



### Staff Update

May 6, 2016

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

### Supply Lists

Please get with your team to create a school supply list for 2016-2017. Please submit those to Karen and Anna by May 20<sup>th</sup>.

### Evacuation Drill

As of now all homerooms have been trained except for VanVleet and Sullivan. Please continue to practice twice a week with your class or grade level. Remember:

1. Run
2. Don't hold the door
3. Don't talk/laugh/yell

Also remember to be thinking about when you might need to barricade instead of run and if it's safer to barricade and then break a window for kids to run away.

### One2One Pilot Program

As part of our One2One Pilot Kelly Riley and Lauren Davis will be offering special summer academy full day classes just for J.W. and Avery teachers. I encourage you all to attend both sessions if you are available. You can receive a COI day swap for these classes and they are for CEUs as well. The first class is June 13<sup>th</sup> and the second class is August 1.

## 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 1<sup>st</sup>. Orders won't be printed until the store closes. We will have our shirts by August 10<sup>th</sup>.

<https://jwreasonstaff.itemorder.com>

## Chart Paper

Chart paper has arrived, if you haven't done so already, please stop by the office to take your paper to your room.

## Movement Church

Mark Artrip and members of the Movement Church, spent May 1<sup>st</sup> mulching and landscaping all around our school. If you have time to write Mark and quick thank you, I'd love to send those to him by the end of next week.

## 4<sup>th</sup> Special

Anyone want to do it?

## End of the Year Data Teams

The amazing Anna Deri put blue and pink sheets in your mailbox to be filled out. You need to have these completed by 1/2 day data teams. Fifth grade will not fill out student profile sheets.

The only thing that will be sent to 6th grade will be the spring F and P running record sheets. I will let you know soon how those will be sent over once I hear from Jennifer Adams. Fifth grade yellow folders will need to be purged so that we can recycle those folders for next year.

Here is a reminder for the data teams:

### **May 24th**

Am - 5th

PM - 2nd

### **May 25th**

Am - 4th

### **May 26th**

AM - 3rd

### **May 31st**

AM - 1st

## June 1st

All day - K

This year you will circle if the student is **gifted, high average, at, low average, or far below average.**

This is for **academics ONLY!**

If a child is **high average** in reading but is considered **at** for math then I would circle **at**. We will know based on the F and P level how to instruct that child as a reader. We need to think about how the child performs overall academically. Go with your gut and don't over think it. The same scenario would go for math high average but at for reading. Also consider writing, for example if they are a high average reader but only at for writing then that is important to take into account. Also, any clarification can be explained in the comments. We are really trying to avoid having a huge range of needs to instruct in the classroom. If we cluster appropriately we have closer instructional bands and it will make it more manageable to meet and grow all of our students.

If you have any questions please feel free to ask Jacki, Amanda or Tonya. Have a great rest of the week everyone!

## 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 3rd grade.
- We added a kindergarten section. Debbie Lairson will teach Kindergarten and Bobbie 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 1<sup>st</sup> grade position and a 5<sup>th</sup> 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 9<sup>th</sup>

#### **Bldg Secretaries:**

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

<p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"> <li>• Check Comp list in TAC for accuracy. Report any discrepancies to the office secretary.</li> </ul>
<p><b><u>Wednesday, May 11<sup>th</sup></u></b></p> <p><b>Tech Dept:</b></p> <ul style="list-style-type: none"> <li>• Open Teacher Access Center for mark entry (8:00 a.m.)</li> </ul> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"> <li>• Teachers may begin to enter marks and comments through May 31, 2016</li> </ul>
<p><b><u>By Friday, May 27<sup>th</sup></u></b></p> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"> <li>• Generate Progress Reports as PDF file and review for accuracy (this may be done earlier)</li> <li>• Make any changes necessary</li> </ul>
<p><b><u>Tuesday, May 31<sup>st</sup></u></b></p> <p><b>Tech Dept:</b></p> <ul style="list-style-type: none"> <li>• Close Teacher Access Center for mark entry at 11:59 p.m.</li> </ul> <p><b>**Teachers Responsible for Grading:</b></p> <ul style="list-style-type: none"> <li>• <b><u>LAST DAY</u></b> to enter marks for Progress Reports</li> </ul>
<p><b><u>Wednesday, June 1<sup>st</sup> – Thurs. June 2<sup>nd</sup></u></b></p> <p><b>Principals:</b></p> <ul style="list-style-type: none"> <li>• Enter comments in eSchoolPLUS for students (if desired)</li> </ul>
<p><b><u>Thursday, June 2<sup>nd</sup></u></b></p> <p><b>Bldg Secretaries:</b></p> <ul style="list-style-type: none"> <li>• Generate a PDF file (print progress reports) for all students and review for accuracy.</li> <li>• Print Progress Reports for students whose parents requested hardcopy.</li> </ul>
<p><b><u>Friday, June 3<sup>rd</sup></u></b></p> <p><b>Tech Dept:</b></p> <ul style="list-style-type: none"> <li>• Send email alert to elementary parents indicating progress reports are available in Home Access</li> <li>• Progress Reports Posted in Home Access at 2pm.</li> </ul> <p><b>**Bldg Secretaries/Teachers:</b></p> <ul style="list-style-type: none"> <li>• Distribute hardcopy Progress Reports to appropriate students.</li> </ul>

## 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 26<sup>th</sup>.

## 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
- 6<sup>th</sup> 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 9**-Data Team Leaders

**May 10**-Little Ice Cream Shoppe Spirit Night

**May 11-13**-Arts Nights

**May 16**-5<sup>th</sup> grade to the Riffe Center for See Kids Dream

**May 17**-5<sup>th</sup> grade to the Trampoline Park

**May 18**-Staff Meeting 7:45am

**May 24**<sup>th</sup>-5<sup>th</sup> grade in the AM

2<sup>nd</sup> grade in the PM

**May 25**<sup>th</sup>-4<sup>th</sup> grade in the AM

**May 26**<sup>th</sup>-3<sup>rd</sup> grade in the AM

**May 27**-Field Day

**May 30**-No School

**May 31**<sup>st</sup>-1<sup>st</sup> grade in the AM

**June 1**-Kindergarten ALL DAY Data Team

**June 2**-Class Parties

**June 3**-Last Day and Clap Out