1. **ADMINISTRATIVE BULLETIN**

The Administrative Bulletin will be published on a weekly basis. The purpose of the bulletin is to be able to communicate with all employees in the district any necessary information in order to carry out our responsibilities in an effective, efficient manner. Each school will receive multiple copies of this bulletin. **Principals are asked to make sure that copies are posted in areas where employees have an opportunity to read the information contained within.** (i.e. teachers’ lounge, main office, custodial work room, etc.) In addition, it will be posted on our website under the “STAFF” link. It is imperative that you read the items in the bulletin each week. There will be requests, requirements, deadlines, notices, announcements, etc. There will be items of importance to you.

Karyle Green, ext. 1001

2. **OFFERS OF EMPLOYMENT AND SALARY PLACEMENT**

All administrators should be aware that offers of employment can only be made by the Dept. of Human Resources. Administrators may indicate to a prospective employee that they are being recommended for employment to the Director of Human Resources, but they cannot offer employment. In addition, salary determination is made by the Director of Human Resources. Administrators do not have the authority to promise a particular salary to any prospective employee.

Karyle Green, ext. 1001

3. **INITIAL DAY OF EMPLOYMENT**

According to administrative policy which is in line with state statute, employees may not begin work without an expanded criminal history check on file. Administrators, supervisors, and managers are not to direct employees to report to work without approval from the Director of Human Resources.

Karyle Green, ext. 1001

4. **ENERGY SAVINGS POLICY**

East Allen County Schools adopted at the end of last school year, an Energy Conservation Policy for the district. This administrative policy [3416] can be found on the EACS website. Below are some of the requirements:
- Turn off lights when not in use;
- Change to fluorescent bulbs in office/classroom lamps, instead of halogen or incandescent bulbs;
Turn off all computers, except for network servers, at the end of the workday; Discontinue the use of personal space heaters; Discontinue the use of personal refrigerators; In buildings where hallways are not air-conditioned, individual classrooms and office doors shall be closed when air-conditioning is in operation. As we more fully implement this policy more information will be distributed and posted on the EACS website.

Kirby Stahly, ext. 1005

5. SPECIAL SERVICES

Notify Barb Miller (ext. 3110) whenever a new student who has previously been in a self-contained classroom comes to enroll in your school. The special education department will secure records, review the IEP, and determine where the student’s IEP can be implemented.

Connie DeLong, ext. 3109

6. LEVELED LITERACY INSTRUCTION

Elementary principals and elementary mild disability teachers will receive a survey about the usage of and material needs for LLI in your schools. Complete the survey and return to Debbie Gibson (ext. 6492) at PCA by September 4.

Connie DeLong, ext. 3109

7. SPECIAL EDUCATION

All students new to the district who have IEP’s must have a move-in conference within 10 school days of enrollment. The purpose of the conference is to review the supports and services needed by the student and to make any necessary changes. Annual Case Reviews (ACR) must not be completed at a move-in conference.

All IEP’s should be reviewed immediately to establish when an ACR for each student is due. An ACR must be held for existing students and students new to the district by the ‘expiration date’ of that IEP. The ACR must be held prior to or on that date. It cannot be held after that date.

Special Education SHARE Times will be held after school during 09-10 with a focus on supporting, helping, affirming, and refreshing each other. Those attending will be paid a stipend. Watch for the scheduled dates and plan to attend this great collaboration opportunity!

Previous to Article 7 revision, students with IEP’s could attend school until their 22nd birthday. EACS has allowed students to finish the semester in which they
turned 22. Revised Article 7 now states that students may finish the school year in which their 22\textsuperscript{nd} birthday falls. Please note, however, that they are not required to finish the year.

Connie DeLong, ext. 3109

8. TESTING/ASSESSMENT/DATA

\textit{NWEA Testing Window} – 8-31-09 to 9-25-09 – will include Kindergarten testing for all schools. Reports will be compiled for teachers assigned as Language Arts or Mathematics teachers.

\textit{Spring ISTEP+ test results} – will be available electronically at the INORS website on Friday, August 28. Scores are embargoed from public release until the IDOE releases them. Teachers, principals, and central office administrators should use the same user name and password as last year.

