1. WELCOME

Welcome back to all EACS employees. I look forward to a productive school year working with all of you in order to meet our goals for student achievement. As I’m sure you’re aware, the Board has adopted a new Vision and Mission Statement:

**Mission:** 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.

**Vision:** The vision for East Allen County Schools is to achieve the highest professional standards and scholarship.

To that end we will:

- Promote high expectations for all students and staff
- Implement best instructional practices
- Transcend barriers
- Work harmoniously to mobile positive changes
- Foster community partnerships

Karyle Green, Supt., ext. 1001

2. THE 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 which pertain to you. There will be requests, requirements, deadlines, notices, announcements, etc. There will be items of importance to you.

Karyle Green, Supt., ext. 1001
3. **SCHOOL BOARD MEETINGS**

*Enclosure #1* is a list of meetings of the Board of School Trustees for the 2009-10 school year.

Julie Labie, ext. 1007

4. **QUICK GUIDE**

*Enclosure #2* is an updated Quick Guide listing administration offices, phone numbers, and responsibilities.

Julie Labie, ext. 1007

5. **PAYDAY SCHEDULE**

The Basic Pay Date Schedule for the 2009-10 School Year can be found on the EACS website at [http://www.eacs.k12.in.us/bns/site/files/payschedule2009-10.pdf](http://www.eacs.k12.in.us/bns/site/files/payschedule2009-10.pdf). *Enclosure #3* is the Pay Date Schedule for the 2009-10 School Year.

Kirby Stahly, ext. 1005

6. **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:

1. Turn off lights when not in use;
2. Change to fluorescent bulbs in office/classroom lamps, instead of halogen or incandescent bulbs;
3. Turn off all computers, except for network servers, at the end of the workday;
4. Discontinue the use of personal space heaters;
5. Discontinue the use of personal refrigerators;
6. 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
7. EACS PROJECTS

EACS spent over $2,350,000 on a number of projects that occurred this past summer. Some of the larger ones include:

HVAC Replacement Project at Leo Elementary School

Asphalt (Repaving) Projects at: Southwick Elementary; Woodburn Elementary; New Haven High; and Woodlan Jr./Sr. High

Roofing Projects at: Southwick Elementary; Park Hill Learning Center; Heritage Jr./Sr. High; and Paul Harding High School

Tennis Courts at New Haven High School

Construction of four (4) Interior Classrooms at Paul Harding High School

Additional Student Lockers at: Leo Jr./Sr. High School and Paul Harding High School

Extensive replacement of Ceiling Tile and Floor Tile in New Haven Elementary

Replacement of Industrial Kitchen Oven at New Haven Elementary

Update of Carpeting in Library and renovation of Art Room at New Haven Middle School

Kirby Stahly, ext. 1005

8. 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
9. **EMPLOYEE LISTS**

Building employee lists, names and addresses of faculty members, and evaluation cycle information have been sent to individual buildings for review. Please make corrections/changes to each list and return as soon as possible.

Peggy Rohrbacher, ext. 1009

10. **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 22nd birthday falls. Please note, however, that they are not required to finish the year.

Connie DeLong, ext. 3109

11. **OMBUDSMAN CLASSES**

The Ombudsman program has moved into Park Hill Learning Center! The former computer lab/training center has been relocated to room 220 to accommodate the needs of this program for the 2009-10 school year. We welcome Deb Peterson and her staff to Park Hill!

Dr. Jan MacLean, ext. 3124

12. **CURRICULUM DEVELOPMENT 2009-10**

East Allen County Schools’ teachers have been actively engaged in Curriculum Mapping for the past two years by “diary mapping” and logging instructional
Administrative Bulletin

Date: 8/21/09  East Allen County Schools  I-1

Concepts, students’ skills, IN Academic Standards, and Assessments for their grade level and/or courses taught.

This year, secondary social studies and science teachers will be inputting their existing maps into the Curriculum Mapper software so that their work can be shared throughout the district and used in the curriculum development process. We are now prepared to move forward into the process of developing a written curriculum for K-12 teachers in the four core content areas. We will be using the diary maps and ongoing input from teachers in developing EACS’s first comprehensive written curriculum.

