session himself. Once again, he was able to see limitations on time, energy and effort as it relates to getting projects up and running.</p>	
Mentor Name, Signature and Date Below:	
Mentor Name: Benjamin Johnson Ed.D.	Mentor's School: Treeside Charter School
Mentor's Signature: 	Date: <i>12/10/19</i>