

Date Hours Collected (chron. order)	Elem. Hours	Sec. Hours	(District Hours)	Activity Description / Reflection	Principal/Mentor Initials	Running Elem Hours	Running Sec Hours	(Running District Hours)	Total Hours
				<i>Below you'll see the extent of my volunteer hours while attending SUU for my Masters of Educational Administration</i>		86.25	195.5	0	281.75
6/20/2018		1		<p>Merit: Discussed some of the basic structure of administration at our school. We also talked about the changing dynamic and vision that the school has had, and how we are attempting to guide that towards the future.</p> <p>Also spent some time discussing the importance of funding, where it comes from, how we are held accountable for it, etc.</p>	Jesse Meeks	86.25	195.5	0	281.75
6/25/2018		1.5		<p>Merit: Amanda shared how her experience in becoming an admin was somewhat of a struggle. She learned lots of lessons about what <u>not to do</u> as an admin.</p> <p>For instance, she saw the divisiveness that was created by her admin. Rather than respecting others, she demanded compliance because of her position. We discussed some of the things that make a good administrator, as well as several things to avoid.</p>	Amanda Kuhn	86.25	195.5	0	281.75

7/8/2018	1		<p>Merit: I spent about a half hour conferring with Dr. Meeks via email regarding the Week 5 assignment, and we discussed the financial operations at our school.</p> <p>That same week, I spoke personally with Ms. Kuhnz, who gave me further insight into how all of that works, and how her role is evolving since this was just her first year at Merit Academy, and the year before Dr. Meeks had been doing without an assistant director</p>	Dr. Meeks + Ms.	86.25	195.5	0	281.75
7/9/2018	1.25		<p>Merit: We talked about creating a school improvement plan for the school, for my Concept Paper Assignment. Since Dr. Meeks and the Board will not be ready with that by the due date of that assignment, we came up with the idea of me creating my own SIP for the Concept Paper assignment, which would be research-driven and could be a resource for them.</p> <p>We presented that idea to my professor by email. I adjusted the plan we came up with later in order to make it more useful to our situation. Then we began discussing the forum question for this week, and the dichotomy between leadership and management, which is one of the main topics we have addressed in this class.</p>	Amanda Kuhnz	86.25	195.5	0	281.75

7/12/2018	1	<p>Merit: In light of recent school shootings, we have discussed gun safety and firearms training for our teachers (Utah allows educators to conceal carry, kind of a “don’t-ask-don’t-tell” policy).</p> <p>My brother uses and trains with airsoft guns, and we discussed how these might be utilized for some professional developments this year, in order to promote student safety. I like shooting myself, but it scares a lot of our staff to think about this. Still, in a day when shootings seem to occur frequently, it is best to be as prepared as possible in order to protect the safety and lives of our students.</p>	Dr. Meeks + Ms.	86.25	195.5	0	281.75
7/16/2018	1.25	<p>Merit: We started by discussing our SIP (School Improvement Plan) creation that we are working on, and Amanda shared what she and Dr. Meeks are working on, which they will then be bringing to the faculty with their ideas.</p> <p>We also discussed some of my future classes, and my plans for the curriculum and scope of the classes, with Amanda offering some ideas and suggestions. Overall a good talk! She offered some good ideas for new PBL projects that I might utilize, and got me thinking.</p>	Amanda Kuhnz	86.25	195.5	0	281.75
7/17/2018	1.25	<p>Merit: Discussed some of the basic structure of administration at our school. We also talked about the changing dynamic and vision that the school has had, and how we are attempting to guide that towards the future.</p> <p>Also spent some time discussing the importance of funding, where it comes from, how we are held accountable for it, etc.</p>	Jesse Meeks	86.25	195.5	0	281.75

7/23/2018	1.25	<p>Merit: Amanda and I met for the last time (for this class, anyway). We discussed some of the issues that we have talked about in our class. We also chatted about her perspective as a newer admin, and the difficulties that come with such a position. She shared some insight into that, and we talked about my plans going forward, as both a teacher, and one day as an administrator.</p> <p>I was glad to have an open chat about what I may do when I graduate, and although that is still some time away, it is important to consider.</p>	Amanda Kuhnz	86.25	195.5	0	281.75
7/25/2018	2.25	<p>Merit: I attended this meeting for this week's assignment, and my in-depth notes are included as well. Overall, I am grateful to know that we have a group of involved parents that passionately care about what our school is doing and the direction it is headed. They clearly want the best for our staff, and the administration is also clearly deeply invested in our school. The financial guys seem kind of scatterbrained, yet they obviously seem to be working hard for us too. Glad to be a part of such a great school.</p>	Board Meeting	86.25	195.5	0	281.75
9/6/18	3	<p>Merit, 6540 AAA-1 <u>Personal Philosophy of Leadership</u>. I spent a few hours reflecting on how I might prepare and share my own personal philosophy of leadership as the finalist for an admin position at a school here in Utah. It was a useful experience to consider how I am better meeting these standards as I progress as an educator.</p>	Lee Montgomery	86.25	195.5	0	281.75

