



Pointed in the Right Direction!

Kevin P. McCarthy, Regional Superintendent

Terry L. Brown, Regional Director

September 8, 2009

1. **School Health:** Please send your thoughts and prayers out to the White Station Middle School family and in particular to the family of the young man who passed away Monday. You should have received frequently asked questions (FAQ's) from the Office of Coordinated School Health for use by your front office staff. Your building engineers also have guidelines for cleaning that should be followed. The hotline number for parents and staff is 416-2569. Shawn Page and his staff have done a great job caring for the students and staff and they need our support.
2. **Pre-K – 4 Meeting:** Dr. Hamer wants to have a meeting with Prek-4 teachers to go over the new **Pre-K-3 Continuum, Standards Based Reporting, and Retention**. He wants to meet with 200 elementary teachers in each Region before the Board meeting on September 21st. Each meeting will last 90 minutes and the meeting will begin at **4:00 p.m.** The meeting is not mandatory but strongly encouraged. Principals may attend with teacher teams (this is preferred). The (7-8 members) team should consist of the principal, PDSCC, (1) Prek (if they have one), (1) Kindergarten, (1) 1st grade, (1) 2nd grade, (1) 3rd grade, and (1) 4th grade teachers.
3. **PLC's:** PLC's should be implemented throughout all Northeast region schools. This must include leadership PLC's and grade/department level PLC's. Meetings should be held at least weekly with detailed correlating agendas and minutes. If you did not have the pleasure of Mr. McCarthy's presentation on PLC's last year or you need a refresher, please let me know and I will send you his powerpoint. It is expected that the level of implementation and productivity of the PLC meetings improve and be reflected in your CompStat reports this year.
4. **Membership 1 Students from John Barker:** Just so you know, **November 4th was the magical day for Membership 1** which determines who counts for AYP at your school. Take a good look at the students enrolled at your school that day...if they stay with you until the time of the state test, those are your Membership 1 kids. More info on Membership 1 students coming next week.
5. **School Improvement Plans:** We are beginning to get some calls about when SIP's are due and for whom. Please note that schools in Good Standing and Target **DO NOT** have to submit to the state this year. Please make note of the following schedule:
 - a. **Schools in High Priority:** SIP due to the state on November 1, 2009.
 - b. **Middle and High in Good Standing and Target:** SIP due to the state on May 15, 2011 (and every third year thereafter).
 - c. **Elementary Schools in Good Standing and Target:** SIP due to the state on May 15, 2012 (and every third year thereafter).
6. **Communication Plan for Inclement Weather/Phone Tree Procedures for Pandemic Flu from Dr. Richmond:** Please find attached to this email an updated Communication Plan for Inclement Weather and the Phone Tree Procedures for the Pandemic Flu for the 2009-2010 School Year. If I can be of further service, please let me know.
7. **2009-2010 PBIS Documents from James Bacchus:** Attached to an email you received from James Bacchus on 8/03/2009 at 4:27 pm, you will find the template for the 2009-10 School Wide Discipline Plan and related documents. Please be reminded that the SWDP is required according to the **MEA agreement. The Plan, Team Implementation Checklist (TIC), Ratification/verification form, Self Assessment Survey (SAS) Summary, and Action Plan are due to the PBIS coaches by September 30, 2009.** Also, all forms may be sent electronically except the Ratification form, which will need to be faxed or copied and mailed. These forms are posted on the MCS website under Students at the top of the home page and then under School Wide Discipline Plan. The SWDP Template is very similar to last year's with the addition of Code of Conduct teaching information and results of the Self Assessment Survey for those of you whose staffs took the on-line survey last December. **If you have trouble locating the documents mentioned above, let Terry Brown know and he will send them to you.**



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8. **Homeless Training from Rhoda Stigall:** Designate one member of your staff as the "Homeless Point of Contact" person. There will be a training session at Airways Middle School on September 16, 2009. Please pass on the attached flyer to the appropriate personnel and have them e-mail their name and direct contact telephone number to: flaggdoloresp@mcsk12.net and register in Avatar. Send this information in no later than September 11th.
9. **Hazardous Chemical Pickup from Joyce Woods:** With the beginning of a new school year, teachers and staff discard unwanted items. Often these items are hazardous chemicals. Recently Risk Management was called about a highly volatile chemical that had been housed in the chemistry lab for an unknown length of time.

Please have teachers and your SBE check cabinets and lab/science areas to identify hazardous unwanted chemicals.

DO NOT TOSS THEM IN THE DUMPSTER.

