



Staff Update

March 16, 2018

Better Today than Yesterday, Better Tomorrow than Today.

GROWTH

Scroll down for the calendar....just want to make sure you look at the whole update! ;)

Grateful

1. **Rachel Lowe**-Rachel works so hard to help us get our kids tested after we have exhausted all of the interventions we can provide with general education. She balances the needs of two schools and always does it with a smile.
2. **Ken Lissey**-Thank you to Ken who stayed with a student's parents who came to school last night because she hadn't gotten off the bus. Ken called me and helped explain to them that the bus was bringing her back to school because she hadn't gotten off at her stop. Ken stayed calm and helped the parents understand that their daughter was safe.
3. **SPRING BREAK**-I am grateful that you all get a chance to slow down and take a break next week! Please enjoy this time!

April Staff Meetings

Friday, April 13th-Math PD

Wednesday April 25-IGNITE

First Grade Team-Class Kick

Gail and Kelsey-Break Out EDU

Kelly VanFleet

Wednesday, May 9-NEW ELA Standards Roll Out--Dana and Cheri

On my way to EGYPT

I'm on my way to EGYPT! I'll send pictures when I get connected to WiFi!
I hope Friday is very uneventful at school.

I will be spending one day touring Cairo and the surrounding area and then 3 days interviewing candidates for next year's TCLP program.

State Testing Calendar

JWR State Testing Schedule Spring 2018

Monday (4/2/18) ELA Testing Window <i>Opens</i> 4th ELA Part 1 (AM)	Tuesday (4/3/18) 3rd ELA Part 1 (AM) 4th ELA Part 2 (PM) *EL DATA TEAM 1st and 2nd in AM	Wednesday (4/4/18) 3rd ELA Part 2 (AM) 5th ELA Part 1 (PM) ***EL DATA TEAM 3rd and 4th in PM	Thursday (4/5/18) 5th ELA Part 2 (AM) 3rd, 4th & 5th ELA Makeup Tests (PM)	Friday (4/6/18) 3rd, 4th & 5th ELA Makeup Tests
Monday (4/9/18) Math & Science Testing Window <i>Opens</i> 5th Math Part 1 (AM) 5th Math Part 2 (PM) Abdulrahman 5J w/interpreter Omar 5A w/interpreter	Tuesday (4/10/18) 3rd Math Part 1 (AM) 3rd Math Part 2 (PM) Sondos 3M w/interpreter Shahad 3M w/interpreter	Wednesday (4/11/18) 4th Math Part 1 (AM) 4th Math Part 2 (PM) Tamano 4J/M w/interpreter Taha 4Y w/interpreter Orouba 4Y w/interpreter	Thursday (4/12/18) 3rd, 4th & 5th Math Makeup Tests	Friday (4/13/18) 3rd, 4th & 5th Math Makeup Tests
Monday (4/16/18) 3rd, 4th & 5th Math Makeup Tests	Tuesday (4/17/18) 5th Science Part 1 (AM) 5th Science Part 2 (PM) Abdulrahman 5J w/interpreter Omar 5A w/interpreter	Wednesday (4/18/18) 5th Science Makeup Tests	Thursday (4/19/18) 3rd, 4th & 5th Makeup Tests	Friday (4/20/18) ELA Testing Window <i>Closes</i> 3rd, 4th & 5th Makeup Tests
Monday (4/23/18) 3rd, 4th & 5th Makeup Tests	Tuesday (4/24/18) 3rd, 4th & 5th Makeup Tests	Wednesday (4/25/18) 3rd, 4th & 5th Makeup Tests	Thursday (4/26/18) 3rd, 4th & 5th Makeup Tests	Friday (4/27/18) Math & Science Testing Window <i>Closes</i>

Additional Information

- Testing will begin at 9:15am each day. Each part of the ELA test is 90min. Each part of the math and science is 75min.
- Students not testing with their homeroom or small group on test day please send to office.

More State Testing Info

Eric will be holding a meeting for Test Administrators after break! We like to make sure you know all of the rules so no one turns into a fire breathing dragon.



[Mental Health and Wellness Data Team Coming Soon-April 18th](#)

Lisa Sullivan, Jeff Williams, Eric Gulley and I have an IDEA!!! We want to try out holding Mental Health and Wellness Data Team Meetings. So...

1. We will pilot Mental Health and Wellness Data Team on April 18th during your planning
2. Here is the agenda:
 - a. Celebrations
 - b. Concerns
 - c. Who can we discontinue from services or who needs to move to 1:1
 - d. Review Panorama Data
 - e. Discuss how your Mental Health and Wellness team can support you

[Need your nails done?](#)

Have you ever wanted Gel Nails?? Well great news ladies! Sorry guys...