9/19/18		3	<p>Merit, 6540 AAA-4 <u>Vision & Mission Statement</u>: For this assignment, I was required to investigate and analyze our school vision and mission statements. I discussed the transformations that have occurred with both over the 10 years that Merit Academy has existed, and it is certainly a work in progress. I do feel like my coursework is doing a good job of helping my admins realize that there are many different things they ought to be doing tidying up on, and I have been blessed to be able to assist with that effort. Our admins work hard to create a positive school culture, and it has resulted in quality staff, good students, and improved outcomes. My favorite thing I learned about is our old but new again slogan "Choose Your Quest, Change the World."</p>	Prof. Montgomer	86.25	195.5	0	281.75
9/20/18		3	<p>Merit, 6500 AAA-1 <u>Finance Review Report</u>. I got together with 3 other students in my class, and we reviewed 4 different charter schools / districts and where they get their funds. We met several times to discuss the assignment, our findings, etc. We thought that it was interesting how so much funding comes from the state, which makes sense, as they are mostly in charge of what happens in Utah schools. We discussed just how important school funding is, and that it makes a huge difference in curriculum, activities available, etc.</p>	Prof. Katy Herbol	86.25	195.5	0	281.75
9/26/18		3	<p>Merit, 6540 AAA-3 <u>School / District Organizational Chart</u>. I spent a few hours talking with various administrators, though mainly with Dr. Meeks, and learned about how the school organizational chart is organized and framed. It was interesting to see what is outlined, as well as what might need to be more clearly defined. Our school isn't perfect by any means, and although we have work to do, it was enlightening to see all the responsibility that our admins have, and the constant improvement process that they are involved in.</p>	Lee Montgomery	86.25	195.5	0	281.75

9/28/18	3	<p>Merit, 6500 AAA-2 Expenditure Report. For this assignment, we stuck with the same group as before, and again looked at the same 4 districts / schools as we did previously. I again analyzed Merit Academy, and how it allocated funding this past year, compared with the other schools my groupmates looked into. It was interesting to see just how much money goes to salaries, and yet I know that I and other teachers still feel overwhelmed and underpaid. I think this speaks to the importance of having a good school culture and the importance of helping staff feel needed and wanted at a school.</p>	Prof. Katy Herbol	86.25	195.5	0	281.75
10/10/18	3.5	<p>Merit, 6540 AAA-2 Board Meeting For this activity, I was required to attend a School Board Meeting and discuss the process, impact on student learning, etc. There were some interesting topics discussed, such as creation of a service animal policy, which was needed after a student came with a service dog, and apparently we didn't have a well-fleshed out policy, so we got that taken care of. It was nice to see how involved these parents are, and their concern and interest in making sure our school is productive and serves the needs of our students.</p>	Lee Montgomery	86.25	195.5	0	281.75
1/9/2019	2.5	<p>Merit, 6740 School Law: AAA-1 Personal Ethics I met with our concurrent student director Mrs. Shiles, and we discussed her ethical standards in working with our students, parents, colleges, etc. I then considered my own ethical standards, and what sort of admin I want to be and aspire to. I also spoke briefly with Ms. Kuhn and got her insight about these issues as well. I enjoyed the experience very much!</p>	Alisse Shiles	86.25	195.5	0	281.75

1/15/19	1.75		<p>Westside Elementary: After School Administration: For the next few weeks, I'll be assisting the school with the after-school program, run by the nearby Springville High NHS group. I worked with Mrs. Hjorth today, who is one of the lower level admins at the school. She runs the Skills Development program at the school, assisting with helping students with special needs, etc. I learned about the many roles that she does at the school, such as taking role of the club's participants, to make sure that they all knew what they ought to be doing and where they ought to be, etc. I enjoyed the experience very much, and am reminded why I enjoyed working in an elementary setting back in college :)</p>	Mrs. Terri Hjorth	86.25	195.5	0	281.75
1/17/2019		2.25	<p>Merit: Tonight I came and helped with the Girl's basketball game, making sure people weren't where they shouldn't be, and that everything was fine during and then locked up after the game. It was nice to be there, supporting the girls and get to see many of the parents of students I teach. It was a good time</p>	Amanda Kuhnz	86.25	195.5	0	281.75
1/22/2019	1.25		<p>Westside Elementary: Spent more time with Mrs. Hjorth today, got to tour the school, meet more of the staff, and helped clean up a few rooms with the after-school club kids, and after they left.</p>	Mrs. Terri Hjorth	86.25	195.5	0	281.75

