



## Staff Update

May 12, 2017

1. Put your family first.
2. Make the CHOICE to be ELITE
3. Feed the positive dog

## District Goals

1. Blended Learning –Assessment
2. Culture-R Factor and VBO
3. Personalization

## Stipend Positions Update

1. Student Leaders is still available for anyone who is interested
2. Tasha and Whitney will run Safety Patrol and News! Thanks ladies!

## Wellness COS is here---please take a look

I am including [a link](#) to the document that is in the J.W. Reason shared folder.

## Meet the Teacher and Conference Late Nights

[Click here](#) to vote for your favorite dates.

## Class lists

Our new system for class lists is working well! Thanks to everyone for filling out the sheets and being prepared for data teams. You are all so amazing.

## Field Day

Please start pumping up Field Day with your students and parents. Please be sure to send communication home and include that we **will have water games this year**. We encourage students to bring an extra change of clothes and shoes and also a towel. They will not have to change their clothes but we'd like them to have the option just in case they get too wet.

## Online School Supply Sale

Our PTO has organized an Online School Supply Sale! Please communicate the information to your families in as many ways as you can. Here is [the link](#). Orders due by June 10. Last Chance Orders will be accepted June 11-July 31 for an additional fee.

## iPad Step 1---SHOULD HAVE BEEN COMPLETED BY MAY 10

Ok everyone! Jim sent out an email about how to "clean up" the iPads before they are returned for inventory. Even before that, however, the tech department would like everyone to confirm the iPads that they have, which I am calling Step 1. Please have this completed by **MAY 10TH**.

**In your mailbox sometime Wednesday, you should have a list of iPads with asset numbers.** Please go through the iPads in your room to make sure the asset numbers/barcodes match what your iPads say. Do not worry about the name or anything like that.

**Just look at one iPad barcode (the asset number) which is on the back of the iPad, make sure it's on the list, check it off, move on to the next one.**

If you have an iPad whose asset number is not on your list, add it. If you are missing one that is on your list, make a note that it is not there. You will most likely have to take the cover off the iPad to find the asset number if it is not a newer clear case.

Place completed papers in my mailbox by **MAY 10TH**.

You can even have the kids do it, especially 2-5th. Or, have each kid take an iPad and do "roll call" for each one. For K/1/2, if you would like Becky or I to help you, please let us know and we will gladly do so. (We'll help for 3-5 as well, but we figure you guys probably don't need us!)

If you have any questions, please let me know. Thank you so much for your help with this!!!

## iPad Collection Day is coming SOON!

Below is a slide show that will guide you and your students through the clean up of iPads.

Have files/videos/photos on your iPads that you and your students would like to keep? Follow the steps on the slide to ensure that your cart of iPads is ready to be turned in on your building iPad collection day.

[https://docs.google.com/a/hilliardschools.org/presentation/d/1LXIh6slyGILxeqyyf\\_tdGLoUfNxUWULHdY32eYHBqCY/edit?usp=sharing](https://docs.google.com/a/hilliardschools.org/presentation/d/1LXIh6slyGILxeqyyf_tdGLoUfNxUWULHdY32eYHBqCY/edit?usp=sharing)

**\*You will want to complete the steps in the slideshow prior to the student iPad collection day.**

**RGW Collection Day will be May 23rd.**

**JWR Collection Day will be May 17th.**

**SDE Collection Day will be May 17th.**

\*Remember that you will keep your teacher iPad over the summer and will not have to turn it in.

Have a great week!

## TCLP Grant-Planning Session

Thanks to everyone who came to our session on Thursday. Steph and Jackie will be reaching out to those of you who were interested in organizing some things to welcome our teachers. We have put a ½ day Summer Academy Session together so that we can finalize our plans for our teacher. The session will be **Monday, July 31<sup>st</sup> from 8:30-11:30!**

## Staff Retreat

**STAFF RETREAT**----It's confirmed our retreat will be:

**August 14<sup>th</sup>-Arrive by 9:15am-3:00PM.**

**Here is the address-** 1495 Morse Road

Please click on [this link](#) to RSVP by June 1<sup>st</sup>.

## Data Teams and Assessment Days

- May 16-2<sup>nd</sup> grade
- May 17-K AM and 1<sup>st</sup> PM

## Progress Report Timeline

<p><b>Friday, Apr. 28<sup>th</sup></b></p> <p><b>Bldg Secretaries:</b></p> <ul style="list-style-type: none"><li>• Run Scheduling Synchronization</li><li>• Student schedule changes must rerun after change is made</li></ul> <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>Tuesday, May 2<sup>nd</sup></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 23, 2017</li></ul>
<p><b>By Friday, May 19<sup>th</sup></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>Tuesday, May 23<sup>rd</sup></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>LAST DAY</b> to enter marks for Progress Reports</li></ul>
<p><b>Wednesday, May 24<sup>th</sup> – Thurs. May 25<sup>th</sup></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>Friday, May 26<sup>th</sup></b></p> <p><b>Bldg Secretaries:</b></p> <ul style="list-style-type: none"><li>• Be sure that the Interval Total Calculation for attendance has been run.</li><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>Friday, May 26<sup>th</sup></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>

## What's on the calendar:

May 16-2<sup>nd</sup> grade data team AM

May 17-K data team AM

1<sup>st</sup> data team PM

iPad Collection

May 19-Field Day

May 24-5<sup>th</sup> Grade Get Air trip

May 25-5<sup>th</sup> Grade Recognition

May 26-Last Day