

July 20, 2020

Dear Parents,

We hope you have been enjoying this crazy summer as we all navigate through this new normal. Here at the school we have been planning for as many different outcomes as possible and are currently waiting for the county to approve our COVID-19 Education Plan. When we have the details we will share them with you. Today we are writing for another reason.

The teachers and staff are excited to tell you about the administrative model for the upcoming 2020-2021 school year. This year we have developed an Administrative Team that will work together to lead the school. The team is comprised of Father Leo, Melissa Beitel, and Elizabeth McPadden. Each team member will be responsible for an array of tasks that are best suited for their skill set. Father Leo will primarily be tackling the finance/tuition aspects of administration as well as staffing and enforcement of decisions made by our Superintendent of Montana Catholic Schools. Elizabeth was hired to ease some of the teaching responsibilities for the older students by taking on the ELA instruction so the homeroom teachers can focus on math. In addition, Elizabeth will manage the school's curriculum needs, Early Learning Center and accreditation. Melissa will plan staff development and faith formation as well as the school calendar. Discipline issues and parent concerns will primarily be handled by the teacher involved. If additional support is needed, Father Leo and/or Elizabeth will work with the involved parties to formulate a plan. These, of course, are only a few of the jobs for which we will each be responsible. Along with our amazing secretaries, we feel confident that all of the administrative tasks will be addressed to the best of our abilities.

If we remember that we all have one primary focus-- to safely and effectively teach each student and to help with their formation, then we can make this a great school year. Our administrative team, along with every single staff member, are committed to you and your family. Thank you for your support as we forge ahead into the great unknown with God leading the way.

Sincerely,

The Administrative Team