1/24/2019		2	<p>Merit: I helped review and evaluate our Emergency Operations Plan (EOP), and spent several hours looking over the plan, as well as revising and reviewing the material. We didn't even have a digital copy of the plan, so I put it thru my printer, which has character recognition software, and we were able to get it mostly done. Then, I went back and reformatted it, changed outdated material, made it more concise / clear, etc, at least for a portion of it. This assignment was split between several of us who are on the School Safety Committee.</p>	Amanda Kuhnz	86.25	195.5	0	281.75
1/25/2019		2.5	<p>Merit: I met with my administrator, and we discussed revisions and changes that we have been working on re: our policies. I spent several hours (as mentioned above) changing and revising our EOP, but we also looked at several other policies, and we even found some typos, such as our Disciple & Classroom Management Policy (it was supposed to be Discipline, but somehow it has been wrong for several years...). We had a useful conversation, and we will also be fixing that embarrassing typo.</p>	Amanda Kuhnz	86.25	195.5	0	281.75
1/29/2019	1.5		<p>Westside Elementary: Today I observed their Team Lead Meeting, where they met with the grade leads and talked about what is going on in the school (normally they meet every month, but it has been two months since the last one. They reviewed their Mission Statement, Vision, etc, and revised it just recently, which they went over in this meeting (and explained to me). They also have a fun acronym ROAR (which stands for Respectful, Outstanding, Accountable, Responsible). They collaborated on the words and phrasing of the mission, vision, etc. all together. They wanted to create a song to help remind the students of the actions, great idea. Lots of issues and ideas were discussed. Organizing the subs that they utilize was something they are working on improving.</p>	Lori Pruitt	86.25	195.5	0	281.75

2/5/2019	1			Westside: Today I helped prep some materials for some of the teachers the next day; they had a lot of copies and other work that needed to be completed, and I helped with that.	Lori Pruitt	86.25	195.5	0	281.75
2/7/2019	1.5			Westside: After assisting with more such jobs and tasks as last time, I also spent time talking with Principak Pruitt about her role as principal, and some of the reasons why I was considering administration. She thought that my goal to remain a "servant leader" and keep teaching while administrating was a good one, and she wished me luck with it. I also chatted with her about extra-curricular stuff that she does with the school. Great experience!	Lori Pruitt	86.25	195.5	0	281.75
2/12/2019	1.5			Westside: Today I helped prep some materials for some of the teachers the next day; they had a lot of copies and other work that needed to be completed, and I helped with that.	Lori Pruitt	86.25	195.5	0	281.75
2/19/2019	1			Westside: I worked with Mrs. Pruitt regarding a student problem that occurred recently, and she talked on the phone with the parent of one of the students, after explaining to me about the issue. I was able to observe how she dealt with the situation, and helped break down the defensive barriers that had grown out of the situation, so it was cool to see her talk down the parent and resolve this situation in a calm and collected manner. I was only able to hear one side of the conversation, but I saw that she did a great job diffusing a potentially explosive situation, and offered.		86.25	195.5	0	281.75
2/19/2019		1		Merit: Helped administer the ACT; we realized though that with a few of the kids being absent, that they would not need me to be here, so I went home afterwards!	Jesse Meeks	86.25	195.5	0	281.75

2/21/2019	1.5			<p>Westside: Today we had a mentor meeting, which the school holds for newer teachers (1-3 years experience), and there the teachers learn things that the admins believe will be helpful to new-ish teachers. They went over many of the questions and issues that are involved in referring students to SPED. They distinguished 504s and IEPs (acco. & curriculum). Technically, teachers need to be there for the entire time. This was something that I was not aware of, but apparently the state does require this. Next, the librarian introduced some new books that they are carrying, and the different reasons to read the different books. I also liked how they discussed the ways that the teachers can work with their mentors on how they can be better teachers.</p>	Lori Pruitt	86.25	195.5	0	281.75
2/25/2019	1.5			<p>Westside: Today I observed a training about how to better teach Math at this school. They will look at the thinking that is occurring, specifically how lessons can be more about Developing Understanding. It is part of the Learning Cycle Model, to Develop, Solidify, and Practice. As you teach, you Launch, Explore, and Discuss. It is all part of the Comprehensive Mathematics Instruction aka CMI.</p>	Lori Pruitt	86.25	195.5	0	281.75
2/26/2019	1.5			<p>Westside: the main department heads met to discuss the AAPPL Test results, which are for the Dual Immersion Program. Lots of good things going on. It was interesting for me to compare what they are doing with what I studied at BYU.</p>	Lori Pruitt	86.25	195.5	0	281.75
3/4/2019		1		<p>Merit: I spoke with our SPED director Mrs. Sitton, and she talked with me all about how they take care of our SPED students. It makes me happy to know that they are such a priority for us at our school!</p>	Jessica Sitton	86.25	195.5	0	281.75

