



Staff Update

April 29, 2016

1. Put your family first.
2. What makes you ELITE?
3. Stay above the line.

End of the Year Data Teams

I can't believe it's time to start thinking about end of the year data teams. PLEASE PUT IN FOR SUBS NOW!

Here are the dates:

May 24th-5th grade in the AM

2nd grade in the PM

May 25th-4th grade in the AM

May 26th-3rd grade in the AM

May 31st-1st grade in the AM

June 1-Kindergarten ALL DAY

Staff Changes

Here is a list of our staff changes so far for next year:

-Tonya is heading to Darby Creek to be the full time coach.

-Lisa Sullivan will become our Literacy Coach.

-Lisa and Amanda will move to 2nd grade.

-We added a kindergarten section. Debbie Lairson will teach Kindergarten and Bobby Decker will be coming to J.W. from Ridgewood.

-We added a Title Reading Teacher position which Rene Jurist will teach.

-Kelly Hobbins is coming back for EKLIP.

-We are posting a 1st grade position and a 5th grade position. I will begin doing outside interview for these hopefully next week. I will not be able to fill these positions until after the posting closes, of course.

Progress Report Timeline

Monday, May 9th

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.

Wednesday, May 11th

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 31, 2016

By Friday, May 27th

****Teachers Responsible for Grading:**

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

Tuesday, May 31st

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

Wednesday, June 1st – Thurs. June 2nd

Principals:

- Enter comments in eSchoolPLUS for students (if desired)

Thursday, June 2nd

Bldg Secretaries:

- Generate a PDF file (print progress reports) for all students and review for accuracy.
- Print Progress Reports for students whose parents requested hardcopy.

Friday, June 3rd

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 hardcopy Progress Reports to appropriate students.

[Book Fair Next Week](#)

Reminder-we will be having a Buy One, Get One Free Book Fair next week in the media center.

[T-shirts for Next Year](#)

R5 is "Make a Difference"-Tim Kight will be training us on R5 at Convocation in August. That is the inspiration for our staff shirts. You can order now. The online store will be open until August 1st. Orders won't be printed until the store closes. We will have our shirts by August 10th. I will be getting some sample sizes from Powell Prints soon!

<https://jwreasonstaff.itemorder.com>

[Arts Nights are Coming Up](#)

This year we are having three Arts Nights. May 11 is K and 1; May 12 is 2 and 3; May 13 is 4 and 5. We will have Flyers selling pizza and we will do presale orders for this. All three nights will be from 6-7:30pm.

The younger grade level will perform first followed by the older grade level.

We will begin clearing the hallways on April 26th.

[Assessment Days](#)

Don't forget to put in for subs for assessment days. The end of the year is coming up fast!

[Personal Leave](#)

With warm temperatures on the way, I thought we should remind you that no more than five percent (5%) of the certificated staff within a particular building will be granted a personal leave day on the same date. This information comes out of the negotiated agreement, page 35, Article 27.05.e.

On average, the following number of staff may be out for personal leave on the same day:

- Elementary - 3
- 6th Grade - 3
- Middle - 3
- High - 5

[Steering Committee Meetings](#)

These are the dates for the upcoming Steering Committee Meetings:

May 10-3:45

CALENDAR INFO BELOW!!! DID YOU READ THE ENTIRE UPDATE?

What's on the calendar:

May 2-May6-Staff Appreciation Week
May 2-ELL Co-teaching Teams reflection 3:30
May 6-Muffins with Mom

May 10-Little Ice Cream Shoppe Spirit Night
May 11-13-Arts Nights

May 16-5th grade to the Riffe Center for See Kids Dream
May 17-5th grade to the Trampoline Park