



Pointed in the Right Direction!

Kevin P. McCarthy, Regional Superintendent

Terry L. Brown, Regional Director

September 21, 2009

1. **Grading Protocol Teacher Networking Meetings from Brenda Harris:** There will be a Teacher Networking meeting on September 24th for PreK, KK, and first grade teachers. The purpose of this meeting is to share work samples, discuss, and come to consensus on scoring student work using standards-based reporting.

Please have one teacher in PreK, kindergarten, and first grade attend the Grading Protocol Teacher Networking Session on **September 24th, from 4:00 to 5:30** (one teacher per grade level per school). The teacher representing your school should bring work samples to use in the discussion. Teachers attending should sign up using Avatar. The sessions are as follows:

PreK	Berclair ES	#3422.4277
KK	Kingsbury ES	#3422.4276
1st	Richland ES	#3423.4278

2. **Final Media Training Session:** The last media training session is scheduled for **Thursday, September 24** from 3:30 - 5:30 at the Southwest Regional Office. Please have staff members coordinate directly with Erica Jones to ensure there is enough room to accommodate attendees.
3. **Student Transportation Services from Tony Frigo:** Reference the email you received from Tony Frigo on September 17, regarding updates and important reminders for student transportation. Bus ridership reporting continues to plague our region. If you have a reason why you are unable to report data in an accurate and timely manner, please report that to Terry Brown. If not, we will expect your reports in an accurate and timely manner.
4. **SMS Behavior Manual from Ann Sharp:** Accurate behavior data entry is vital. Our regional walkthroughs suggest that more consistency in entering office referrals and actions is needed. Until we can arrange training sessions through Student Information the manual is attached to the email. Page 11 deals with entering an incident for multiple students, page 6 deals with entering completion information for the Action and Action Step, the most common problems we've seen thus far. Please be sure to enter ISS as an action when appropriate; SMS numbers in ISS should match the reports ISS assistants are submitting to their supervisor.
5. **Absence Requests in Lotus Notes:** All absences must be properly documented in Lotus Notes. Be sure you complete the "Requestor's Comments" section to give me the information I need to respond accordingly.
6. **Learning Express Folio Webex Mediasite:** Please reference the email you received from Lischa Brooks on 9/14/09 as it contains information for your immediate consideration and action.
7. **School Improvement/SACS Plans:** We are beginning to get some calls about when SIP's and SACS plans are due and for whom. Please note that schools in Good Standing and Target **DO NOT** have to submit to the state this year. However, your current data should be analyzed and your action plan updated and available for review at walkthroughs. **Please send Angela Nichols the year you are due to complete SACS.** Make note of the attached SACS timeline in the email and the following schedule:
 - a. **Schools in High Priority:** Dr. Nichols is taking the lead on this effort and has sent you a timeline leading up to the due date of November 1st for your SIP's.
 - 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).



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8. **Professional Development Opportunities:** The following professional development sessions for 5th, 8th, and 11th grade reading and language arts teachers are being offered at the Northeast Regional Office:

Tuesday, Sept. 22, 3:30-5:00 PM, Effective Writing Instruction-5th grade (1934.2636)
Tuesday, Sept. 29, 3:30-5:00 PM, Effective Writing Instruction-8th grade (1935.2637)
Thursday, Oct. 1, 3:30-5:00 PM, Effective Writing Instruction-11th grade (1936.2638)

9. **Science and Health Textbooks:** Schools may now log on to the mainframe and place their science and health textbook orders. The textbooks have arrived, but we are still waiting on teacher editions, teacher resource kits and workbooks to ship. However, it is important for schools to go ahead and place their orders for these items. Once these items are shipped to the warehouse, they will be delivered to all schools. **Family and Consumer Sciences Textbooks:** Family and Consumer Sciences textbook orders will be placed by Meryl Isabel's office. Contact Ms. Willie Slate's office if you have any questions or concerns. Please reference the email you received via Dr. Richmond via Meryl Isabel on 9/17/09 for 3 important attachments.