More information and direction will be forthcoming. Meanwhile use the newly revised Pacing Guides to support you in your instructional planning and have a great start to your school year! A copy of the district Standards Pacing Grids can be found on the district share: I:\District Shares\Standards Pacing Grids

Dr. Jan MacLean, ext. 3124

13. 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/

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

http://www.acelink.org/acelink_request_form.pdf

Dr. Jan MacLean, ext. 3124

14. Executive Director for Student Support

Britt Magneson will officially start her duties as Executive Director for Student Support August 26. As the person in charge of Student Support, she will split her time between the Title I and Student Services offices. You may reach her at extension 6490 in Title I and through Mimi Bearman at 3142 in Student Services. Jeff Studebaker continues in the Student Services offices and may be reached at 3206. At the current time, anyone calling the Title I offices should dial Dr. James Hendrix at 6491 directly.

Dr. Jeanne Zehr, ext.1002

15. Parent/Student Handbook

These guides will be mailed to all EACS homes next week. 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
16. PRINCIPAL MEETINGS
Elementary Principals - Sept. 8, 9:00-11:00 at Park Hill, Staff Dev. Rm.
Secondary Principals - Sept. 10, 9:00-11:00 at Park Hill, SDR
Secondary Asst. Principals and Elementary Guidance/Student Asst. Specialist - Sept. 2, 9:00-11:00 at Park Hill, SDR *(newly added date)*

Dr. Jeanne Zehr, ext.1002

17. LEARN UNITED AND REAL MEN READ
This program will continue at Southwick and Village with Meadowbrook coming on board. *Real Men Read* will continue at all district third grade classrooms.

Dr. Jeanne Zehr, ext.1002

18. TESTING/ASSESSMENT/DATA

*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.

*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.

*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.

*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. *Enclosure # 4 are the Assessments at-a- Glance.*

Jo Ann Roscoe, ext. 3125

19. SCHOOL IMPROVEMENT PLANNING/NCA CAS/ADVANC-ED

*SAR (Standards Assessment Report)* – Principals are reminded that the window for submitting your SAR closes 6 weeks prior to your visit. Reports must be submitted online and should contain your submission of a “peer-to-peer” practice.
QAR (Quality Assurance Review) – All QAR visits are scheduled. Principals are reminded to inform your QAR chairperson that Jo Ann Roscoe will be their contact regarding lodging and meals for the visit. QAR team members will receive a letter or email 2 weeks prior to the visit with accommodations information.

Jo Ann Roscoe, ext. 3125

20. RTI – RESPONSE TO INTERVENTION

RTI Knowledge Map – The map is attached to the administrative bulletin this week. Please become familiar with the terminology so that as roll out begins, all EACS staff will have a common knowledge base. Enclosure #5 is the Response to Intervention Knowledge Map.

Jo Ann Roscoe, ext. 3125

21. TECHNOLOGY INFORMATION

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.

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

Jo Ann Roscoe, ext. 3125

22. NEWS FLASH FORM

Enclosure #6 is a News Flash Form for all newsworthy events going on in your school. Please fax the form to Tamyra Kelly, Public Relations Liaison at least 2 weeks prior of the event.

Tamyra Kelly, ext. 1050

23. ELEMENTARY HANDWRITING INSTRUCTION

Elementary handwriting letter grades will be removed from the electronic report cards in grades 2-4. Enclosure #7 is a PowerPoint to demonstrate how
teachers may set up their grade books. Handwriting should be evaluated on the electronic report card as follows:
M=Meets Standard
P=Progressing
N=Needs Improvement
Recommended Handwriting Instruction should occur 10-15 minutes a day and include opportunities for visual, auditory, and kinesthetic interaction during instruction. Explicit handwriting instruction for proper letter formation can be found in the EACS adopted workbook *Zaner-Bloser Handwriting* teacher's manual.

