Administrative Bulletin
V-8  10.4.13

Special Note: National School Lunch Week Oct 14 – 18! Thank you EACS Café staff for your hard work and dedication!

1. CVS PHARMACY FLU SHOT CLINICS

Flu Shots will be offered to all EACS employees and spouses by CVS Pharmacy. Cost to employees is $24.00; payment expected at time of vaccination, cash or personal check. It is the employee’s responsibility to file with insurance, claim forms will be provided. CVS is offering us the $24 discounted price; cost if given at a CVS Pharmacy is $31.99.

We have switched the clinic times (except for the Service Center) from the morning to afternoon hoping we will have better participation. If you are interested in receiving a flu shot, and did not sign-up to participate, you may visit any of the EACS sites as extra vaccine will be available.

If an employee wants the flu shot but cannot make any of our scheduled building level clinics, they may go to the New Haven CVS and receive the shot at the discounted price. The employee will be asked to show the pharmacist their EACS ID to receive the discounted price. See Enclosure #1 for Flu Prevention Measures.

If you have any questions, call Wendy Walker at extension 3321.

<table>
<thead>
<tr>
<th>2013-2014 Clinic Date</th>
<th>Flu Shot Clinics</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 8th</td>
<td>Leo Jr/Sr High School</td>
<td>3:00 to 4:30</td>
</tr>
<tr>
<td>October 10th</td>
<td>Heritage Jr/Sr High School</td>
<td>3:00 to 4:30</td>
</tr>
<tr>
<td>October 15th</td>
<td>New Haven High School</td>
<td>3:00 to 4:30</td>
</tr>
<tr>
<td>October 17th</td>
<td>Woodlan Jr/Sr High School</td>
<td>3:00 to 4:30</td>
</tr>
<tr>
<td>October 22nd</td>
<td>Prince Chapman Academy</td>
<td>3:00 to 5:00</td>
</tr>
<tr>
<td>October 24th</td>
<td>Service Center</td>
<td>9:30 to 11:00</td>
</tr>
</tbody>
</table>

Wendy Walker, ext. 3321
2. **ANNUAL MENTAL HEALTH SUMMIT**

The Annual Multicultural Council Mental Health Summit: *The Impact of Trauma on Our Community* is scheduled for Thursday, October 24, 2013 from 8am - 4:30 pm at the Public Safety Academy: Ivy Tech South Campus (7602 Patriot Crossing Fort Wayne, IN). See Enclosure #2 for registration details.

Tamyra Kelly, ext. 1050

3. **SENATOR JOE DONNELLY SERVICE ACADEMY INFORMATION NIGHT**

Please see Enclosure #3 for information night meetings in Indiana high school students and families.

Tamyra Kelly, ext. 1050

4. **NEW APP PORTAL**

New the student app portal is "Shadow Puppets", an auditory and visual storytelling app. Puppets allows students to create a story using pictures from camera roll and then records their voice as they tell the story. Shadow Puppets works very simply and very smoothly. All students do is tap on the photos from camera roll in order of how they want the story images to appear, and then start recording their voice. As students tell their story, they progress through the pictures. When finished, students can share with others via the Shadow Puppets website, or share through Apple TV. We recommend teachers go to the app store or app portal to get Shadow Puppets for free.

Keith Madsen, ext. 3125

5. **SUMDOG MATH CONTEST**

An exciting math contest is taking place for all schools in the Region 8 area. To take part, answer math questions on the free Sumdog website anytime between 8am on October 25, 2013, and 8pm the following Thursday. The games adapt to each student’s level, giving everyone a fair chance of winning. Students will have fun practicing their math and there are prizes to be won! Sign up now at [http://www.sumdog.com/en/Contest_invitation/?hc](http://www.sumdog.com/en/Contest_invitation/?hc)

If you have any questions or need help getting set up, contact jeremy@sumdog.com or 1-877-978-6364.

Marilyn Hissong, ext. 3124

6. **CURRICULUM CONNECTION**

The Curriculum Connection contains upcoming information regarding assessments, curriculum updates, video clips, instructional websites, and more. Please see Enclosure #4, 5 & 6 for specific elementary, middle, and high school information.

Marilyn Hissong, ext. 3124
7. OCTOBER PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Special Services Department is offering two (2) after school professional development sessions during the month of October:

**Note-taking For Case Conferences**, is scheduled for Tuesday, October 15. This session is intended for anyone who takes notes during case conferences (i.e. Guidance Counselors, Building Administrators, Student Assistance Specialists, Special Education Teachers, etc.), and will provide very helpful tips.