10. **From Aubrey Bond for Title 1 Principals Only:** The office of Federal Programs, Grants and Compliance has planned training for your Instructional Facilitators (PDSCC) to provide guidance regarding compliance requirements. Please note the date and time for your Title I Instructional Facilitators' Compliance Institute is Wednesday, September 23, 2009, from 8:30-11:30 at the North Area Office.

11. **AP Biology, Chemistry, Literature and Language One Day Workshops from Sandy Lewis:** **Increased rigor through improved advance placement instruction is one of Dr. Cash's major initiatives.** On **October 2, 2009** we are fortunate to have two College Board consultants with us that have developed relationships with Memphis City Schools. We are offering the College Board one day workshops for your discipline with extra emphasis on last year's exam, redesign elements for the AP science courses, and writing techniques that will help blend the free responses into the curriculum enhancing free response skills. In addition, the consultants have extensive experience teaching AP in the block schedule and will bring that information to us. **This workshop is available for all AP teachers, new or experienced, as it is more in depth than the usual AP One Day Workshop.**

The workshops are listed in Avatar as follows:
3364.4218 Preparing for the Redesign in AP Biology and Chemistry
3366.4221 AP English Language and Literature Workshop

Secure a substitute through the MCS sub line. The substitute is provided through the AP Incentive Grant. If you are not able to register in Avatar, please send your name and school to Sandy Lewis by e-mail. Accurate registration in Avatar will confirm the need for the sub code to be released.

12. **Calendar Math Online PD:** You have received a welcome letter and instructions for logging on to this Calendar Math PD. Make sure your teachers are taking advantage of this resource. Our walkthroughs have revealed some inconsistencies in implementation and delivery of the curriculum. If you have any questions or concerns, contact Suzanne Thomas at the Bond Building.



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13. **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 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 all the 3rd graders at Kingsbury ES for being presented student dictionaries by the Republican Women of Purpose organization. Representative Brian Kelsey attended the presentation and presented the school with two flags that were flown over the state capital on 5/4/09.
2. Congratulations to Nancy Relliford for being honored by Channel 3 as the “Educator of the Week.” We are proud of Nancy and the awesome work she does at Kingsbury ES.
3. Please keep Lischa Brooks, our NE Professional Development Coordinator, and her family in your thoughts and prayers as her uncle passed last week.

SEND US SOME NEWS FROM YOUR SCHOOL!!



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Coming Up.....Important Dates

Wednesday, September 23

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Thursday, September 24

Thursday, September 24

Thursday, September 24

Wednesday, September 30

Friday, October 2

Tuesday, October 6

Thursday, October 8

Thursday, October 8

Friday, October 9

Monday, October 12

Tuesday, October 20

Wednesday, October 21

Tuesday, November 17

Tuesday, December 15

January 4-15

Tuesday, January 19

January 27- May 14

Tuesday, February 16

Tuesday, March 16

Tuesday, April 20

Tuesday, May 18

Title 1 Instructional Facilitators' Compliance Institute

Issue Progress Report for Period 2

Final Media Training Session at Southwest Region Office from 3:30-5:30

Research-Based Strategies at NE Regional Office from 3:30-5:30

PBIS Workshop at NE Regional Office from 3:30-5:30

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

AP Biology, Chemistry, Literature and Language One Day Workshops at TLA from 8-3 (Lunch Provided)

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

Read for the Record (*The Very Hungry Caterpillar*)

End of First Quarter

Fall Break

In-Service/Parent Teacher Conference

Parent Assembly Meeting at TLA from 5:30 – 7:30

Issue Report Cards for 1st Reporting Quarter

Parent Assembly Meeting at TLA from 5:30 – 7:30 (National Parent Involvement Day)

Parent Assembly Meeting at TLA from 5:30 – 7:30 (Culture Celebration)

DIBELS Benchmark Dates

Parent Assembly Meeting at TLA from 5:30 – 7:30

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