1. **ADM MEMBERSHIP COUNT FOR 2010-11**

   *Enclosure # 1* contains the procedure for completion of the membership count for the 2010-11 school year. It is critically important that all procedures are followed step by step. EACS has but one opportunity each year to receive basic tuition reimbursement for all of our students. If we do not count accurately, our reimbursement from the state suffers. *All schools* will complete an ADM count on **September 10 and 17**. **ALL** students must be counted. Teachers will be responsible to verify the accuracy of your homeroom or first period class list dependent upon the decision of the principal. At the secondary level, students not attending homeroom or period 1 will be listed for verification through the guidance department. Please review Enclosure # 1 to complete these reports. *Your careful attention to this is extremely important.*

   Karyle Green, ext. 1001

2. **LAS PLACEMENT TEST ADMINISTRATION**

   LAS Placement test administration is required when a new student indicates, on the home language survey, that a language other than English is spoken at home. Please continue to contact the ESL office when you receive new enrollees who need to be tested if you do not have ESL teachers in your building. All initial testing should be complete by September 15 for those students who enrolled in August. Following testing, all data should be entered by building registrars.

   Natalie Drummond, ext. 6490

3. **BURMESE ADVOCACY CENTER EVENTS**

   There will be a monthly event in collaboration with IPFW, ACPL and others to learn more about the geology of Burma, ethnic groups, customs, and current social rights in Burma. You are invited to attend at the Allen County Public Library (900 Library Plaza) on September 29 from 5:00-7:00 to learn more about the Burmese culture. See *Enclosure # 2*.

   Natalie Drummond, ext. 6490

4. **CHARACTER COUNTS WEBINAR**

   There is a Character Counts webinar on September 29th from 3:00 - 4:00 p.m. regarding "Curriculum Integration: Building Character While Meeting Standards for Elementary School". The webinar will provide practical ideas for weaving character building into standards-based lessons that enhance the academic curriculum. You will walk away with integration strategies that you can use in your classroom immediately. The cost of this webinar is $49.99 per computer
with no limit on the amount of people who can view it. To register go to charactercounts@jiethics.org.

Marilyn Hissong, ext. 3124

5. CURRICULUM COMMUNICATION

The District needs your great ideas! We have developed a mechanism in which you can share your most powerful teaching moments with all of EACS. You can also collect great ideas from other teachers across the District. You now have access to the District Curriculum Share. Please see the attached "Curriculum Resources Shared Drive Tutorial" and the "Steps to Access the Curriculum Resources Shared Drive". See Enclosure # 3.

Marilyn Hissong, ext. 3124

6. ATTEND CONFERENCE FORMS

Please send all Attend Conference Forms to the designated person below:

ESL - Natalie Drummond, Prince Chapman Academy
Special Education - Connie DeLong, Park Hill
Title I, Guidance, Nurses- Britt Magneson, Park Hill
Principal/Assistant Principal/Administrative - Chris Hissong, Administration Building
Teachers and Instructional Coaches - Marilyn Hissong, Park Hill
Personal Business, Vacation, Unpaid - Direct Supervisor at Building

Marilyn Hissong, ext. 3124

7. CURRICULUM CONNECTION

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See Enclosure # 4 for more information.

Marilyn Hissong, ext. 3124

8. COLLEGE GO! WEEK

The goal for College Go! Week is to have every Indiana high school student take specific, practical steps to prepare for college success. College Go! Week is

Tamyra Kelly, ext. 1050

9. CONFERENCE ON YOUTH

The 21st Annual Conference on Youth is just one month away! You don't want to miss hearing keynote sessions from Sharon Draper, James Bell and Jerry Tello and workshops presented by our keynote speakers plus David Walsh, Larry Brendtro, Shelby Andress, Boz Tchividjian, and John Micsak, and special remarks from Indiana's Lieutenant Governor Becky Skillman. Add in a Service Provider Fair with booths from sixty agencies and the opportunity to network with over 700 participants, and October 7, 2010 at the Grand Wayne Center in downtown Fort Wayne.

Go to the Great KIDS website, www.greatkidsallencounty.org. Read speaker bios, workshop and keynote descriptions, download a registration form. Registration is just $30, with an additional $8 for CEU's. Registration deadline is September 24th.