3/7/2019	1			Westside: Sat in while a teacher came in and chatted about how her day went this past week. She is trying to finish out the last few years before she retires. She used Mrs. Pruitt as a sounding board, and talked with her about her plans for the next year or so.	Lori Pruitt	86.25	195.5	0	281.75
3/19/2019	1.5			Westside: We chatted about the difficulties that being an admin can be, including many different parent issues that she was dealing with, along with a few teachersr that are not getting along with each other / playing nice. It was a long day for my admin, but she is going a superb job all things considered.		86.25	195.5	0	281.75
3/26/2019	1			Westside, Team Lead Meeting: I was a bit late to the meeting because I was meeting with Dr. Meeks, our admin, and trying to figure out where we might put a new teacher in the building. We wanted to have one that would have buffers on both sides, since the class will involve some loud stuff. -----Once I got to Westside , I found that the teachers were discussing their reviews with Social Media, as well as their own internal review. They have come up quite a bit, and that is good. They spoke about some of the students who are struggling, and how many parents pin the blame on the teachers, when the teacher is doing their darndest to help the students be responsible. They also will be working with some upcoming testing, seeing as it is the last week, to make sure the school is being held accountable. ----- -----	Lori Pruitt	86.25	195.5	0	281.75

3/27/2019	2		<p>Westside: I came and worked with Ms. Pruitt at the school today. I was put on Lunch / Recess duty, and walked the playground, while playing a short pickup game basketball with some of the students. Afterwards, I talked with Ms. Pruitt about her lesson that I helped prepare yesterday, and she was a bit flustered by the fact that the teacher she was modeling for didn't seem to understand the reason she was there. It was a male teacher, and I asked if she had been direct with him about her designed purpose: to model better group assessment and discipline. She admitted that she hadn't, and I shared insight into the male psyche, that we often need others to be point blank with us, and I offered some ideas to that effect of how to deal with this teacher (but in a nice way, of course).</p>	Lori Pruitt	86.25	195.5	0	281.75
4/10/2019	2		<p>Westside: Today I came and helped Ms. Pruitt today; We spent time helping with lunch duty, and then we had a discussion about standards and reviews for teachers. Then had a discussion re: another teacher who is struggling to meet the standards at their school, and the challenges that will face all admins in dealing with such tough decisions.</p>	Lori Pruitt	86.25	195.5	0	281.75
4/24/2019	2		<p>Westside: Went and shadowed Lori's unofficial assistant principal Shannon, and dealt with a few students and collaborating stories of misconduct, and getting them to see the error of their ways, etc. Discussed how they might improve, and helped them to create cards to apologize.</p>	Lori Pruitt	86.25	195.5	0	281.75
5/22/19	2		<p>Lehi: Met to make plans for the summer school program, figured out who was going to be with us, etc.</p>	Jason Flinders / P	86.25	195.5	0	281.75

6/10/2019		7.25		Lehi: Spent the day getting kids registered, figuring out who was going where, etc. Took care of helping the students get where they need to be.	Jason Flinders / P	86.25	195.5	0	281.75
6/11/2019		7.25		Lehi: Spent the day getting kids registered, figuring out who was going where, etc. Started working on dropping students who were not going to be coming to summer school, and checking on why some kids were at school, and then not.	Jason Flinders / P	86.25	195.5	0	281.75
6/12/2019		7		Lehi: Today we focused instead on those who hadn't responded over the past two days, and began dropping a few kids from classes. We called and checked up on those that we thought ought to be coming, and then moved on. I also spent some time observing Mr. Streisand(?) in his classroom, and his use of formative assessment. Really enjoyed it! He's an excellent teacher!	Philip Clark	86.25	195.5	0	281.75
6/17/2019		7		Lehi: We worked to find the students the next few days who were failing their classes, and talked with them about getting caught up, passing, etc. That was the focus this week, although we did contact families whose students had not come or had missed a class	Philip Clark	86.25	195.5	0	281.75
6/18/2019		7		Lehi: Same as previous, but also spent time evaluating some teachers and their abilities.	Philip Clark	86.25	195.5	0	281.75
6/19/2019		7.25		Lehi: Besides reviewing attendance, we also worked on helping a few particular students who are struggling in class, and worked with them to help get them to be passing.	Philip Clark	86.25	195.5	0	281.75
6/24/2019		7.25		Lehi: Today we worked on getting the last students to pass their classes. Ran reports for those who are failing, and spoke with each of them about what they can do to pass.	Philip Clark	86.25	195.5	0	281.75