Natalie Drummond, Ext. 3203

**24. ESL DEPARTMENT NEWS**

ESL teachers and general education teachers servicing the English Language Learner (ELL) will receive information and guidance from the ESL Department for procedures pertaining to the ESL Folder, Individual Learning Plans (ILP), and Exit Progress. Tonya Donahue, our district ESL Instructional Coach, is available to work with buildings concerning these procedures. Building principals may set up a time for staff members to work with Tonya by contacting her at ext. 3318. Please direct any ESL Department related questions to Natalie Drummond. Thank you for all you do to provide the English Language Learner with a start for a great school year!

Natalie Drummond, Ext. 3203

**25. 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, please post the *Enclosure # 8* in your classroom. You can also find more information on the following websites: [http://www.cdc.gov/h1n1flu/schools/schoolguidance.htm](http://www.cdc.gov/h1n1flu/schools/schoolguidance.htm), [http://www.cdc.gov/h1n1flu/schools/toolkit/](http://www.cdc.gov/h1n1flu/schools/toolkit/), [http://www.fighttheflu.org/](http://www.fighttheflu.org/) and [http://www.cdc.gov/h1n1fly/school/technicalreport.htm](http://www.cdc.gov/h1n1fly/school/technicalreport.htm).

Jeff Studebaker ext. 3206
1. **FORT WAYNE ALL AMERICAN CITY DELEGATION**

   Special Education Supervisor, Jenny Snyder; Woodlan High School Students, Sheena Tracy and Cheyenne Hale, and Neighborhood Action Center representative Ocleva Williams were recognized for their parts in helping to represent the city of Ft. Wayne in the 60th Annual *All American City Competition* in which Ft. Wayne brought home its third AAC award. The city will now be named to the *AAC Hall of Fame*.

   Sheena and Cheyenne were selected to represent the Woodlan High School Thinking Errors class because they have continued to make positive changes in their lives including their school performance.

2. **HERITAGE AGRICULTURAL MECHANIC TEAM**

   Six (6) members of the Heritage FFA competed in the state Agricultural Mechanics career development event. The team of Jordan Riley, David Berning, Richie Taylor, and Lizzie Rohlf placed first and qualified for the national competition which will be held in Indianapolis this October. Each team member received a $5000.00 scholarship to the University of Northwestern in Lima, Ohio. Kari Hammond and Dan Gibson also competed in the career development event earning $5000 scholarships to the University of Northwestern.
<table>
<thead>
<tr>
<th>TYPE OF MEETING</th>
<th>DATE OF MEETING</th>
<th>TIME</th>
<th>LOCATION IF OTHER THAN ADMINISTRATION BLDG.</th>
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<tr>
<td>Work Session (Budget)</td>
<td>Tuesday, June 30, 2009</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, July 7, 2009</td>
<td>6:30 p.m.</td>
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<td>Regular Meeting</td>
<td>Tuesday, July 21, 2009</td>
<td>6:30 p.m.</td>
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<td>Work Session (Budget)</td>
<td>Tuesday, July 28, 2009</td>
<td>6:30 p.m.</td>
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<td>Work Session</td>
<td>Tuesday, August 4, 2009</td>
<td>6:30 p.m.</td>
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</tr>
<tr>
<td>Regular Meeting</td>
<td>Tuesday, August 18, 2009</td>
<td>6:30 p.m.</td>
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</tr>
<tr>
<td>Work Session</td>
<td>Tuesday, September 1, 2009</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, September 15, 2009</td>
<td>6:30 p.m.</td>
<td>Meadowbrook Elementary School</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, October 6, 2009</td>
<td>6:30 p.m.</td>
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<td>Regular Meeting</td>
<td>Tuesday, October 20, 2009</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, November 3, 2009</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, November 17, 2009</td>
<td>6:30 p.m.</td>
<td>Village Elementary School</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, December 1, 2009</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, December 15, 2009</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, January 5, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, January 19, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, February 2, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, February 16, 2010</td>
<td>6:30 p.m.</td>
<td>Harlan Elementary School</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, March 2, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, March 16, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session **</td>
<td>Tuesday, March 30, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, April 20, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session **</td>
<td>Monday, May 3, 2010</td>
<td>6:30 p.m.</td>
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<td>Regular Meeting</td>
<td>Tuesday, May 18, 2010</td>
<td>6:30 p.m.</td>
<td>Monroeville Elementary School</td>
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<td>Work Session</td>
<td>Tuesday, June 1, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Regular Meeting</td>
<td>Tuesday, June 15, 2010</td>
<td>6:30 p.m.</td>
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<td>Work Session (Budget)</td>
<td>Tuesday, June 29, 2010</td>
<td>6:30 p.m.</td>
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<tr>
<td>Work Session</td>
<td>Tuesday, July 6, 2010</td>
<td>6:30 p.m.</td>
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</tbody>
</table>