**Reading/Interpreting Psychological Reports**, is scheduled for Tuesday, October 29. This session is intended for General Educators, Special Educators, Building Administrators, etc. to de-mystify reports shared at case conferences and help educators identify the information most relevant to classroom instruction and accommodations. Both sessions will be held at Park Hill Learning Center, in Room 220, 4:15 – 5:30. Please contact Wendy Osborn (ext. 3325) to register and save your seat.

Connie Brown, ext. 3109

8. MAL’S PLACE ~ A MEETING REGARDING AUTISM

There will be a meeting of a parent group called "Mal’s Place", (Enclosure #7) on Tuesday, Oct. 8, 6 pm – 8 pm at Park Hill Learning Center in the Staff Development Room. This group is led by Julie Dennis, a parent of an EACS student. She is working hard to offer educational and supportive opportunities for the families of our students who are struggling with Autism. The group meets monthly, and we would encourage parents and staff to check out each of the meeting topics as they are shared, and to consider taking advantage of these opportunities to learn and share about how to meet the needs of individuals with Autism.

Connie Brown, ext. 3109

9. SAFETY NEWSLETTER

The Safety Committee has published its first safety newsletter. We will send out a newsletter quarterly with great information to help minimize employee injuries. Check out the Fall 2013 "Safety Matters" Newsletter online at [http://www.eacs.k12.in.us/staff/safety_committee/safety_matters_newsletter](http://www.eacs.k12.in.us/staff/safety_committee/safety_matters_newsletter) or see Enclosure #8.

Amanda Ricketts, ext. 1009
Flu Prevention Measures

- **Get an annual flu shot.** The U.S. Centers for Disease Control and Prevention now recommends that everyone over the age of six months get vaccinated for influenza each year.

- **Wash your hands** often with soap and warm water, especially after you cough or sneeze. Use alcohol-based sanitizer if soap and water is not available.

- **Cover your nose and mouth** with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Cough or sneeze into your sleeve, rather than your hands, if a tissue is not available.

- **Stay home from work or school** and limit contact with others if you are ill. Try to avoid other people who are sick.

- **Avoid touching your eyes, nose or mouth.** Germs spread that way.
2nd Annual Multicultural Council Mental Health Summit:
“The Impact of Trauma on Our Community”

Thursday, October 24, 2013 from 8am - 4:30 pm at the
Public Safety Academy: Ivy Tech South Campus
7602 Patriot Crossing Fort Wayne, IN 46816

The MCC mental health workgroup is a collaborative effort of various local organizations focused on raising awareness of the mental health needs of our diverse community and support the professionals who work with them. The focus for the 2nd Annual Summit is Immigrant/Refugee Trauma and Trauma in Our Local Community.

Keynote speakers:

Carlene F. Miller, LMHC, LMFT- CEO of Exodus Refugee Immigration, Inc. in Indianapolis
“Exodus Works with worldwide victims of persecution, injustice and war to establish self-sufficient lives in freedom and sanctuary for themselves and their families in Indiana”

John Beams, co-founder of The Center for Non-Violence, Attorney, and licensed social worker
“The Center for Nonviolence provides education, support, & advocacy to end domestic & other forms of violence while modeling equality & power sharing”

Other local experts:

• Pastor Donovan of The Rescue Mission
• Babra Chakanyuka of Crime Victim Care of Allen Co.
• James White of Park Center
• Ana Giusti of the Center for Non-Violence

Highlights include “real life” stories of individuals overcoming trauma

There is no cost to attend - To RSVP or if you have any questions please contact: Christine Marshall at mccfortwayne@yahoo.com

Lunch available for $5 (Cash only) - Please indicate if you will be purchasing lunch

“The Multicultural Council of Greater Fort Wayne draws on the strength of our diverse experiences to educate, advocate, and provide information for the community.”
Senator Joe Donnelly invites you to attend Service Academy Information Night

September 30, 2013
5:00 P.M. - 7:00 P.M. EDT
North Central Regional Office
205 W Colfax Avenue
South Bend, IN 46601

October 1, 2013
5:00 P.M. - 7:00 P.M. EDT
Southeast Regional Office
702 North Shore Drive
Jeffersonville, IN 47130

October 1, 2013
5:00 P.M. - 7:00 P.M. EDT
Northeast Regional Office
203 E Berry, Ste. 702 B
Fort Wayne, IN 46802

October 2, 2013
5:00 P.M. - 7:00 P.M. EDT
State Office
10 West Market Street, Ste. 1180
Indianapolis, IN 46204