\textit{Data Teams} – District and school level data teams will be established to receive training in the interpretation and use of data for this school year. If you are interested in serving on your school data team, contact your principal. Those interested in serving on the district data team should contact Jo Ann Roscoe (3125) by Sept 15.

\textit{Assessments at a Glance} – Please check the website (Academics/Assessments) on a regular basis as the assessment dates are updated periodically throughout the year. The most recent version is accompanying the first Administrative Bulletin. \textbf{Enclosure # 1 is the Assessments at-a-Glance.}

Jo Ann Roscoe, ext. 3125

\begin{center}
\begin{tabular}{|l|}
\hline
\textbf{DATES TO REMEMBER….} \\
August 24 – mClass Reading Assessment window opens \\
August 31 – NWEA MAP window opens \\
Sept 4 – GQE Coordinators Meeting – Park Hill Room 224 – 8 am \\
\hline
\end{tabular}
\end{center}

Jo Ann Roscoe, ext. 3125

9. HARDWARE/SOFTWARE REQUESTS

\textit{Hardware/Software Requests} – All EACS Staff are reminded that Hardware requests for purchase or through grants must be submitted to the technology department in order to ensure compatibility with district equipment. Software requests must be submitted in order to have software loaded to an individual workstation or the district server. Software must accompany the request or already be loaded onto the district server. Call the HELP (4357) desk for assistance.
10. COURIER SERVICE

Due to the volume of courier deliveries at the start of the school year, beginning Monday, August 17, courier service will run Monday -Friday through September 11. Beginning September 14, courier service will return to the three day Monday, Wednesday, and Friday per week schedule.

Peggy Rohrbacher, ext. 1009

11. SUBSTITUTE PERSONNEL

Substitute personnel new to the corporation cannot work at any location without completing an extended background check through this office. If you have questions, please call human resources.

Peggy Rohrbacher, ext. 1009

12. BACK-TO-SCHOOL GUIDE

The Back-to-School Guides have been mailed to all EACS homes. The mailing labels and lists will be proof of parental notification. Parents may also choose to tear out and send to school the signature page in the back of the guide, but these do not need to be collected for every student.

Dr. Jeanne Zehr, ext.1002

13. H1N1 – FLU FIGHTING

In an effort to keep you informed of the information coming from the Centers for Disease Control and Prevention (CDC) related to H1N1, be reminder that there are several resources to utilize in this process. Also, EACS has established a team of individuals that will work with other community organizations in Allen County to develop proactive procedures regarding H1N1. You can also find information on the following websites:

Jeff Studebaker, ext. 3206

14. NEW DISTRICT LOGO

The EACS District will select a new district logo by the end of October 2009. Enclosure #2 has several logo options for you to review, make a selection and/or offer suggestions. Please contact the Public Relations department for more information or to provide input.

Tamyra Kelly, ext. 1050
15. **ACELINK 2009-10**

Attention all EACS educators! Please take advantage of the opportunities afforded to us in partnership with IPFW through use of interactive videoconferencing programs in your classroom. You can view all of the available instructional programs at: [http://www.acelink.org/](http://www.acelink.org/)

Paste the following link into your browser to access the Acelink Request Form:


Dr. Jan MacLean, ext. 3124

16. **MATH TEXTBOOK ADOPTION COMMITTEE SELECTION**

Building principals will need to select the 2009-2010 Math Textbook Adoption Committee members by September 18. Please see *Enclosure #3* for information concerning pertaining to building selections.

Natalie Drummond, ext. 3203

17. **SOCIAL STUDIES ADOPTION MATERIALS**

Building administrators have information regarding all adopted social studies materials orders. A building administrator may contact the textbook representative concerning any questions related to back-ordered or missing materials. If assistance is needed in clarifying questions related to your orders, please contact me. Our Nystrom Herff Jones representative, Steve Harris, is available to come to elementary buildings to provide an overview of the adoption materials with teachers for grades K-3.