** Denotes departure from regularly scheduled 1st and 3rd Tuesday Board meetings.
+ Denotes yearly budget Work Sessions.

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NOTE: EACS board meetings may occasionally be moved to another location to accommodate an anticipated larger audience.
Board Approved: 02/17/09
MEDIA/PUBLIC RELATIONS
Tamyra Kelly, Public Relations Liaison (x1050)
- Approval of Community Flyers
- Community/Business Partnerships
- Community Media Relations
- District-Wide Campaigns
- Publications
- School Relations

SCHOOL MANAGEMENT
Dr. Jeanne Zehr, Asst. Supt. (x1002)
Jennifer Rose, Administrative Assistant (x1003)
- Parent Concerns
- School-Based Administrative Leadership
- School-Based Conflict Resolution
- Staffing Concerns

SPECIAL SERVICES
Connie DeLong, Exec. Director (x3109)
Connie Brown, Manager (x3114)
Barb Miller, Coordinator (x3110)
- Home Bound Instruction
- PHLC Preschool (Tim St. Peters) (x3101)
- Psychological Services
- Special Education & IEPs

STUDENT SUPPORT
Britt Magneson, Exec. Director (x6490/3143)
Mimi Bearman, Coordinator (x3142)
- Alternative Education Programs
- Attendance Program
- Safety and Security
- Student Due Process
- Student Services
- Student Transfers/Choice
- Title I

TECHNOLOGY
Brenda David, Coordinator (x3129)
- Computer/Technology Purchases (x3129)
- Computers/Telephones/AS400 (x4357)
- Technology Help Desk (x4357)
- IMC (Violet Tracey) (x3130)
- Reserving Rooms at Park Hill (x3129)

TITLE I
Dr. James Hendrix, Assistant Director Title I (x6491)
Juanita Tolbert, Mgr. Of Early Intervention (x6447)
- AYP Professional Development
- Title I Funding and Grant Administration
- Parent & Community Mtgs./Collaboration

TRANSPORTATION
Mel Falkner, Director (x2002)
Roger Miller, Manager (x2004)
Stacey Seidel, Coordinator (x2006)
Erin McGregor, Routing Specialist (x2024)
- Buses/Bus Concerns
- Bus Stops
- District Boundaries
- Routing

QUICK GUIDE TO CENTRAL OFFICE 2009-10
**SUPERINTENDENT**

Dr. Karyle Green, Superintendent
Julie Labie, Executive Assistant
- Board of School Trustees/Meetings
- Superintendent’s Schedule
- Teacher of the Year

**ACCOUNTABILITY**

Jo Ann Roscoe, Director of Accountability
- Administrative and Instructional Technology
- Continuous School Improvement
- District Initiatives Supporting Student Learning
- District Level Improvement Planning/Training
- Program Evaluation
- Student Assessment, Grades K-12
- Data Management/Analysis/Reporting

**DEVELOPMENT**

Rose Fritzinger, Director
- Allocations and Grant Opportunities
- EACS Educational Foundation, Inc.

