

# THE NORTHWEST NEWS

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

VOLUME 2, ISSUE 10

OCTOBER 12, 2009

## Special Points of Interest:

**Thank you for your continued hard work and dedication to the students, parents, and teachers of MCS.**

### TOP NEWS:

- **Below are the things each school will need to add manually to the Dashboards:**  
Add your school's name located in the "License" tab.  
Add 08-09 behavior data to the "Behavior" tab. The 2008-2009 box is located at the bottom right of that page (with a blue header). You will need to enter your numbers by 20 day period for last year's (Referrals, Fights, Suspensions, Expulsions).  
Add 08-09 attendance data in the "Attendance" tab. Your data will go into the 08-09 section (You will also need to add the YTD percentage at the end.)
- **IMPORTANT: AVATAR**-Please ensure that your school's professional development is captured in PDMS/AVATAR. Ensure that all professional development that you, your teachers, or any staff person in your building attends, is captured through registration in AVATAR. The regional office receives a weekly report of the usage for the NW region. All schools are expected to adhere to this request. **Teachers should register for all courses entered by your school and the facilitator for your session should mark the participants as passed at the conclusion of the session.** Please view the tips & tidbits on page 3 regarding course entry requirements for approval.
- **PDADMIN Emails:** You have probably noticed the emails from the PDADMIN account. Each user who is in the northwest group will receive email confirmations when courses have been published to the PD catalog or when revisions need to be made to a course. Please check the emails subject line for courses your school may have entered. If revisions are needed, please correct them. **Your course WILL NOT be approved for publishing until revisions have been made.** See tidbits & tips inside.
- **Elementary Compstat**– The Headsprout slide in your Compstat presentation should be revised to include the number of episodes completed per classroom (class mean) since the beginning of the year. Utilize the usage report for your school. Your school wide goal is to ensure that ?? 1<sup>st</sup> graders participate in a minimum of 3 episodes of Headsprout per week.
- **Lead Juror Training and Reception** – Please select a lead juror from the community to assist in recruiting jurors for your school and send their name to [jacksonj3@mcsk12.net](mailto:jacksonj3@mcsk12.net). Please ensure that your school's lead juror attends **Dr. Hamer's Lead Juror Training and Reception on Thursday, October 15th at the TLA Auditorium. An electronic invitation will be e-mailed to school principals to forward to their juror leaders.** If your lead juror cannot attend, please invite another community juror from your school to attend. **It is important that each school is represented.** One of the goals for this meeting is to provide a forum for Dr. Hamer to communicate with community stakeholders about the Exhibition of Student Work initiative.
- **Learning Village - Open Labs for Teachers needing additional assistance**  
If you have teachers who need one-on-one assistance with Learning Village, please encourage them to attend one of the open labs. These labs will be held at the Technology Training Center, located at 3772 Jackson Avenue (adjacent to the North Area Office) from 3:00 - 5:00pm on the following dates: **Oct 13, Oct. 20, Nov. 3, and Nov. 10.** Teachers can register to attend in the Avatar Professional Development Management System ([ters.mcsk12.net](http://ters.mcsk12.net)) under *Learning Village Open Lab*
- **Judy Jackson, Exhibition of Student Work/Capstone Curator Meeting - Tuesday, October 6th at TLA Auditorium from 4:00-5:30 p.m.** Please ensure that your curator signs up in Avatar (course # 3465.4322) and attends to receive vital information about the Fall Exhibition of Student Work. Elementary and middle school principals, please e-mail the name of your curator to [jacksonj3@mcsk12.net](mailto:jacksonj3@mcsk12.net) so they can be added to our list.



***Pointed in the Right Direction !***

**Catherine Battle**  
Superintendent

**Pamela Jackson**  
Director

**Tameka Allen**  
Academic Coordinator

**Femetres Gray**  
Professional Development  
Coordinator

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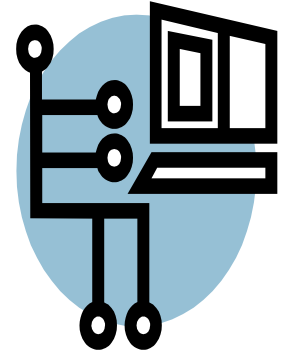
### EXCEPTIONAL CHILDREN & HEALTH SERVICES/ OPTIONAL SCHOOLS

IEP Goal Progress Reports must be sent home with report cards for all students who receive special education services. Teachers received instructions by e-mail last week.