6/25/2019		7.5		Lehi: Worked on talking with students who are not passing; got a new document to track the students and their grades, so we can see how they are doing in a glance.	Philip Clark	86.25	195.5	0	281.75
6/26/2019		7.25		Lehi: Same as previous, but also spent time evaluating some teachers and their abilities.	Philip Clark	86.25	195.5	0	281.75
6/27/2019		3		Payson & Lehi: Met a bigwig of the Utah Foodbank today (while playing at the Payson park with my boys, and we'll be finding a way for the students in our Lehi program to get free lunch! It will be a real good thing I think. We made some phone calls, and did some research into it, and realized that the program does NOT qualify for the free/reduced lunch program, unfortunately.	Philip Clark	86.25	195.5	0	281.75
7/1/19		7.25		Lehi: We again worked on the attendance (now 2nd block, new classes, new batch of kids, etc.) and we are working on making sure parents are aware that their students missed attendance. We are dropping students that are no longer attending, moving students / classrooms around / splitting as needed, etc.	Philip Clark	86.25	195.5	0	281.75
7/2/19		8		Lehi: Continued as before; also began work on presentation for the Alpine District School Board for summer school accountability. I've been working on that during school hours, as well as after school.	Philip Clark	86.25	195.5	0	281.75
7/3/19		8		Lehi: Same as previous, but also spent time evaluating some teachers and their abilities. Also continued work on board presentation.	Philip Clark	86.25	195.5	0	281.75
7/8/19		7.5		Lehi: Worked on checking up on students not in attendance, then finished up what I could of the final presentation project (graphs, comparing 2018 ESY and this first block)	Philip Clark	86.25	195.5	0	281.75

7/9/19		7.5		Lehi: Spent time checking up on attendance, visiting teachers' classrooms, etc.	Philip Clark	86.25	195.5	0	281.75
7/10/19		9		Lehi: Spent the day in charge, as most of the admins had other meetings away from ESY to attend to. Myself, Kira and Kim watched over things, and dealt with an allergy attack, as well as a few other minor things. Visited several different classes informally during the down time, and made a few attendance calls as needed, asked by teachers, etc. After school, spent a few hours tidying up my capstone assignments.	Philip Clark	86.25	195.5	0	281.75
7/15/19		8		Lehi: Checking up on failing, working to get kids on track.	Philip Clark	86.25	195.5	0	281.75
7/17/19		7.5		Lehi: Checking up on failing, working to get kids on track; and also finalizing ESY assessment data for presentation.	Philip Clark	86.25	195.5	0	281.75
7/18/19		7.5		Lehi: Worked with Ben Abrahms on some 504 data, as well as finalizing with students and final grades, etc.	Philip Clark	86.25	195.5	0	281.75
7/22/19		7		Lehi: Started our final survey, compiling data, last few days of class!	Philip Clark	86.25	195.5	0	281.75
7/23/2019		7		Lehi: Started our final survey, compiling data, last few days of class! Helped sub a class.	Philip Clark	86.25	195.5	0	281.75
						86.25	195.5	0	281.75
6/15/19	1			Treeside: I first met with Dr. Ben Johnson, and he was happy to allow me to come and intern at their school this upcoming Fall Semester. We chatted about what Treeside is all about, he took me on a tour of the school, and we got to know each other and the school a bit better. I am excited for this upcoming semester!	Dr. Johnson	86.25	195.5	0	281.75