**HUMAN RESOURCES**

Peggy Rohrbacher, Director
- Background Checks
- College Tuition Reimbursement
- Employee Relations
- Extra Curricular/Coaches
- General Personnel Questions
- Hiring
- Teacher Contract/Empl.Policy Questions
- Teaching Licenses

Karen Best, H.R. Coordinator
- Employment Verification
- ParaPro Testing
- Substitute Teachers

**INSTRUCTION**

Dr. Janet MacLean, Asst. Supt.
Deb Wilson, Administrative Assistant
- Career/Vocational/Technical Education
- Curriculum K-12
- Instruction K-12

Natalie Drummond, Director of Instructional Support
- Curriculum Guides
- Driver’s Training
- ESL
- Instructional Resources – Textbook Adoption
- Summer School

Lisa Holsinger, Mgr. of Professional Development
- Professional Development
- Implementation of Research Based Best Practices
- Instructional Coaching
- Integration of Technology Applications
- Intern/Mentor Program
- Librarians/SACs
- New Teacher Academy
- Gifted & Talented Grant

**MAINTENANCE & FACILITIES**

Doug Roemer, Director
Joyce Geffert, Coordinator
- Buildings/Grounds/Maintenance
- Construction Projects

**ADMINISTRATIVE SERVICES**

Kirby Stahly, Asst. Supt.
- Accounting
- Budgets - Financial
- Facility Usage/Rental

Lois Goeglein, Manager of Financial Services
- Free & Reduced Lunches
- Purchasing/Bids
- Textbooks - Used Books & Equipment
- Transfer Tuition Payments
- Grant Reports

Diane Tomlinson, A/P Coordinator
Michelle Kelker, A/P Coordinator
- Bills/Claims Processing
- Fixed Assets

Susie Bandt, Payroll Coordinator
- Payroll
- Retirement (ISTRF/PERF)
- Section 125
- 403(b)
- W2s/W4s

Geri Freiburger, Deputy Treasurer
- Cafeteria/Food Bills
- Monthly Financial Reports

Carol Smith, Corporation Food Service Mgr.
- Food Service Employees
- Food Vendors

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- Teaching Licenses

Karen Best, H.R. Coordinator
- Employment Verification
- ParaPro Testing
- Substitute Teachers

Leslie Reisgies, Personnel/Benefits
- Insurance (Health/Life/LTD)
- Leaves of Absence
- Worker’s Compensation

Robin Amstutz, Receptionist
Nena Klotz, Receptionist
- Meeting & Conference Forms
- Work Permits (Summer only)
## East Allen County Schools Basic Pay Date Schedule 2009-10

**PAY DATE** | **Non-Mandatory Deductions Scheduled**
--- | ---
Friday, September 18, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, Arts United, EACS Foundation
Friday, October 2, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Dues, Arts United, EACS Foundation
Friday, October 16, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, Arts United, EACS Foundation
Friday, October 30, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Dues, Arts United, EACS Foundation
Thursday, November 12, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, Arts United, EACS Foundation
Wednesday, November 25, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Dues, Arts United, EACS Foundation
Friday, December 11, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, Arts United, EACS Foundation
Wednesday, December 23, 2009 | Section 125, 403(b), Supp. Life, Credit Union, Dues, Arts United, EACS Foundation
Friday, January 8, 2010 | **Sec. 125 (Med. Reim. & Childcare ONLY), 403(b), Credit Union, Bonds, Dues, Arts United, EACS Foundation**
Friday, January 22, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Dues, Arts United, EACS Foundation
Friday, February 5, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, EACS Foundation
Friday, February 19, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Dues, United Way, EACS Foundation
Friday, March 5, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, United Way, EACS Foundation
Friday, March 19, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Dues, United Way, EACS Foundation
Thursday, April 1, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, United Way, EACS Foundation
Friday, April 16, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Dues, United Way, EACS Foundation
Friday, April 30, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, United Way, EACS Foundation
Friday, May 14, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Dues, United Way, EACS Foundation
Friday, May 28, 2010 | Section 125, 403(b), Supp. Life, Credit Union, Bonds, Dues, United Way, EACS Foundation
*Friday, June 11, 2010* | Section 125, 403(b), Supp. Life, Credit Union, Dues, United Way, EACS Foundation
**Friday, June 25, 2010** | 403(b), Credit Union, Bonds
Friday, July 9, 2010 | 403(b), Credit Union
Friday, July 23, 2010 | 403(b), Credit Union, Bonds
Friday, August 6, 2010 | 403(b), Credit Union
Friday, August 20, 2010 | 403(b), Credit Union, Bonds
Friday, September 3, 2010 | 403(b), Credit Union