Thursday is “**Disability Mentoring Day.**” Students with disabilities from select high schools in each region will be shadowing workers at local businesses.

#### **Linda Sklar, Director of Optional Schools,**

**REMINDER:** Principals please send copies of the 2009 A.P. Instructional Planning Reports for each A.P. teacher to Sandy Lewis at the Bond Building or Linda Sklar at the Board of Education, Room 106. These reports help us identify the specific Professional Development that is needed for our A.P. teachers. College Board should have received all new A.P teachers' syllabi. All returning A.P. teachers should have open accounts with the College Board, if there are questions; please email Sandy Lewis (LewisSandraJ@mcsk12.net) as her phone has not been



*Patricia Toarmina  
Executive Director*

*Linda Sklar,  
Director of Optional*

### COORDINATED SCHOOL HEALTH: REGIONAL HEALTH CLINIC

**Dr. Neika Parks  
Executive Director,  
Coordinated School  
Health**

When you have children that become ill at school, please remind parents/guardians as they arrive to pick up their child that the four (4) regional health clinics are open to service all MCS students (PreK-12).

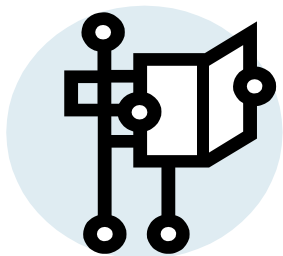
#### **Northwest Regional Health Clinic**

Northside High School  
1212 Vollentine Phone: (901) 416- 4530

**Dr. Felicia Fowler  
Coordinator,  
Instructional Technology**

**Learning Village - Open Labs for Teachers needing additional assistance:** Labs will be held at the Technology Training Center, from 3:00 - 5:00pm on the following dates: **Oct 13, Oct. 20, Nov. 3, and Nov. 10.** Teachers can register to attend in the Avatar Professional Development Management System (ters.mcsk12.net) under *Learning Village Open Lab*

**Learning Village User's Guide available for download.** Go to <http://www.mcsk12.net/aoti/it/forms.asp> and scroll to the bottom. Please share with your teachers.



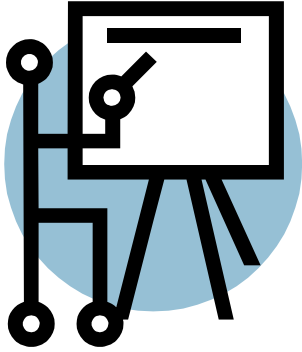
**James Bacchus  
Executive Director,  
Chief of Student Support**

### STUDENT SUPPORT

**Fight Free Training:** On **October 30, 2009** the Overton Dance Team will train teams of students from **any interested school** in the **Fight Free Training.**

Principals and Assistant principals: **The RISE Project of UM is conducting a Data Analysis and Planning Workshop** from 8 - 3 on October 20, 2009 for representatives from School Wide Discipline Committees.

**High School Principals:** The Think Tank for African American Progress is hosting a free Youth Focused Think Tank at Rhodes College on October 14 from 9:00 AM to 3:00 PM. <http://www.mcsk12.net/forms/ops/African American Think Tank Letter.doc>



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

## PROFESSIONAL DEVELOPMENT

All schools should submit a copy (that is being submitted to NCLB) of the Professional Development Plans to the Office of Professional Development and Staff In-Service. **Please submit your PDP Plans to PDP 2009 - 2010 in Lotus Notes.**

**Teachscape attachment:**  
<http://www.mcsk12.net/forms/ops/TeachscapeINFO.doc>

**Standards in Practice Homework attachment.** <http://www.mcsk12.net/forms/ops/PDHMWK.doc>

Stipends will be paid to ESPs that attend the Tier 2 and 3 training on October 12.