8/7/2019	2.5			<p>Treeside: Today I met with Dr. Johnson & Todd Hepworth, and we made plans for my involvement at Treeside this semester. I will be working on my five remaining capstones: (1) After School Activities, (2) Professional Development, (3) IEP / 504, and (4) Community Council Activity. We've got some good plans; for example, I'll be helping with all of these areas. For example, I will be teaching a professional development on September 3rd, and I am participating this week in Prof. Development as well.</p>	Dr. Johnson	86.25	195.5	0	281.75
8/8/19	3			<p>Treeside: Attended professional development and PLC meetings with teachers, getting to know them better.</p>	Dr. Johnson	86.25	195.5	0	281.75
8/27/19	1.5			<p>Treeside: I helped out with Lunch duty, and then Todd and I discussed what we could do for the upcoming Training, and we decided that a focus on backwards design activity would be useful for the students. So I'll be doing that with a focus on science curriculum, and I'll be working on that over the next few days! The plan is to A) work with the staff to get them to focus more on taking the standards seriously, and B) Create some activities / lesson plans with the Standards in mind (i.e. backwards design). They have previously discussed creating "I Can" statements, and so we will be building a bit off of that. We will be having a School Trusts Land Meeting today as well, and this is my first such meeting, so i am excited for that!</p>	Todd Hepworth	86.25	195.5	0	281.75

8/27/19	1			<p>Treeside: Today we meet with the PTO, and they worked together with their community council on how and what they mean to accomplish. School Trust Lands funds are generating from the interests of Utah Trust Lands, and the school committee, made up of some of the school staff, as well as several different parents, etc., in order determine the best way to spend that money. They must defend the use of these funds as data-driven and in order to improve educational outcomes. Their plan for this upcoming year is a few different goals: 1) Rais DIBELS (reading comprehension) scores from 47% to 67%; 2) Increase Math proficiency from 29.58% to 47%; 3) Increase ELA score fro, 30 to 45% (this plan is a year old, so some of these are halfway there). These funds have to be directly attached to an academic goal.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
8/27/19	1			<p>Treeside: Met with the board, oversaw the agenda, etc.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
9/2/19	4			<p>Treeside: Today I prepped for my PD @ treeside, where Dr. Johnson asked me to discuss "Using Classroom Data to: Inform instruction Build on Student Progress Target Student Needs Identify PLC Learning Focal Points" It was a lot of work, but I got it done! I also suggested that we could use a training I have been working on re: suicide for</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
9/3/19	1.5			<p>Treeside: Today I gave my training; due to time, it was a bit short, but I thought it went pretty well. I'll be talking with Dr. Johnson and Mr. Hepworth about it tomorrow, so we will see!</p>	Dr. Ben Johnson	86.25	195.5	0	281.75

9/5/19	1.5		<p>Treeside: Met Kristina Hone, the SPED Director, and we got to know each other. We planned on meeting every Tuesday when I come in, and to work towards helping out the SPED students.</p> <p>I started today by helping create a Google Form for Behavior Incident Reporting.</p>	Kristina Hone	86.25	195.5	0	281.75
9/10/19	2		<p>Treeside: I was scheduled to meet with Kristina Hone, but she was mistaken about an appointment she had, so that didn't happen. Mr. Johnson would prefer that I work on a "observation" basis with regards to SPED, so that is the case for now. She is going to see if I can at least help with families that have given express permission to let me work with them. Now, in the meantime, I was chatting with Mr. Hepworth, and I recalled that the school was in need of some chairs. I saw an email pop up that BYU Surplus was selling a bunch of decent ones for \$2 each, so Dr. Johnson and I ran over and ended up picking out and purchasing \$800's worth (i.e. 400 chairs) to have for big events, etc., which they did not yet have. It was simply being at the right place at the right time, but it worked out well.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75

9/12/19	1.5		<p>Treeside: Today, the admins were having a meeting when I arrived, and so I went and helped with lunch duty at first. Afterwards, I returned, and checked in with Kristina Hone, but she was busy, and didn't want to be disturbed. In the meantime, I made plans to be at the school's festival this Saturday, volunteering to help with that. Then, one of the 2nd grade teachers arrived, and needed some help with her class (she had scheduled a sub with Mr. Hepworth, who was going to cover her class, and thus allow her to go and observe the work and techniques of some of her fellow teachers). I offered to assist, and asked Mr. Hepworth about it, but he was ready and raring to go, so I joined him as he read a story to the children. I went with a student who had been excused to the front office, and found Mr. Johnson mopping, and offered to assist, but he had mostly finished, so I simply cleaned up and put the cleaning supplies away. At that point, I needed to get back to my class, so I bid Treeside adieu.</p>	Todd Hepworth	86.25	195.5	0	281.75
9/14/19	2		<p>Treeside: Today Treeside had a big community festival, to get the word out about their school, raise money, and have fun! I volunteered to assist with the Pie-Throwing Contest, so I went to help with that. It was buckets of fun!</p>	Parent Guild	86.25	195.5	0	281.75