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*Last Pay for 20 Pay Contracts*

### Section 125 Deductions Include – Health Insurance Premium, Cancer/Accident, Medical Reimbursement, and Childcare

Schedule for deductions are as follows:

- **Section 125 Health Insurance Prem., Cancer/Accident, AUL Supplemental Life - 19 Deductions (Beginning 9/18/09–Ending 6/11/10, deductions will not be taken on 1/8/10 pay.)**
- **Section 125 Medical Reimbursement, Childcare – 20 Deductions (Beginning 9/18/09–Ending 6/11/10, deduction will be taken on 1/8/10.)**
- **Credit Union, and 403(b) – 26 Deductions**
- **U.S. Savings Bonds – 13 Deductions (every other pay beginning 9/18/09)**
- **Arts United - 10 Deductions (Beginning 9/18/09 – Ending 1/22/10)**
- **United Way - 8 Deductions (Beginning 2/19/10 – Ending 5/28/10)**
- **Dues - 20 Deductions (Beginning 9/18/09 – Ending 6/11/10)**
- **EACS Foundation – 20 Deductions (Beginning 9/18/09 – Ending 6/11/10)**

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Approved 3/20/09, Revised 4/29/09
## August - November

<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>
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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 Reading 3D</td>
<td>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>
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<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>
</tr>
</tbody>
</table>

**End of Course Assessments**

<table>
<thead>
<tr>
<th>Test</th>
<th>Area</th>
<th>Grades</th>
<th>Dates</th>
<th>District Data</th>
</tr>
</thead>
<tbody>
<tr>
<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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</tbody>
</table>

## December - January

<table>
<thead>
<tr>
<th>Test</th>
<th>Area</th>
<th>Grades</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>
</tr>
<tr>
<td>mClass Reading 3D</td>
<td>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>
</tbody>
</table>

**End of Course Assessments**

<table>
<thead>
<tr>
<th>Test</th>
<th>Area</th>
<th>Grades</th>
<th>Dates</th>
<th>District Data</th>
</tr>
</thead>
<tbody>
<tr>
<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>
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## February-March

<table>
<thead>
<tr>
<th>Test</th>
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<th>Grades</th>
<th>Dates</th>
<th>District Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>mClass Math</td>
<td>Math</td>
<td>K to 3</td>
<td>2-1-10 to 2-19-10</td>
<td>Yes</td>
</tr>
<tr>
<td>LAS Links</td>
<td>Language Arts, Reading</td>
<td>3 to 10</td>
<td>TBD</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>2-8-10 to 3-5-10</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>
</tr>
<tr>
<td>ISTEP+ Writing</td>
<td>Writing</td>
<td>3 to 8</td>
<td>3-1-10 to 3-10-10</td>
<td>Yes</td>
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<tr>
<td>GOE</td>
<td>Language Arts, Math, Science</td>
<td>10 to 12</td>
<td>3-9-10 to 3-11-10</td>
<td>Yes</td>
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<tr>
<td>Acuity</td>
<td>Language Arts, Math, Science</td>
<td>3-5</td>
<td>3-15-10 to 3-26-10</td>
<td>Yes</td>
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## April-June

<table>
<thead>
<tr>
<th>Test</th>
<th>Purpose</th>
<th>Grades</th>
<th>Dates</th>
<th>District Data</th>
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</thead>
<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>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>mClass Reading 3D</td>
<td>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>
</tr>
<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>
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<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>

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
1. Response to Intervention is a framework for prevention, advancement, and early intervention which involves determining whether all students are learning and progressing optimally, academically, and behaviorally when provided with high quality instruction.

