



Staff Update

April 26, 2019

Better Today than Yesterday, Better Tomorrow than Today.

PURPOSE

Grateful

1-**Melissa Miller**-Melissa organized a visit from Miami University staff and students for our 5th graders! They learned about the skills needed to be prepared to be accepted into college and they got from Miami t-shirts....GO BOBCATS ;)

2-**Tim Dougherty**-I had the pleasure of attending the retirement banquet for HCSD employees at Heritage Golf Club on Monday. I am so grateful to have shared this important time with Tim! What an accomplishment it is to teach 31 years for a school district. Tim spent all of those 31 years at J.W. Reason!

3-**Samantha Denman**-Samantha has worked so hard this year as part of our Title team. She has shown that she is flexible, willing to ask questions, comfortable with being vulnerable and willing to speak up to share thoughts and ideas! I am so glad that Samantha gets to be a permanent part of our team next year as a 2nd grade teacher!

Elementary Progress Report Processing

3rd Marking Period – 2018-2019

Contact for Support: Bldg. Tech Teachers (procedural issues)

Bldg. Secretaries (student list adjustments)

Wednesday, May 1st

Bldg Secretaries:

- Run Scheduling Synchronization
- Student schedule changes must rerun after change is made

****Teachers Responsible for Grading:**

- Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.

Friday, May 3

Tech Dept:

- Open Teacher Access Center for mark entry (8:00 a.m.)

****Teachers Responsible for Grading:**

- Teachers may begin to enter marks and comments through May 24, 2019

By Monday, May 20

****Teachers Responsible for Grading:**

- Generate Progress Reports as PDF file and review for accuracy (this may be done earlier)
- Make any changes necessary

Friday, May 24

Tech Dept:

- Close Teacher Access Center for mark entry at 11:59 p.m.

****Teachers Responsible for Grading:**

- **LAST DAY** to enter marks for Progress Reports

Tuesday, May 28 – Wed. May 29

Principals:

- Enter comments in eSchoolPLUS for students (if desired)

Thurs, May 30 - Friday, May 31st

Bldg Secretaries:

- Be sure that the Interval Total Calculation for attendance has been run.
- Generate a PDF file (print progress reports) for all students and review for accuracy.
- Print Progress Reports for students whose parents requested hardcopy.

Friday, May 31st

Tech Dept:

- Send email alert to elementary parents indicating progress reports are available in Home Access

- Progress Reports Posted in Home Access at 2pm.

****Bldg Secretaries/Teachers:**

- Distribute hard copy Progress Reports to appropriate students.

**** These items need to be communicated to the teachers by the building principal.**

[Building Commitment Plan Survey](#)

In lieu of our staff meeting on Friday, I'm asking that you please take some time to fill out [this survey](#) related to our building commitment plan for 2018-2019. Your honest thoughts are truly appreciated!

[Class Placement](#)

Earlier this week I emailed classroom teacher a [copy of the criteria](#) that we use to determine whether a student is high ave, ave, low ave, or far below ave. Please use that info to determine which students fall into which category.

I will be putting labels in your mailboxes and I will put the class placement cards in the work room. Please take only the number of each card that you need and put the label on the card for each student. Then you can begin filling out the cards if you want to get a jump start prior to our staff meeting in May.

[R Factor HERO form](#)

Please don't forget to fill out the [R Factor HERO form](#). YOU CAN ONLY SELECT ONE STUDENT. Then please CALL THE PARENT of the student and invite them to the assembly on May 6th at 9:15. Remind them that this is a SECRET!

[Board Meeting on May 13th](#)

The district will be recognizing us at the May 13th Board of Education Meeting at 6:30PM at BROWN ELEMENTARY SCHOOL. Feel free to attend but DO NOT feel obligated to attend!

[JW YOUiversity](#)

April 26th starts JW YOU ROUND 3.---UPDATES HAVE BEEN MADE---Please look over your class lists. Please DOUBLE, TRIPLE and QUADRUPLE check your class lists. I know we have new students who need placed. Please email me their name and the class you'd like them in. Please avoid asking me to place them in classes that have more 25 or more kids.