9/17/19	1.5			Treeside: We had some parents that came in, and there is apparently an issue with this parent and another parent. Both have students here at the school, and they are asking to keep their students separated due to the kerfuffle that is part of this. The boy is guilty of some mistreatment, and they are simply asking that the students / kids being kept apart. Their student already has an IEP, and has such struggles, etc. The other parent is an active member of the school community, and they don't mind her being involved in the school, but these parents prefer they stay separate...so they'd prefer that there not be any involvement between their family and their own. They will be working to keep the two separate to keep the peace at the school.	Dr. Ben Johnson	86.25	195.5	0	281.75
9/17/19	1			Treeside: I contacted Mountainlands Clinic and the Provo Library in order to get them to come to our Parent University Event on Thursday, Sept. 26th.	Dr. Ben Johnson	86.25	195.5	0	281.75
9/18/19	1.5			Treeside: Meeting with PLC; everything went well! Discussed afterschool programs, etc.	Dr. Ben Johnson	86.25	195.5	0	281.75
9/19/19	1.5			Treeside: Met with the Mountainside people, as well as Provo Library. The Library said they will be there! Woot!	Dr. Ben Johnson	86.25	195.5	0	281.75
9/19/19	1.25			Treeside: After school today, Todd and I discussed making plans for a lesson and PD to train all of the teachers on a lesson plan for a visit to the Utah Water Conservancy. They will be visiting the site, and I will be helping create a training for it!	Todd Hepworth	86.25	195.5	0	281.75

9/24/19	1.5			<p>Treeside: Came and met with the SPED department for discussing / creating an IEP with a student. The SPED staff discussed the testing results they had access to, and how they might be used in creating an IEP for the student, and additional facts were shared that were unknown before, which will better aid the IEP process</p>	Kristina Hone	86.25	195.5	0	281.75
9/26/19	1.5			<p>Treeside: Today was a rough one. When I came in, Dr. Johnson was talking with 4 different boys about a bullying incident that could have been much worse that occurred in the bathroom. It was an interesting look into the impact and difficulty of enforcing school discipline, especially among kids so young (kindergarteners and 1st graders were involved).</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
10/1/19	1.5			<p>Treeside: I came and spoke with Todd, and learned that they are rethinking doing a trip to the Conservancy. He wondered if perhaps we could do a similar trip elsewhere. I was tasked with including appropriate tasks, and also creating a curriculum that would work for all of the students. One idea I had was to do it at Bicentennial Park, and their Wetlands Area which is nearby.</p>	Todd Hepworth	86.25	195.5	0	281.75
10/2/19	1.5			<p>Treeside: Today we had a faculty meeting, which I attended. We discussed the many things that are going on at the school, including new eye-screening procedures that are being implemented. Also, they are replacing the mandated state test DIBELS with their STAR testing, because they essentially measure the same thing.</p>	Todd Hepworth	86.25	195.5	0	281.75

10/3/19	1.5			<p>Treeside: Today I worked on finalizing what standards we would be covering with the various field trips. I also began efforts to put a lesson plan together for the K-1st grade lesson plan. It was intriguing because I am not very familiar with the standards, so I am learning a lot in my backwards design of these lessons and the lesson plans, materials, etc.</p>	Todd Hepworth	86.25	195.5	0	281.75
10/7/19	2			<p>Prep: I worked on creating a lesson plan for the wetlands field trip. I am creating a number of various lesson plans and activities, which the teachers can pick and choose from at their leisure. We'll see how it goes!</p>	Todd Hepworth	86.25	195.5	0	281.75
10/8/19	2			<p>Prep & Treeside: Worked on finalizing the Wetlands Field Trip Curriculum and Plan. I have left the plan vague enough that teachers can go various directions with it, but provided material that should simplify any efforts they have to make in preparing for the trip, time spent there, and talking about the trip after the fact!</p>	Todd Hepworth	86.25	195.5	0	281.75
10/9/19	1			<p>Treeside: I was a few minutes late to the meeting, but unfortunately, it appeared that the secretary failed to remind the parents involved of the meeting to be held tonight. So, it was just Dr. Johnson and I. As we waited to see if any parents might show, we talked about how things are going, and I expressed my gratitude to be involved and help as much as I could, and we chatted for a bit.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75

