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. UPDATE ON DISTRICT REDESIGN

The Board of School Trustees and administrators have been meeting with community groups throughout the summer. A few weeks remain to provide input regarding the direction of EACS in terms of redesign and program. A recommendation will be made to the Board before the end of September. The task for the Board of School Trustees will be to discuss, revise, strengthen, and ultimately decide on the future of our schools. As with all change, this will be a difficult decision. But please know that the Board has the interests of the entire East Allen County Schools’ community at the forefront of any decision which will be made.

Karyle Green, ext. 1001

3. CRITERION WRITING

Criterion writing will no longer be paid for by the EACS general fund budget. There are approximately 30 days left on the current contract. The decision was made that grades 7 and 8 would not use criterion writing this year, but some schools may have been planning to use it at the high school level. Please make sure that your English departments are aware of this possible loss of service. Please share this information with your staff and find out if it is utilized enough to warrant the expense that it costs. The costs will be $7.50 per student.

Chris Hissong, ext. 1002

4. BRIDGES CAREER DEVELOPMENT

We have been notified that the Area Career and Technical Center will no longer pay for the Bridges Career Development subscription. The Career Center will
pay 39% of the costs and districts will be responsible to pay for the remaining 61%. We are making an attempt to determine the cost for us to continue to utilize this subscription. Please share this information with your staff and find out if there is a strong desire to continue this subscription knowing that there will be associated costs.

We will be discussing this at the September secondary principals meeting.

Chris Hissong, ext. 1002

5. BECA HISPANIC LEADERSHIP COALITION

The scholarship application for the 2010 BECA Hispanic Leadership Coalition of Northeast Indiana (HLCNI) is now available. Latino/Hispanic and first generation college students who will be attending or currently are attending any of the colleges and universities in the City of Fort Wayne are strongly encouraged to apply for the “BECA HLCNI Scholarship.”

The deadline for application is September 30, 2010. Applications and instructions for completion are available at www.hlcnifw.org. Those with questions may call (260) 492-4302.

Tamyra Kelly, ext. 1050

6. TECHNOLOGY

The beginning of the year is always a very busy time for the technology department. Unfortunately, this year is no exception. Please be patient as our technicians catch up from the flood of work orders that have been logged.

Bill Diehl, ext. 3125

7. HELP DESK

Calls to the help desk are at a peak from 7:30 - 8:15 in the morning. If you cannot get through at that time, please feel free to leave a message on the phone or send an email. The traffic slows a bit after 8:30 a.m. allowing Joanne to retrieve your message and give you a helping hand.

Bill Diehl, ext. 3125

8. CURRICULUM OPPORTUNITIES & RESOURCE FOR EDUCATORS

Please come explore the teacher store – CORE (Curriculum Opportunities & Resources for Educators. The Grand Opening is Saturday, Sept. 18th from 9am – 1 pm. CORE is located at 1726 St. Joe River Rd. Fort Wayne. CORE is offering a new and creative shopping experience to all types of educators in northeast Indiana. For more information visit www.coretheteacherstore.org or call 260-480-CORE. See Enclosure # 2.

Tamyra Kelly, ext. 1050
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.
Come Explore the Teacher Store!

Community Open House
Wednesday, Sept. 8th  6pm-8pm
Anyone in the community can stop by and check out what CORE has to offer educators.

Grand Opening
Saturday, Sept. 18th  9am-1pm

Bring in your CORE application (available from our website www.coretheteacherstore.org) along with $25 and shop 'til you drop!

CORE is offering a new and creative shopping experience to all types of educators in northeast Indiana. A $25 tax deductible membership will provide the needed support for area educators. Thousands of items from area businesses are available to purchase for a fraction of the original cost.

CORE members include teachers, coaches, home school parents, boy & girl scout leaders, child care employees, craft directors, and many others. CORE invites you to join other creative community educators to shop for unique items at very low prices.

Join CORE and explore the Teacher Store.

Call: 260-480-CORE(2673)  Web: www.coretheteacherstore.org

Where?
1726 St. Joe River Rd.
Ft. Wayne, In 46805
Next door to Professional Federal Credit Union off of N. Anthony