

THE NORTHWEST NEWS

Northwest Regional Office
673 Vance Ave.
Memphis, Tn. 38126

VOLUME 2, ISSUE 2

AUGUST 17, 2009

Special Points of Interest:

Welcome to the second issue of The Northwest News. Inside you will find vital information for your school. Have a fantastic week!

TOP NEWS

- **Superintendent Cash** is declaring this school year as “The Year of the High School.” Tonight’s board meeting will focus on “The State of the District Address” and “High Schools.”
- **If students arrive with cell phones**, please encourage them not to bring them back to school. Use Parentlink, daily announcements, review of the student handbook/code of conduct, school-wide assemblies, and flyers to communicate these expectations.
- **Perform daily metal detection for every student or randomly.** I would encourage you to set the tone that metal detection is an aspect of the culture of your school: student safety is a top priority.
- **Encourage your teachers to be visible, by standing in their doorways in the mornings and afternoons.** After all classrooms are clear of students, teachers should be expected to monitor the hallways until the building is clear. Everyone assigned to outside duty in the afternoons is expected to report on time. Maximum visibility is very important at the end of the day and especially important on Fridays. Everyone should report to an arrival post and departure post every day on time.
- **Communications**-if you receive a call from the media, or they show up at your school with regard to a crisis situation, please send an e-mail to Staci Franklin, Quintin Taylor and Heather Danielson with the word "MEDIA" in the subject line and your immediate contact number in the body of the e-mail. A member of the communications team will contact you right away to provide guidance. Please review **Board Policy 6.604** in its entirety with your staff and if you have not attended media training, please make arrangements with your Regional Superintendent to do so before September 15. Please call for further questions: (901) 416-5628
- **Patricia Toarmina, Ed.D., Executive Director, Exceptional Children and Health Services**- SWD suspensions should not be greater than 10 days and remain in compliance with the 40 day timeline from referral to IEP meeting.
- **Media Training:** All principals, APs PDSCCs are required to attend the Media Training hosted by Heather Danielson. Please email Femetres Gray if you have already attended.



Pointed in the Right Direction !

Catherine Battle
Superintendent

Pamela Jackson
Director

Tameka Allen
Academic Coordinator

Femetres Gray
Professional Development
Coordinator

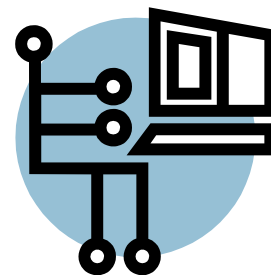
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WHATS NEW FROM REA?

- **REA-** The new date for the **Spring 2010 TCAP test for students in grades 2-8 is April 12-16**. The state basically locked on this same date range for the next three years, so there's finally some clarity about when we'll be testing.
- **New principals or a member of a new principal's team are invited** to our Data Wise workshops at the TTC (3:30 p.m. on Tuesdays) until September. We're hearing a lot of interest in our hands-on workshops, and that's great! However, tomorrow's session and the one on August 25 are really intended for new principals and their teams only.
- **We've been told by ACT that results for 2009 have been mailed to high school principals.** If that's true, you should be receiving them soon. Bottom line: the results are **strictly embargoed** until Wednesday. And whether ACT sends you a copy or not, ACT results will be in a packet of materials coming from our office this week.



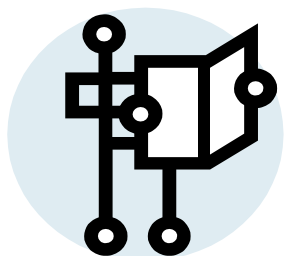
*John Barker,
Executive Director
416.5533 (office) or
487.6598 (cell)*

Please remind faculty that on September 14, 2009, all lesson plans and syllabi are expected to be developed and housed in Learning Village. Elementary teachers will not have to enter lesson plans for prior weeks of instruction in Learning Village.

PRE K-12 LITERACY/CURRICULUM & INSTRUCTION

- **Headsprout and Upcoming Professional Development Dates**
Elementary principals: **your schools should not attempt to set-up Headsprout accounts or enroll students without prior authorization from Dr. Kennard's office.** Student names have to be uploaded from MCS IT dept before we can enroll students. The target date is scheduled for August 31st.
- Templates for the lesson plan and syllabus are posted on the C&I website in a pdf format and will soon be in a word document. Since the Instructional Maps are also posted on the C&I website, it is possible to copy and paste pertinent parts of the maps unto the appropriate template. Besides "word-processed" plans, teachers should also be allowed to write out their plans if so desired. Of course, those teachers who have already begun using Learning Village for instructional planning are at the "head of the class."

SCHOOL CHOICE & STUDENT ACCOUNTING



*William E. White II,
Executive Director*

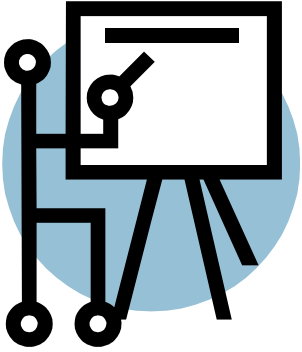
*For questions call 901) 416-8100 or email
whiten@mcsk12.net*

PowerTeacher, the Chancery SMS electronic grade book, is coming soon! This full-featured, grade-keeping application used to record, report, and monitor student performance will be available to all teachers about six weeks into the school year. Hardware and installation

delays did not allow a rollout prior to that time.