10/10/19	1			<p>Treeside: I met with Dr. Johnson, as well as Mrs. Hone, and we chatted a bit about some changing times at Treeside. Apparently a teacher quit, so Mr. Hepworth will be helping out in the classroom again, to cover that class, and will no longer be in charge of the 504s at the school. Dr. Johnson will be taking over this responsibility, but as I talked with Mrs. Hone, she mentioned that perhaps I could be of assistance with that. I shared that I would be glad to assist in any way that I can. We'll have to see what is decided.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
10/15/19	0.75			<p>Treeside: Todd will be transitioning the 504 plans on to Kristine, Cassidy and Dr. Johnson, and he suggested that I chat with her about some trainings to see if we can figure out how to make sure we are up to speed.</p>	Todd Hepworth	86.25	195.5	0	281.75
10/16/19	1			<p>Treeside: I met with Cassidy Chamberlain today, and we started working on getting all of the 504 plans in compliance. I was able to get permission from Dr. Johnson to do so, and so we began today! We created a document to help ourselves organize the many forms that are required for such work.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
10/22/19	1.25			<p>Treeside: We met, and reorganized our plans. Before Thursday, I need to review the 504 manual and parental rights. Cassidy and I discussed what we will be doing to get all of these kids assessed and accommodated, so we will be busy! Dr. Johnson and I also discussed using the After School Program as a reason to do a survey regarding Student Motivation & Achievement regarding Extracurricular Involvement</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
10/22/19	2			<p>After School, Treeside: Met and attended the Trust Lands Meeting, as well as the Board Meeting</p>	Dr. Ben Johnson	86.25	195.5	0	281.75

10/23/19	1			Merit: Went to a 504 meeting for a student of mine.	Dr. Jesse Meeks	86.25	195.5	0	281.75
10/24/19	1			Treeside: Helped work on getting the 504s organized and ready to get done. I finished filling out a form based on some evaluations that occurred with a student that is looking at being given a 504 plan.	Dr. Ben Johnson	86.25	195.5	0	281.75
10/29/19	1.25			Treeside: Today Kassidy and I looked over *Emily's records, in preparation for getting her going on a 504. It was not all that fun, but it did need to get done.	Dr. Ben Johnson	86.25	195.5	0	281.75
10/31/19	1			Treeside: Again, Kassidy and I worked on several students' data for their 504 plan, inputting data into Embrace.	Dr. Ben Johnson	86.25	195.5	0	281.75
11/7/19	1			Treeside: Came and helped Dr. Johnson; we talked about getting our after-school program going. Hopefully a meeting next week will help that occur!	Dr. Ben Johnson	86.25	195.5	0	281.75
11/12/19	1.25			Treeside: Reached out to Megan Luke, the head of the Parent Guild, to see if we can schedule a meeting 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. Kassidy and I also spent some more time inputting info for students who will need 504 assessments and meetings completed.	Dr. Ben Johnson	86.25	195.5	0	281.75

11/13/19	1		<p>Treeside: 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>		86.25	195.5	0	281.75
11/14/19	1		<p>Treeside: Continued to input 504 student data into case file.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75
11/19/19	1.25		<p>Treeside: 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> <p>Today Cassidy and I worked on a new student, and inputting her data, including behavior incidents, etc., in prepping for a 504 plan meeting to determine if the student is eligible for such services.</p>	Dr. Ben Johnson	86.25	195.5	0	281.75

11/21/19	0.75			<p>Treeside: I worked with Kassidy to input student data for 504 plans. Some of the work can be a bit tedious, but for legal purposes, it is crucial that we record all such data. Also, it is a bit eye-opening some of the stuff that elementary teachers must deal with that as a secondary teacher I've never had to often consider, such as students who bite, scratch, claw, etc. Thankfully, that is something that most of them grow out of later on. Bless our elementary teachers! They are indeed saints!</p>		86.25	195.5	0	281.75
11/26/19	1.25			<p>Treeside: Came and worked with Kassidy to finish inputting more 504 data for another student. We are getting close, only 2 more students and data to be input (as far as we know). Of course, such evaluations, recommendations, etc. is an ongoing process, but things are moving along well!</p>		86.25	195.5	0	281.75
12/3/19	1			<p>Treeside: Came and spent time with Kassidy working on inputting more data to get students ready for their 504 plans.</p>		86.25	195.5	0	281.75
12/5/19	1.25			<p>Treeside: It's my second to last day at Treeside! Today Kassidy and I worked on adding one more student, and getting their 504 Identification Form completed. This form helps anyone involved to know what disabilities are being considered to give this student additional services and accommodations at school, obviously an important task.</p>		86.25	195.5	0	281.75
12/10/19	1			<p>Treeside: Our last day together! We entered another child's 504 data today, and we helped make sure that her upcoming evaluation would be as informed and prompt as possible.</p>		86.25	195.5	0	281.75
						86.25	195.5	0	281.75
				*Student name(s) changed to protect identity		86.25	195.5	0	281.75