Tamyra Kelly, ext. 1050
EAST ALLEN COUNTY SCHOOLS
Membership Count Procedures
1st Count – September 10, 2010
2nd Count – September 17, 2010

It is imperative that you realize this is a MEMBERSHIP COUNT, not an attendance sheet.

STEP 1
• On Thursday afternoon, prior to the count day, the registrar is to print the report “1st Period List for Student Count” (secondary schools) or the “Homeroom List” (elementary schools) Directions attached.
• The lists are to be distributed to 1st period/homeroom teachers prior to the start of school on the count day.
• Once the lists have been generated, no schedule changes should be made until the count has been completed on count day.

STEP 2
• During 1st period, teachers are to review their list for accuracy.
• Teachers are to draw a horizontal line through the names of students who have never appeared in class. At the end of the horizontal line, the teacher is to write “no-show.”
• If students are in the 1st period, but not included in the class list, the teacher is to add the names of each student on the bottom of the list.
• Teachers are to sign and date the bottom of the reviewed and corrected class list.
• Corrected and signed teacher lists are to be returned to the office by 10:00 a.m.
• Guidance staff is to verify students not having a 1st period (i.e. ACC, internship, Ivy Tech, etc.)

STEP 3
• The principal, with guidance staff, is to verify the changes the teachers have made.
• Verified changes are to be entered into the computer (AS400).

STEP 4
• If changes were made, the registrar is to re-run the report “1st Period List for Student Count” or “Homeroom” list which will now reflect all changes.
• The corrected copy of the 1st period list is to be stapled on top of the copy which was submitted and signed by the teacher.
• Office personnel are to verify that all changes on the copies submitted by teachers are reflected on the corrected copies.
• The principal is to sign the corrected copy providing final verification of accuracy.

STEP 5
• Office personnel are to manually add the totals of all 1st period class lists.
• Office personnel are to verify that the sum of all 1st period/homeroom lists is equal to the total number of students reported for the school as shown on the enrollment report. An adding machine tape with the total number of students being reported should be attached to the top of the pile of forms being submitted.

STEP 6
• All 1st period lists, including the final summary page(s)/tape, are to be hand-delivered to Park Hill Learning Center by 3:45 p.m. at the latest – earlier deliveries will be appreciated.

AFTER COMPLETING STEP 6, DO NOT MAKE ANY ADDITIONAL CHANGES IN THE AS400 PRIOR TO 7:00 A.M. THE FOLLOWING MONDAY MORNING.
Friends and Families....

We are inviting all of you to join our monthly events to learn more about the geology of Burma, our ethnic groups and customs, current social, and human rights conditions in Burma.

You are going to taste some Burmese dishes, learn about our rich & diverse ethnic cultures, music, books and dances. You will hear life stories of Burmese refugees, meet our ethnic, religious and community advocates and establish long-lasting friendships.

Please join us:
At the Allen County Public Library, 900 Library Plaza, Fort Wayne IN 46802
September 29th at 5:00 P.M. – 7:00 P.M. Room # A

If you have any questions please contact: center@bacindiana.org 260.456.8969 Ext 315

In collaboration with:
City of Fort Wayne’s Planner-Hispanic & Immigrant Liaison,
ACPL, IPFW, El Mexicano Newspaper, Community Advocates and many volunteers! Thank you!

MISSION
The Burmese Advocacy Center is committed to improving the quality of life for all members of the Burmese community, regardless of ethnic group or religion.

CATHERINE KASPER PLACE
East Allen County Schools  
Curriculum Resources Shared Drive Tutorial

In order to assist teachers in fully implementing the new curriculum and keeping true to the concept of a living document, we have designed a curriculum resources shared drive. This shared drive will be accessible by all teachers in East Allen County Schools. The concept of the shared drive is that teachers will share graphic organizers, bundle specific assessments and lessons, icons, posters, etc. **Basically, we are asking teachers to share their powerful teaching moments with the entire East Allen County Schools teaching community.**

The following is the protocol to submit lessons and ideas to the shared drive:

1. Teacher submits either a hard copy or electronic copy (preferable) to their instructional coach. The file needs to contain a grade level(s), subject area(s), specific bundle number(s), or curriculum framework that the lesson pertains to.