- All teachers and other appropriate staff will be trained to use the grade book via the online PowerTeacher Distance Learning course.

- **William White and Victor Carr** would like for you to withdraw no-shows assigned to your school and to avoid sending emails to other schools requesting students be dropped. You can send the list to Victor and Bill.



*Myra I. Whitney,
Associate Superintendent
Professional Development
& Staff In-service
901.416. 5930*

PROFESSIONAL DEVELOPMENT

REMINDER-Principals please return homework from principals' meeting through email.

There will be a **Make Up** session for Houghton Mifflin Grade 3 Camp Connect for Elementary PSDCCs for three consecutive days, September 1- 3, 2009. If you do not have a PDSCC, send an AP or Teacher Leader for the training. The selected schools will be notified by Ms. Katz.

Please view the **AVATAR** attachment included in the email you received from Dr. Richmond.

AVATAR/PDMS INSTRUCTIONS for teachers and administrators have been mailed to your school. Please distribute as necessary to your teachers and review the information as needed in order to input

NOTE: Block Scheduling resources are available on line in Media Site. There is also a Block Schedule course available is AVATAR.

**Isaac Wright,
Staff Development
Coordinator -
Monitors Avatar Platform**
For questions e-mail: WrightI-
saacA@mcsk12.net

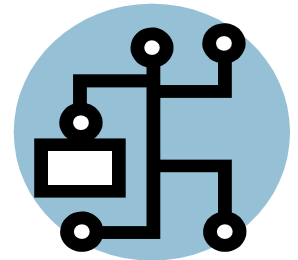
SAFETY AND SECURITY

- Encourage your teachers to be visible inside and outside by standing in their doorways in the mornings and afternoons.
- Maximum visibility is very important at the end of the day and especially important on Fridays. Everyone should report to an arrival post and departure post every day on time.
- Please make sure that if your building is equipped with A-phones, security cameras or any other security devices that all equipment is operational.
- For assistance, please contact Mr. Clarence Taylor, (901)416-4701.
- If your students or staffs notice people in the building without a visitor's badge or Memphis City Schools I.D. badge, please encourage them to politely ask the visitor to check in the office.

*Gerald Darling, Chief
Department of Safety,
Security and Emergency
Management*

HUMAN RESOURCES

- Due to the number of surplus employees HR will hold all remaining elementary/middle school vacancies until surplus employees have been placed. (This includes support positions such as, Counselors, Librarians and Clerical.)
 - Human Resources is awaiting budget approval for many of the Teacher Assistant positions. As soon as these vacancies have been approved, we will move forward with staffing.
- Please refer all staffing concerns to attention of
Jeanine Hicks or
T'Shanie Payne.**



**Von Goodloe,
Associate Superintendent
of Human Resources**

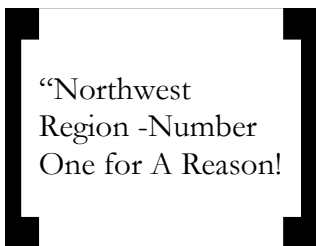
**MEMPHIS CITY SCHOOLS
NORTHWEST REGIONAL OFFICE**

**Please send all KUDOS to Femetres
Gray**

673 Vance Avenue.
Memphis, Tn. 38126

Phone: 901.416.7387
Fax: 901.416.7390
E-mail: grayfemetress@mcsk12.net

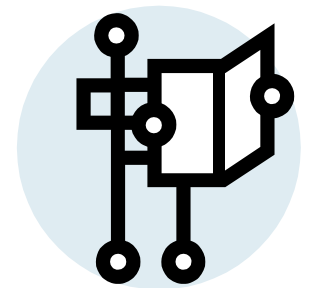
**If you have any outstanding news for your school,
please email Femetres Gray @ grayfemetress@mcsk12.net and also send your information
to the MCS Insider. We want to see the North West
sparkle in lights!!!!**



www.mcsk12.net

IMPORTANT DATES TO REMEMBER

- Monday, August 17 August Board Meeting/All four Health Clinics Open
- Tuesday, August 18 REA training at **3:30 to 5:00 p.m. Where? TTC on Jackson Avenue** For Northwest Region 1
- Tuesday, Aug 18, at Cypress, Middle School EveryDay Counts networking/training meeting. Principals meeting will start at 1:45. The teacher portion of the meeting begins at 2:45.
- **Headsprout Training -Tuesday August 25th Northwest Region 4-6pm TLA.** All Interested first grade teachers, One 2nd and one 3rd Grade Representative from each school in the Northwest Region.
- Friday, August 21 PDSCC Professional Development
- Tuesday, August 25 Principals' Meeting



*To view 2009—2010
School Calendar,
please visit
www.mcsk12.net*