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

## INSTRUCTIONAL TECHNOLOGY

### Mid-South Technology Conference Registration Open Now!

The Technology Division is pleased to announce registration for the 2009 Mid-South Technology Conference is open! Registration is free for all MCS employees so join us **December 9-10, 2009** at the Cook Convention Center. To register, go to <http://www.mcsk12.net/techconference>

### Student Email (Gaggle.net) coming to a Middle School near you!

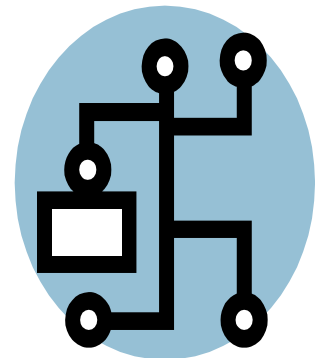
The Technology Division will begin rolling out the student email initiative on **October 12th** to all middle schools and AP Computer Science classes. Middle school students, teachers and principals will receive a Gaggle account. The rollout for high school students will be **January 4, 2010** and elementary schools (5th grade only) will be after Spring Break (date to be determined).

**Felicia Fowler,  
Instructional  
Technology  
Coordinator**

## AVATAR: TIDBITS & TIPS

**In order for your school's course to be approved in AVATAR, the following must occur:**

- Spelling and grammatical errors
- **All course/class titles should start with the school name**
- All classes should have a description
- Seating Limit should always be checked Yes with a minimum number of seats indicated
- All classes should have a meeting date (no courses can be approved without a meeting date)
- Allow at least one week after the course meeting date for the registration to close-select no for Registration Automatically Closes and manually enter a date for the registration to close.
- If the course is Returned for Revisions for any reason-required action will be indicated in the in the Internal Comments section. Make requested corrections and return for Approval.
- **Please view the how to guide on creating a course/class on the Pd Website.**



*Myra I. Whitney,  
Associate Superintendent  
Professional Development  
& Staff In-service  
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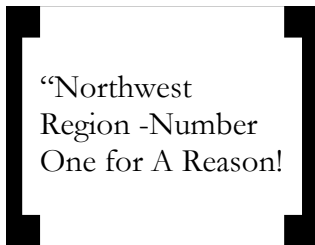
**MEMPHIS CITY SCHOOLS  
NORTHWEST REGIONAL OFFICE**

**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](mailto:grayfemetress@mcsk12.net)

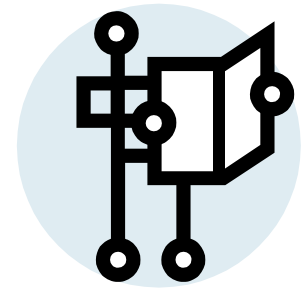
**If you have any outstanding news for your school, please email Femetres Gray @ [grayfemetress@mcsk12.net](mailto:grayfemetress@mcsk12.net) and also send your information to the MCS Insider. We want to see the NorthWest sparkle in lights!!!!**



[www.mcsk12.net](http://www.mcsk12.net)

## **IMPORTANT DATES TO REMEMBER**

- Monday, October 12 In-Service/Parent Teacher Conference/SMART Tennessee PD @ Colonial Middle School 12 p.m.-2 p.m. (4th grade Teachers)
- Saturday, October 17 High School Redesign Roll-Out Conference
- Tuesday, October 20 Principals' Meeting/ TSIPP should be have been reviewed by cross-functional team/returned
- Wednesday, October 21 Issue Report Cards for 1st Reporting Quarter
- Monday, October 26 Final draft of TSIPP should be submitted to Regional Superintendent Sunday, November 1 TSIPP due to State's Field Service Center
- NW Compstat Report Outs– Group 1 (October 13th), Group 2 (October 15th), Group 3 (October 19th), Group 5 & 6(October 22)



*To view 2009—2010  
School Calendar,  
please visit  
[www.mcsk12.net](http://www.mcsk12.net)*