Natalie Drummond, ext. 3203

18. **ESL DEPARTMENT NEWS**

The district is sponsoring elementary literacy training beginning in September. Teachers may view scheduled training by selecting the Training Schedule under the academic page. All ESL teachers who have not previously attended the district literacy trainings should plan to attend sessions appropriate to their assignment.

Schools may contact the following individuals in the ESL department for assistance:

**Tonya Donahue**  
ESL Instructional Coach/LAS Placement Test – ext. 3318

**Irma Moeller**
Hispanic Bilingual Parent Liaison/Translator – ext. 3205

Sein Myint
Burmese Bilingual Parent Liaison/Translator for New Haven Area - ext. 3321

Theingi Tin
Burmese Bilingual Parent Liaison/Translator for Paul Harding Area - ext. 3162

Natalie Drummond, ext. 3203

19. ALLEN COUNTY EDUCATION PARTNERSHIP (ACEP) GRANT OPPORTUNITY

Applications for the Allen County Education Partnership/ITT Excellence in Education Award Program are available on the ACEP website: (www.abouteducation.org). Completed applications are due October 1, 2009. Teachers who teach math, science or technology are eligible to apply for awards which will range from amounts not to exceed $2000 to a top award of between $7000 -$8000. Projects that incorporate disciplines outside of math, science or technology may be considered, though only those with a weighted math, science or technology identity will be eligible for an award. Special consideration will be given to those classroom projects or programs that are creative and scholastically challenging, and that positively impact the academic community.

Jan MacLean, ext. 3124
# EACS Assessments At-A-Glance 2009-2010

<table>
<thead>
<tr>
<th>Test</th>
<th>Area</th>
<th>Grades</th>
<th>Dates</th>
<th>District Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>SRI</td>
<td>Reading</td>
<td>6 to 12</td>
<td>TBD</td>
<td>Yes</td>
</tr>
<tr>
<td>NWEA MAP</td>
<td>Reading Language Use Math</td>
<td>1 to 10</td>
<td>8-31-09 to 9-25-09</td>
<td>Yes</td>
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<tr>
<td>ISTAR</td>
<td>Language Arts, Math, Science</td>
<td>3 to 10</td>
<td>10-31-08</td>
<td>Yes</td>
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<tr>
<td>GQE</td>
<td>Language Arts, Math, Science</td>
<td>10 to 12</td>
<td>9-15-09 to 9-17-09</td>
<td>Yes</td>
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<tr>
<td>mClass</td>
<td>Reading 3D Reading Skills</td>
<td>K to 3</td>
<td>8-24-09 to 9-18-09</td>
<td>Yes</td>
</tr>
<tr>
<td>mClass Math</td>
<td>Math</td>
<td>K to 3</td>
<td>9-21-09 to 10-16-09</td>
<td>Yes</td>
</tr>
<tr>
<td>Acuity</td>
<td>Language Arts, Math, Science</td>
<td>3-5</td>
<td>10-19-09 to 10-30-09</td>
<td>Yes</td>
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<tr>
<td>PSAT</td>
<td>Language Use, Reading, Math</td>
<td>11</td>
<td>TBD</td>
<td>Yes</td>
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<tr>
<td>SRI</td>
<td>Reading</td>
<td>6 to 12</td>
<td>TBD</td>
<td>Yes</td>
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<tr>
<td>End of Course Assessments</td>
<td>Algebra 1 &amp; 2 English 10 &amp; 11, Biology 1</td>
<td>9 to 12</td>
<td>10-26-09 to 11-13-09</td>
<td>Yes</td>
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## December - January

<table>
<thead>
<tr>
<th>Test</th>
<th>Area</th>
<th>Students</th>
<th>Dates</th>
<th>District Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWEA MAP</td>
<td>Reading Language Use Math</td>
<td>1 to 10</td>
<td>1-4-10 to 2-12-10</td>
<td>Yes</td>
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<tr>
<td>mClass</td>
<td>Reading 3D Reading Skills</td>
<td>K to 3</td>
<td>1-11-10 to 1-29-10</td>
<td>Yes</td>
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<tr>
<td>Acuity</td>
<td>Language Arts, Math, Science</td>
<td>3-5</td>
<td>1-4-10 to 1-15-10</td>
<td>Yes</td>
</tr>
<tr>
<td>End of Course Assessments</td>
<td>Algebra 1 &amp; 2 English 10 &amp; 11, Biology 1</td>
<td>9 to 12</td>
<td>12-7-09 to 12-18-09  and 1-4-10 to 1-15-10</td>
<td>Yes</td>
</tr>
</tbody>
</table>