A girl from Main Street Nails in Plain City will be here Monday, **March 26 from 9am-4pm to do your nails if you want them done!**

She will set up in the corner of the library and just asks that you come with your nails clean and naked. No polish.

I will have a sign up sheet posted in the workroom for 20 minute increments. If you have any questions let me know. I just got mine done if you want to see them :)

** cost is around \$28. I will verify.

[Employee Access Center](#)

[Message for you to send to your staff...](#)

[Employee Access Center \(EAC\) – Leave Information Update](#)

The following are a few important items re: managing and tracking your Absences & Leave Information EAC:

1. Getting to the EAC – Via a button on the Insider or directly at: <https://eac.hboe.org>
2. EAC Leave Information options – EAC offers ability to view your Work Calendar (w/ Absences), Leave Banks/Balances, and submit Leave Requests
3. You MUST submit a Leave Request via the Employee Access Center (EAC) for each absence you've taken. If you have recorded an Absence in AESOP, you must submit a corresponding Leave Request in EAC. Important! Enter a Professional Leave request via the Insider Form (see #7 below). All other Leave via EAC Leave Request.
4. Select proper Leave Type & units for Days: When entering a Leave Request via EAC, make sure you select the appropriate Leave Type and enter the proper amount of Days. The Leave Request Units are in 'Days' (ex. 1.0 equals 1 Day, and 0.5 equals 1/2 Day). Be sure the Start/End Dates, and the Days value, correspond to the amount of time associated with the specific Leave Request.

5. Cancelling a Leave Request: you cancel a leave request up until 7 days after the leave date. Simply open up the Leave Request and click on the Trash Can on the upper right of the screen. After the 7 days, please send an email to your supervisor and Cyndi_Coniglio@hboe.org in payroll.
6. Changing a Leave Request: If you need to change an already 'Approved' Leave Request, you will need to Cancel the original request, and simply submit a new, corrected, Leave Request.
7. PROFESSIONAL LEAVE FORMS need to be submitted via the Professional Leave Form on the Insider. They will then route through the EAC for Approval.

Professional Leave	Employee Access Center	HR Classic
If you are looking for a Professional Leave request then continue to the Professional Leave Request Form. All other requests are made through Employee Access Center (EAC). Using the Professional Leave form is as simple as, following the link below, then log in with district credentials, fill out the form, then select submit, and logout. Please continue using standard procedures re: AESOP for reporting absences and securing subs.	The new Employee Access Center (EAC) will hold time off requests, pay stubs, employment info, benefit info, and much more! All leave requests can be submitted directly through EAC, except for Professional Leave. Please watch the EAC Welcome Video, or review the Help Guide to become familiar with the new system.	This is the old HR system that will be used as a "Read Only" starting December 19, 2017 and available thru July 1, 2018. All requests off with the exception of Professional Leave, should be made in Employee Access Center (EAC). Professional Leave request should be made using the Professional Leave Request Form.
Professional Leave Request	Employee Access Center	HCS Community

8. Questions/Support: Please feel free to contact me re: any questions you have re: entering and managing your absences.

No Photo List

Please be diligent about the NO PHOTO LIST.

Your kids who are not allowed to be photographed NEED TO KNOW THIS!!!
Please don't keep it a secret from them.

If you have a NO PHOTO student in your classroom you will need to make sure your NO PHOTO sign is hanging by your door AND make sure the folder with the name of NO PHOTO kids is in the clear container. ALSO INDICATE THE NAMES OF NO PHOTO STUDENTS IN SUB PLANS!

What's on the calendar:

PLEASE SEE TESTING SCHEDULE ABOVE!

March 26-NAIL DAY!

March 28-JW GROWS---more info coming soon

March 30-No School

April---BE PREPARED FOR A TORNADO DRILL, FIRE DRILL and RAPID EVACUATION (RUN)

April-NO R FACTOR ASSEMBLY THIS MONTH

April 2-PTO 6:30 PM

April 3-EL Data Team ---Dana Needs a ½ day AM Sub

April 4-3rd and 4th Grade EL Data team IN THE PM---ANNA CAN YOU GET A PM FLOATING SUB?

April 13-Staff Meeting 8 AM

April 16-60th Anniversary Meeting 3:30PM

April 18-Mental Health and Wellness Data Team

PreLAS Day

April 19-Last Day of Power Hour

April 25-Staff Meeting 8 AM-IGNITE

April 27-Data Team Leaders 8 AM

LAST JW YOUiversity Day for 17-18 School Year

April 30-R Factor Team Meeting 8 AM

April 30-May 4-Staff Appreciation Week