10. **SRI Testing:** SRI testing is September 1 - September 11 for Middle Schools and 6th graders in elementary schools for the Northeast Region. Please submit your testing schedule to Latisha Bryant and begin. If you have any questions contact Latisha Bryant at 416-2932. Let's all make sure this is completed by Sept. 11.
11. **Read for the Record:** Every elementary school is expected to participate in Read for the Record this year. The event will be held on October 8, 2009. The featured book is *The Very Hungry Caterpillar*. Ms. Opanell Rhodes and Ms. Margaret Montgomery are your contacts for the reading activities. For more information, you can refer to the memo you received from Mr. McCarthy on the 14th that originated with Linda Kennard.
12. **Stanford Math: Fall Master Teacher Program:** There will be four - 1.5 hour sessions after school. The first session begins Tuesday, Sept. 1st. Teachers should register on Avatar for course 2922.3748. High schools should have at least one math teacher attend.
13. **2009-2010 Guidelines and Enrollment Dates & Reminders from Data SIS:** The 2009-2010 Guidelines and Enrollment Dates & Reminders were sent to you via email from Data SIS on 8/03/2009 at 3:40 pm. They are also available on DocuShare. The Guidelines document contains information regarding required and commonly used SMS fields related to Student Information, Teacher/Staff Information, Enrollment and Classes. The Enrollment Dates & Reminders document contains instructions and additional information (including dates) for enrolling students in SMS.
14. **Title1 Funds:** It is critical that you and your administrative/academic support teams conduct an early review of your Title1 budgets. Your spending should be directly connected to your SIP plans and reflect a year-long systematic spending plan, thus avoiding a rush at the end of the year to spend the funds. As you know, providing professional development for your staff is an appropriate use of the funds. Just make sure the pd is well thought out and doesn't pile up in the summer with trips, trips and more trips.
15. **Evaluation/Tenure/New Teacher Mentoring:** Make plans to meet with your teachers this week who will be evaluated this year either because they are new, scheduled, or you deem it necessary based on performance. It is important that the teachers understand the process, your expectations, and have a legitimate time-line that allows for improvement in the areas uncovered during the process. Consider pulling a couple of exemplars for their viewing pleasure. Just remember to protect the identity of those teachers. Unfortunately, a few of you made recommendations to Human Resources to **non re-elect** or withhold tenure that were not upheld because they questioned the validity of the process. This is not an easy task, but there is no better feeling than knowing the process is solidly in place and works to improve the performance of those being evaluated. Our office is eager to support you in any way we can. You are all keenly aware of the importance of **New Teacher Mentoring**. Make sure your new teachers are assigned a mentor and that the mentor is providing the support you expect.



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16. **Grade 3 Camp Connect:** There will be a 3 day Make-up Training for elementary PDSCC's on September 1-3, 2009. Schools needing to participate will be contacted by Ms. Katz at the TLA. If you do not have a PDSCC, you may send an assistant principal or teacher leader for the training.
17. **Legendary Service Staff Training:** The district will provide specialized training on Legendary Service on September 18, 2009. The training will include Operations and school staff. The training cohort is forthcoming.
18. **2009 Principals' Academy Keynote Speakers:** Principals can now access on Media Site the first three postings of Keynote Speakers from the June 2009 Principals Academy. Principals and their staff can view Dr. Kriner Cash, Dr. Pedro Noguero, and Dr. Freeman Hrabowski. The remaining Keynote Speakers will be available in the near future. We hope all of our schools will use these for professional learning and discussion.
19. **Elementary Algebra Institute:** The Elementary Algebra Institute has been created to prepare 5th grade teachers to teach algebraic concepts and algebra in elementary and middle schools. The Institute will be an in-depth professional development program intended to meet the needs of licensed elementary teachers who desire to extend their mathematical and pedagogical knowledge in introductory algebra. The program, modeled after the *Tennessee Algebra I Employment Standards State Approved 5 Day Training*, will consist of 16 two-hour sessions specifically designed to provide a broad mathematics background appropriate for teaching algebraic concepts to students in grades 4-8. See the email attachment for the most up-to-date information provided by Suzanne Thomas.

Dates: September 10, 17, 24 – October 1, 8, 15, 22, 29 – November 5, 12, 19 –
December 3, 10

Time: 4:00 – 6:00 pm

Location: Central High School

Audience: 20 5th grade teachers

➤ NorthEast News

1. Congratulations to Mrs. Maritha Thomas, KK teacher at Richland. She is the first 2009-2010 recipient of Channel 3's Educator of the Week.
2. Congratulations to the 34 students at White Station Middle School who made a perfect score on the Spring 2008 TCAP math test.
3. We are proud of the Douglass High School Red Devils for being selected Fox 13's Taco Bell Friday Night Blitz Team of the Week. We wish them continued success in the future.

SEND US SOME NEWS FROM YOUR SCHOOL!!

Coming Up.....Important Dates

Friday, September 11

Friday, September 11

Tuesday, September 15

Wednesday, September 16

Wednesday, September 16

Friday, September 18

Completion Deadline for SRI Testing

Homeless Training Contact Person information due to Dolores Flagg

PreK-4 Principals and Teacher Teams Meeting with Dr. Hamer in TLA Auditorium at 4:00 PM

End of Progress Reporting Period 2

Homeless Training at Airways Middle

Legendary Service Training



Northeast Region 3

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Wednesday, September 23
Wednesday, September 30

Tuesday, October 6

Thursday, October 8

Friday, October 9

Monday, October 12

Wednesday, October 21

January 4-15

January 27- May14

Issue Progress Report for Period 2

Deadline for submitting PBIS documents to Ann Sharp (NE PBIS Coach)

Facing History Presents- Dr. Alvin Poussaint (More information to follow)

End of First Quarter

Fall Break

In-Service/Parent Teacher Conference

Issue Report Cards for 1st Reporting Quarter

DIBELS Benchmark Dates

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