



Who Do I Call? BSE First Responders

August 27, 2020

Dear Families:

I am honored to be your child's school principal, and am dedicated to working with you, our teachers, and support staff.

As a principal, it is my goal to make teaching and learning my primary focus. Everyone knows how day-to-day management tasks and outside distractions can take us away from our desired goals. As a result, I am participating in a nationally tested and proven professional development process called SAM. It uses a unique set of tools to help principals focus on activities that are directly connected to improving teaching and learning.

The SAM process includes a unique calendar program to track the time I spend on instructional practices - observing and giving feedback to teachers, walking through classrooms, etc. - versus management tasks, like student discipline and supervision. My personal goal is to have 55% or more of my time on instructional practices in the building. Independent research has found that by the third year of implementation, the principal gains in excess of 55 days of instructional leadership time! The process is designed to help me be reflective about how to best work with teachers to improve teaching and learning.

To help with this goal, the SAM process identifies staff members who should be the first to try and deal with management issues instead of immediately pulling me from instructional work. These **First Responders** help manage the management of the school so I can stay engaged in activities designed to improve your child's learning. Surveys of parents, students and staff in other SAM schools reveal that management is better accomplished when the **First Responders** system is in place and the principal increases instructional engagement. This may mean when you call to speak to me, you are directed to the **First Responder** for that concern. **First Responders** relay your concerns to me so, if necessary, I can follow-up with you in a timely manner. You'll find the list of **First Responders** - or who to call when you need help - on the back of this letter.

My desire is to ensure your child receives the very best instruction from the very best teachers. I wanted you to know this and how I am working hard to achieve this every day.

Thanks for your support in helping us best meet the needs your children.

Sincerely,

Jennifer C. McCrystal

BSE First Responders List for Families

813.671.5050

Step One: Contact your child's teacher. They are the best first source and can often answer most of your questions.

Step Two: Contact the front office. We can often put you in touch with the right person, whether here or at the district level.

Step Three: You can reach out to any of the below staff according to your area of need.

Area	BSE Staff	Contact Information
Bullying	Guidance Wayne Shaw Waleska Ramos	Wayne.shaw@sdhc.k12.fl.us Waleska.ramos@sdhc.k12.fl.us
CANVAS & Technology	Front Office or Media Specialist Linda Charbeneau	813.671.5060 Linda.charbeneau@sdhc.k12.fl.us
Center for Gifted Studies	Lead Teacher Jennifer Tucker	Jennifer.tucker@sdhc.k12.fl.us
Clinic & Medical Concerns	Nurse Mary Marshall	Mary.marshall@sdhc.k12.fl.us
ESE Services	ESE Specialist Tina Fritsch	Christina.fritsch@sdhc.k12.fl.us
Gifted Services	Lead Teacher Jennifer Tucker	Jennifer.tucker@sdhc.k12.fl.us
Mental Health Services	Psychologist Tamara Wohlwend Guidance Wayne Shaw Waleska Ramos	Tamara.wohlwend@sdhc.k12.fl.us Wayne.shaw@sdhc.k12.fl.us Waleska.ramos@sdhc.k12.fl.us
PBIS	Guidance Wayne Shaw	Wayne.shaw@sdhc.k12.fl.us
Registration	Data Processor Wendy Taylor	Wendy.taylor@sdhc.k12.fl.us
Report Cards	Assistant Principal Elisa Walker	Elisa.walker@sdhc.k12.fl.us
Safety Patrols	Sponsor Nichole Messmer	Nichole.messmer@sdhc.k12.fl.us
Second Language Learners	ELL Paraprofessional Waleska Jimenez	Waleska.jimenez@sdhc.k12.fl.us
Social Services Supports	Social Worker Herbert Tisdale	Herbert.tisdale@sdhc.k12.fl.us
Student Attendance	Data Processor Wendy Taylor	Wendy.taylor@sdhc.k12.fl.us
Student Records	Data Processor Wendy Taylor	Wendy.taylor@sdhc.k12.fl.us
Testing	Assistant Principal Elisa Walker	Elisa.walker@sdhc.k12.fl.us