[Round 3 K-2A](#)

[Round 3 K-2B](#)

[Round 3 3-5A](#)

[Round 3-3-5B](#)

R Factor Lessons

Here are the [K-2 R Factor lessons](#) for April.

Here are the [3-5 R Factor lessons](#) for April.

Field Trips--We did it!!! Everyone is going on a trip!!! WOOHOO!!

K-Fancyburg Park--May 22nd and Hilliard Library

1st-Hilliard Library--May 9th

2nd grade---COSI--May 2nd

3rd grade-Zoo--April 25th

4th-State House--May 22nd

5th-College Visits---OSU--May 22nd Ohio Wesleyan University on May 23rd and we might take them to TOLLES too!!

Paper Coding Reminders

Here are the [links](#) to the K-2 paper coding lessons.

Here are the [links](#) to 3-5 paper coding lessons.

What's on the calendar:

PLEASE SEE TESTING CALENDAR BELOW!

Testing Week 3-DONE!

April 26-Staff Meeting-CANCELED
JW YOU Round 3 Week 1

May 2-2nd Grade COSI trip
May 3- JW YOU Round 3 Week 2

May 6-R Factor Assembly---ASSEMBLY SCHEDULE
PTO 6:30

May 7-Hilliard U

May 8-Mental Health and Wellness Data Teams

May 9-1st Grade-Hilliard Library Field Trip

May 10-Staff Meeting Class List Prep Meeting 8am
JW YOU Round 3 Week 3

May 13-Board of Education Meeting-Hall of Fame School Award Presentation as BROWN 6:30

May 14-Media Tech Planning

May 17-Staff Meeting-Class Lists 8am

May 21-Spec Ed Dept Meeting 8am
 May 22-5th OSU Field Trip
 4th State House Field Trip
 K Fancyburg Park Field Trip
 Title Data Team-1-3:30 PM
 May 23-5 th Grade OWU Field Trip
 May 24-Field Day

 May 27-NO SCHOOL
 May 29-Field Day RAIN DATE
 May 30-5th grade party 11:30
 5th grade recognition 7:00PM
 May 31-LAST DAY
 K Celebration 12:45
 5th grade clap out 3:15

JWR State Testing Schedule Spring 2019

<u>Monday (4/8/19)</u>	<u>Tuesday (4/9/19)</u> 5th ELA Part 1 (AM) Makeups (PM)	<u>Wednesday (4/10/19)</u> 5th ELA Part 2 (AM) Makeups (PM)	<u>Thursday (4/11/19)</u> 4th ELA Part 1 (AM) Makeups (PM)	<u>Friday (4/12/19)</u> Makeup Tests
<u>Monday (4/15/19)</u> 4th ELA Part 2 (AM) Makeups (PM)	<u>Tuesday (4/16/19)</u> 3rd ELA Part 1 (AM) Makeups (PM)	<u>Wednesday (4/17/19)</u> 3rd ELA Part 2 (AM) Makeups (PM)	<u>Thursday (4/18/19)</u> 3rd, 4th & 5th ELA Makeup Tests	<u>Friday (4/19/19)</u> NO SCHOOL
<u>Monday (4/22/19)</u> 3rd Math Part 1 (AM) Makeups (PM)	<u>Tuesday (4/23/19)</u> 3rd Math Part 2 (AM) Makeups (PM)	<u>Wednesday (4/24/19)</u> 5th Math Part 1 (AM) Makeups (PM)	<u>Thursday (4/25/19)</u> 5th Math Part 2 Makeups (PM)	<u>Friday (4/26/19)</u> 3rd, 4th and 5th Grade Makeup Tests
<u>Monday (4/29/19)</u> 4th Math Part 1 (AM) Makeups (PM)	<u>Tuesday (4/30/19)</u> 4th Math Part 2 (AM) Makeups (PM)	<u>Wednesday (5/1/19)</u> 5th Science Part 1 (AM) Makeups (PM)	<u>Thursday (5/2/19)</u> 5th Science Part 2 (AM) Makeups (PM)	<u>Friday (5/3/19)</u> 3rd, 4th and 5th Grade Makeup Tests
<u>Monday (5/6/19)</u> Makeups	<u>Tuesday (5/7/19)</u>	<u>Wednesday (5/8/19)</u> Makeups		