2. RtI is not another name for GEI.

3. East Allen County Schools will be implementing a 3-Tiered RtI Model.

4. Response to Intervention addresses both academic and behavioral needs of students.

5. The Indiana RtI core components are 1) Leadership, 2) Cultural Responsivity, 3) Family, school, and community partnerships, 4) Evidence-based core curriculum instruction, and interventions/extensions, 5) Data-based decision making, and 6) Assessment and progress monitoring system.

6. The needs assessment is completed to determine capacity within each of the core components.

7. The core curriculum should meet 80% of general student needs.

8. Core curriculum is presented in a mapping format.

9. Forward mapping is a process where teachers use the curriculum mapping format in order to plan and create master maps.

10. Master Maps contain the following information: Content, Skills, Assessments, Instructional Strategies, and Interventions/Extensions.

11. An intervention is instruction that supplements and intensifies classroom curriculum/instruction to meet students’ need (academic or behavioral).

12. Interventions are not accommodations.

13. Accommodations are practices or procedures that provide a student equitable access during instruction and to assessments. Accommodations do not reduce learning expectations or change the educational concept that is being measured.

14. An extension is instruction that goes beyond the classroom curriculum/instruction to meet students’ need. (High Ability)

15. Fidelity is a key component in order to ensure an interventions successful outcome.

16. The three stages of RtI implementation are 1) Consensus building, 2) Infrastructure Building, and 3) Implementation.

17. The building level RtI implementation committee should include the principal, lead teachers, school psych, and data team member.

18. The RtI review committee examines student progress in order to recommend interventions or extensions, determine frequency and duration, and assign appropriate progress monitoring tools. The committee reconvenes to determine the effectiveness of its recommendations.

19. Screening tools are used 2-3 times per year to determine effectiveness in delivery of the core curriculum (Ex. NWEA0

20. Progress monitoring tools measure student performance over time to illustrate whether the student is achieving appropriately to the instructional program delivered and to assess the effectiveness of instruction. (AIMSWeb, DIBELS, mClass Math)

21. Students not making adequate progress in the core curriculum are provided with increasingly intensive instruction matched to their needs on the basis of levels of performance and rates of progress. (Targeted intervention)

22. Students receive individualized, intensive interventions that target the students' needs for the remediation of existing problems and the prevention of more severe problems. (Intensive Intervention)

23. Coaches are provided for each school in order to guide the implementation of the RtI process.
EAST ALLEN COUNTY SCHOOLS
"NEWS FLASH" Form

Date of Event_________________________ Start Time______ End Time________

Location of Event____________________________

Title of Event_________________________________

Group/Student/Staff being recognized: _______________________________

School Name_______________________________

Number of participants involved: __________________

Name of Contact person____________________ Title____________________

Contact person: Phone Number________________________
Email________________________

“News Flash “ Event Description
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________
______________________________________________________________

Please email or fax this form to the EACS Public Relations office (tkelly@eacs.k12.in.us – fax. 260-446-0107) no later than one week prior to the event. For more information please contact Tamyra Kelly, Public Relations Liaison at 446-0100 x. 1050.

PLEASE DO NOT SEND THIS FORM DIRECTLY TO THE MEDIA!!
Using Elementary Grade Scale

Select the appropriate course that will be using the Elementary Grade Scale (P, M, N)

Left click View/Edit
Course Setup
Using Elementary Grade Scale

Select Grade Period Total

Grade Scale – Verify EACS Elementary Grade Scale has been select

Left click on Save to this course…only

Select Grade Period Total

Grade Scale – Verify EACS Elementary Grade Scale has been select

Left click on Save to this course…only
Using Elementary Grade Scale

Left click on View/Edit
Left click on Assignments

Select Category
Type Short Description
Grade Scale – select Elementary Grade Scale
Normal Points – select a point value
Score for this assignment…- select letter grade
Left click Save/Done
Using Elementary Grade Scale

Change to View Letter Grades
Type Letter Grade (M, P, N)*
*must be a capital letter

REPEAT PROCESS FOR EVERY CLASS THAT USES THE ELEMENTARY GRADE SCALE
If you're sick, stay home
Wash your hands
Cover your cough
Get a flu shot

Be a Flu Fighter!

Thursday, 20 August 2009

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