October 3, 2013
5:00 P.M. - 7:00 P.M. CDT
American Legion Post #94
4 Monroe Street
Valparaiso, IN 46383

October 3, 2013
5:00 P.M. - 7:00 P.M. CDT
Southwest Regional Office
123 NW 4th St., Ste. 417
Evansville, IN 47708

If you are a student interested in attending a Military Service Academy and would like to learn what it takes to have a future in the armed services, please join us for Service Academy Information Night. We will speak with you about the process of applying to the academies as well as what is required from you to be considered for a nomination from Senator Donnelly.
Important Dates
<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>mCLASS:math (BoY) (Gk-2)</td>
<td>9/11 – 10/9</td>
</tr>
<tr>
<td>ACUITY #1 (G3-8)</td>
<td>9/23 – 10/4</td>
</tr>
<tr>
<td>4 Week Assessment B1-2</td>
<td>10/10 – 10/17</td>
</tr>
</tbody>
</table>

**Literacy Instruction**

This week’s focus:
- What does your data say?
- Guided Reading – Before the Lesson & Lesson Planning Sheets

What does your data say? How will students meet MoY goals?
- **Kindergarten** should divide Print Concept students based on skills passed; not all Benchmark students are equal at this stage. TRC EoY goal is C.
  - MoY – adding PSF and NWF to DIBELS
  - FSF = PSF growth and LNF = NWF growth
- **First Grade** TRC, major errors in accuracy/fluency vs. comprehension for grouping and teaching points
  - Students not meeting LNF or PSF benchmark should be progress monitored until benchmark is met.
  - Break down NWF error patterns; CLS/WWR
  - MoY – adding DORF to DIBELS
- **Second Grade** find major errors in TRC for accuracy/fluency vs. comprehension for grouping and teaching points
  - Students not meeting NWF benchmark should be progress monitored until benchmark is met.
  - Break down NWF error patterns; CLS/WWR
  - Do error patterns for DORF align w/ TRC?
- **G3 – 5** find major errors in accuracy/fluency vs. comprehension in Mondo for grouping and teaching points
  - Do error patterns for DORF and DAZE align with Mondo?
- **G6 – 8** should be using SRI lexile level to support reading levels and grouping (text complexity)

**Guided Reading – Before the Lesson**
- **Text Introduction** (2 min.) – Introduce the text with a one-or-two sentence gist statement. AVOID “What do you think this book is about?” pp. 189
- **Preview & Predict** (3-4 min.) Now invite the students to preview and predict what they will learn. pp. 189
- **The Next Step in Guided Reading** by Richardson

**Collaboration Topics**
- DIBELS Data (K-5)
- Daily Math Review
- District Writing Prompt (K-8) - Math Facts

**Wireless Data**

Checking your TRC error patterns:
Sign in to www.mclasshome.com
> Click on one student’s name on the left>Student’s assessment profile will show
> Scroll down to TRC section and click on student’s TRC level letter
> Screening scores will appear with levels and titles of books listed
> Find lowest level listing frustrational (if frustrational not listed choose instructional) and click on that word listed underbook performance (second box from the left)
> Student’s reading probewill show up
> Review for texterror patterns
> Click gray tab, toward upper left, “comprehension” to review comprehension/retellerrors, look for implicit/expliciterror patterns.
> This will help you group your students and give you what skills to work on during guided reading.

**Intel-Assess Quick Check Assessments**
The Bundle 1- Bundle 2 assessments are now available for teachers to view for Grades 2-12 English Language Arts, Grade 2-7 Math, Pre-Algebra and Algebra.
Teachers may access the grade level assessments via the shared drive: \District Shares\Curriculum Resources\8-Step Assessment\2013-2014\INTEL-ASSESS

In each grade level folder, teachers will find subject folders. Within each subject folder, there will be a B1-B2 folder. Teachers will notice that a few indicators have (TBC) after the file name. TBC (To Be Created) means that INTEL-ASSESS are completing development of Quick Checks for those indicators. These were indicators that we felt strongly about having Quick Checks built for. These (TBC) indicators will also be assessed on the B1-B2 assessments. **As the TBC Quick Checks are finalized, they will replace the blank content within the grade level bundle folders.**

We strongly encourage teachers to preview the questions and the content of the Quick Checks. We also encourage teachers to familiarize their students with the question stems within Intel-Assess. **Please do not share the actual test items with students.** Teachers will notice the rigor of the assessments has vastly improved because the questions are built utilizing different levels of Bloom’s Taxonomy.
Important Dates