The following assessments are administered at the building level throughout the school year. Buildings determine the months to be tested:

- Criterion Writing Assessment
- Writing Prompts

NWEA MAP = Northwest Evaluation Association Measurement of Academic Progress, SRI = Scholastic Reading Inventory

Roscoe - 8-17-09

<table>
<thead>
<tr>
<th>Test</th>
<th>Purpose</th>
<th>Students</th>
<th>Dates</th>
<th>District Data</th>
</tr>
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<tbody>
<tr>
<td>NWEA MAP</td>
<td>Reading Language Use Math</td>
<td>1 to 10</td>
<td>4-12-10 to 5-20-10</td>
<td>Yes</td>
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<tr>
<td>End of Course Assessments</td>
<td>Algebra 1 &amp; 2 English 10 &amp; 11, Biology 1</td>
<td>8 to 12</td>
<td>4-26-10 to 6-09-10</td>
<td>Yes</td>
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<tr>
<td>ISTEP+ Progress</td>
<td>Language Use, Reading, Math, Science, Social Studies</td>
<td>3 to 8</td>
<td>4-26-10 to 5-5-10</td>
<td>Yes</td>
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<tr>
<td>mClass Reading 3D Reading Skills (Reading First dates in Red/Italics)</td>
<td>K to 3</td>
<td>4-26-10 to 5-21-10</td>
<td>Yes</td>
<td></td>
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<tr>
<td>mClass Math</td>
<td>Math (Reading First dates in Red/Italics)</td>
<td>k to 3</td>
<td>5-3-10 to 5-28-10</td>
<td>Yes</td>
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<tr>
<td>Acuity</td>
<td>Language Arts, Math, Science</td>
<td>3-5</td>
<td>5-10-10 to 5-21-10</td>
<td>Yes</td>
</tr>
<tr>
<td>SRI</td>
<td>Reading</td>
<td>6 to 12</td>
<td>TBD</td>
<td>Yes</td>
</tr>
<tr>
<td>Work Keys</td>
<td>Career</td>
<td>12</td>
<td>TBD</td>
<td>No</td>
</tr>
</tbody>
</table>
To: Principals

Date: August 26, 2009

Re: Math Textbook Adoption Representatives

Please submit the names of your teacher and parent representatives for the 2009-2010 Textbook Adoption Committee by **September 18**. Most meetings will occur after school from 3:45 – 5:00 p.m.

Please avoid a conflict of interest by selecting a parent representative who is not an employee of the district. You will want to discuss the time and commitment involvement with your parent representative concerning meeting dates, textbook review, and voting rights. Criteria for the evaluation process will be presented at the textbook adoption committee meetings. Teacher representatives should share all communications with the parent representatives, if a parent representative is unable to attend a scheduled meeting. Documentation shall be kept for all textbook review, correspondence with parents, and notes by the teacher representative.

Thank you.

**Math Textbook Adoption Committee Representatives 2009-2010**

School: __________________________________________

MathTeacher: ________________________________________

Parent Information:
Math Parent: ________________________________________

Address: __________________________________________

___________________________________________________

Phone: ___________________ Cell: ___________________

*Our mission is to inspire in all students a passion for learning while developing knowledge, skills, and character necessary to become responsible contributors to the local and global society.*
WOODLAN WARRIORS 2008-09 VOLLEYBALL TEAM

The American Volleyball Coaches Association has announced that 409 teams have earned the AVCA Team Academic Award for the 2008-09 season. The Woodlan Warriors were one of 47 high school teams receiving the honor. The award honors collegiate and high school volleyball teams that displayed excellence in the classroom during the school year by maintaining at least a 3.30 cumulative team GPA on a 4.0 scale. Woodlan’s varsity volleyball team members accumulated a 3.625 GPA.