   Example  
   Teacher- John Doe  
   Grade- 3rd  
   Subject- Math  
   Bundle- 2  
   Indicator- 3.1.3

2. Instructional coach submits the file to the technology department to convert the file to a PDF (blocking users from changing the original file).

3. Technology department will upload the file to the curriculum resources shared drive in the appropriate folder.
Steps to access the curriculum resources shared drive:

1. Double-click on the Computer icon on desktop.

2. Find network drives

3. Double-click on shared drive

4. Double-click on district shares

5. Double-click on curriculum resources

6. Curriculum resources by grade or content
Curriculum Connection

9/6-9/10

**Weekly Schedule**

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**Reading Workshop**

1. Set up your workshop using:
   - Guiding Readers and Writers - “1st 20 Days pp. 142-161 (3-5)
   - Daily 5- “The Launch” pp.119-126

2. Discuss with instructional coaches the checklist for the set-up of a balanced literacy classroom.

3. Look over the grocery list of suggested read-alouds. Start pulling the books for the first bundle in math and language arts.

**Language and Word Study**

1. Set up Buddy Study Spelling using:
   - Word Matters – “Buddy Study Spelling” pp.168-188

2. Continue High Frequency Word pre-tests.

3. Begin to build student buddy study folders.

**Writer’s Workshop**

1. Continue to introduce/reintroduce the 6 + 1 Traits of Writing. Post the icons in your classroom.

2. Continue to set up your workshop using any of the following books:
   - Guiding Readers and Writers - “Getting Started with a Writing Workshop” pp. 81-86
   - Daily 5- “Launching the Daily 5” pp. 119-126
   - Lucy Calkins: Units of Study for Teaching Writing

**Math Block**

1. Continue to get familiar with the indicators in the first bundle.


3. Get familiar with the pre-made timed facts tests and grade level expectations.

**Curriculum**

1. Post Essential Questions

2. Follow color codes for Core Vocabulary Words—**teachers only post a word after you have introduced it to the class.**

3. Begin to look ahead at the bundle performance task.

**Special Notes**

1. Continue administering the different Wireless Generation assessments.

2. Compass Odyssey will begin after NWEA testing has been completed.

3. We will be observing classrooms this week. We will be discussing with you on an individual basis.

4. We are getting closer to midterms. K-1 teachers will not be required to send home a midterm during the first nine week grading period; however, all other teachers will need to send home a midterm.

5. By the end of the nine weeks you should have at least nine grades per subject area. This would equal out to about one grade per subject area per week.

6. We have a new curriculum resources shared drive. I will get each of you a tutorial on how to navigate it.
Led by the state’s Learn More Indiana communications and community outreach partnership, the goal for College GO! Week is to have every Indiana high school student take specific, practical steps to prepare for college success.
Indiana’s Colleges and Universities Waiving Application Fees for College GO! Week 2010 (September 20 – 24)

- Ancilla College
- Anderson University (online only)
- Bethel College
- Butler University
- Calumet College of St. Joseph
- DePauw University (online only)
- Earlham College
- Franklin College
- Goshen College (online only)
- Grace College (online only)
- Hanover College
- Holy Cross College (online only)
- Huntington University
- Indiana State University
- Indiana Tech
- Indiana Wesleyan University
- Ivy Tech Community College
- Manchester College
- Marian University (online only)
- Martin University
- Oakland City University (online only)
- Rose-Hulman Institute of Technology
- Saint Joseph’s College (online only)
- Saint Mary’s College
- Saint Mary-of-the-Woods College
- Taylor University
- Trine University
- University of Evansville
- University of Indianapolis
- University of Saint Francis (online only)
- Vincennes University
- Wabash College
1. **EACS SCHOOLS WITH EXCELLENT TEACHER ATTENDANCE**

The following schools had excellent teacher attendance from August 29-September 4.

- Woodburn Elementary – 100% teacher attendance
- New Haven Middle – 99% teacher attendance

**WAY TO GO TEACHER’S – KEEP UP THE GREAT WORK!**