<table>
<thead>
<tr>
<th>ACUITY Predictive A (G3-8)</th>
<th>9/23 – 10/4</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Week Assessment B1-2</td>
<td>10/10 – 10/17</td>
</tr>
<tr>
<td>End of 1st Nine Weeks</td>
<td>10/16/13</td>
</tr>
</tbody>
</table>

Skill Groups Instruction

This week’s focus:
- What does your data say?
- Guided Reading – Before the Lesson & Lesson Planning Sheets

What does your data say? How will students meet goals?
- G6 – 8 should be using SRI lexile level to support reading levels and grouping (text complexity)
- G6 – 8 should be using Predictive A data to determine skill groups to begin working with students
- G6 – 8 should be doing skill groups in class while the remaining students are reading independently by using classroom management and independent conference forms or reading conference form

Checking for Understanding

- Checking for understanding completes the circle of assessment, planning, and instruction by providing teachers and students with evidence of learning.

Strategies to Check for Understanding:
- Think-Pair-Share
- Sticky Notes
- White Board
- Exit Tickets
- Thumbs Up, Thumbs Down
- Response Cards
- Graphic Organizers
- Hand Signals
- And many more....

Collaboration Topics

- Daily Language Review (DLR)
- Daily Math Review (DMR)
- District Writing Prompt (K-8)
- Math Facts
- Literature Analysis
- Checking for Understanding
- Data meetings – Learning Logs w/Acuity Predictive A
- Bundle Planning Sheets – Bundle 3
- Skill Group / Reading Conference Sheet

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  - Exit Tickets
  - Thumbs Up, Thumbs Down
  - Response Cards
  - Graphic Organizers
  - Hand Signals
  - And many more....

Collaboration Topics

- Daily Language Review (DLR)
- Daily Math Review (DMR)
- Literature Analysis
- Checking for Understanding
- SRI Results
- Bundle Feedback

Marzano’s Six Step Process for Teaching Vocabulary

1. Provide a description, explanation or example of the new term.

2. Ask students to restate the description, explanation, or example in their own words.

3. Ask students to construct a picture, symbol, or graphic representing the word.

4. Engage students periodically in activities that help them add to their knowledge of the terms.

5. Periodically ask students to discuss the terms with one another. (Allow in native language when appropriate)

6. Involve students periodically in games that allow them to play with terms.

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A Monthly Support Group
For Everyone Touched
By Autism

2nd Tuesday of Every Month

What We Offer:
*Support
*Education
*Peer Support
*Guest Speakers
*Open Forums
*Sibling Workshops

Our Mission:
Through education and awareness we can eradicate ignorance and fear, making Autism less scary.

No longer do families, loved-ones and caregivers have to feel isolated and alone.

For more information, or to RSVP (not required)
Contact Julie Dennis @ (260)388-2818 or by email: MALSPlace2007@gmail.com
Support      Education
Awareness

Tues. Oct. 8, 2013
6pm - 8pm
Park Hill Center
1000 Prospect Ave.
New Haven

This month's Topic:
Grandparent's
(and extended family)
Education and Training!

Guest Speakers:
Tasha H. Williams, Ph.D., HSPP, ABPdN
Sue Christman from EasterSeals/ARC

Join Us!
We'll all be here!
Families, Friends
Teachers, Caregivers
Everyone is welcome!

Malcolm and his family
Slips, Trips, and Falls

Statistics show that the majority of falls (66%) happen on the same level resulting from slips and trips. The remaining 34% are falls from heights. These types of claims can be costly for a company, however, they are easily preventable.

<table>
<thead>
<tr>
<th>SLIPS</th>
<th>TRIPS</th>
<th>FALLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slips happen where there is too little friction or traction between the footwear and the walking surface.</td>
<td>Trips happen when your foot collides (strikes, hits) an object causing you to lose your balance and eventually fall.</td>
<td>Falls happen with the use of poorly maintained equipment, unclear safety procedures and the lack of safety training. Falls are the leading cause of injuries that require visits to the ER.</td>
</tr>
</tbody>
</table>

PREVENTION OF SLIPS, TRIPS, AND FALLS

There are a number of simple steps in preventing falls at work:

- Keep floors clean and dry
- Provide warning signs for wet floors
- Keep aisles clear from clutter
- Use no skid floor wax
- Use only properly maintained ladders
- Do not use chairs, stools, or boxes
- Re-lay or stretch carpets that bulge
- Provide adequate lighting
- Use handrails on stairs
- Keep cabinet doors/drawers closed when not in use
- Wear the right kind of shoes for the job

Did you know……

Properly fitted footwear increases comfort and prevents fatigue which, in turn, improves safety for the employee.

Next Issue... Back Strains