Special Note: There will not be an Administrative Bulletin distributed on next week (November 25th). HAPPY THANKSGIVING – HAVE A SAFE HOLIDAY!

1. WINTER BREAK SCHEDULE

EACS central administrative offices will be open to the public during the winter break on December 22, 27, 28, 29 and January 3 from 9:00 – 12:00 each of these days. If you need to contact administrative services, human resources, or any other central office, someone will be available to take your call during these hours. ALL OFFICES WILL BE CLOSED DECEMBER 23, 26, 30 AND JANUARY 2.

Karyle Green, ext. 1001

2. CURRICULUM CONNECTION

The Curriculum Connection contains upcoming information regarding assessments, curriculum updates, video clips, instructional websites, and more. Please see Enclosure #1 for specific information.

Marilyn Hissong, ext. 3124

3. WEBSITE OF THE WEEK

Glean Comparison Generator

http://www.gleancomparisonsearch.org/index.php

Why Glean Comparison Search?

Researchers need the skills necessary to explore all sides of their research topic. Young researchers often search exclusively for material that confirms their pre-existing notions of their topic. This creates results known as confirmation bias.

Even experienced researchers can fall prey to this.

Try using comparison searching as a tool to help students become aware of comparison bias. Comparison searching enables students to develop more thoughtful and nuanced understandings of their research topics and the way they themselves ask questions and search for information. The process asks students to actively consider and evaluate two or more results sets.

Glean Comparison Search uses this technique to help students explore different sides of a topic. The teacher guides provide a series of lessons that help students understand and move beyond their own confirmation biases.

Bill Diehl, ext. 3125
4. FRANCINE’S FRIENDS

Francine’s Friends Mobile Mammography Unit will be visiting several locations in EACS starting in January. This is a wonderful and convenient service offered to East Allen County Schools and to our community by Parkview Hospital. The American Cancer Society recommends women have a baseline mammography screening between ages 35 to 40; the screening is available to all women age 35 and older. All participants must have a family physician as the screening report is sent to the physician. See Enclosure #2 for location schedule.

Britt Magneson, ext. 3143

5. ROMARY FINANCIAL SERVICES SCHOLARSHIP

The Romary Financial Services Scholarship offers a $2,500 gift awarded to a high school senior who is committed to earning his or her college degree or comparable trade school certification any field. Applications are available following this link: www.romaryfinancialservices.com

Applications must be received by Wednesday, January 11, 2012, 5 p.m. EST. Those received after that date and time will not be considered. Qualified applicants are required to complete the application and submit by mail, e-mail, or hand delivery to Romary Financial Services (no faxes). E-mail submissions should be in Microsoft Word format and sent as attachments to e-mail. The scholarship winner will be notified by March 15, 2012, and will be expected to attend a dinner celebration to accept the award.

Rose Fritzinger, ext. 3161

6. PARAPROFESSIONALS

Please see your school's bookkeeper for a copy of the most recent paraprofessional seniority list with the information that was requested. This is up to date as of 11/11/11.

Chris Hissong, ext. 1002

7. WEATHER RELATED DELAYS/CANCELLATIONS

Please see Enclosure #3 for weather related delays and cancellations.

Chris Hissong, ext. 1002

8. 2011 STATEHOUSE TREE TRIM

This year at the Indiana Statehouse, we will continue the tradition of placing a large coniferous tree in the Rotunda. Your assistance is requested in helping decorate this special tree. This year’s theme is “Made in Indiana.” First Lady Cheri Daniels is asking students to create ornaments that depict goods or products that are created in, or associated with, Indiana. Second through fifth graders are encouraged to create the ornaments. The Official State Holiday Tree Trim will take place on Wednesday, December 14, 2011. The program will be held at 11 a.m. in the Statehouse Rotunda. See Enclosure #4 for more details.

Tamyra Kelly, ext. 1050
9. OUTSTANDING AND INSPIRING EDUCATORS

State Superintendent of Public Instruction Dr. Tony Bennett would like to recognize outstanding and inspiring educators this holiday season. School corporations are encouraged to nominate teachers who motivate and inspire students to do their very best. See Enclosure #5 for more information.

Tamyra Kelly, ext. 1050

10. SECTION 125 ENROLLMENTS FOR CALENDAR YEAR 2012

Once again, American Fidelity Account Representatives will be at East Allen County Schools to enroll eligible employees in the District's Section 125 Plan. The enrollment period is November 28th through December 16th. American Fidelity Representatives will be able to answer your questions regarding East Allen County Schools' Section 125 plan and available benefits. Your Account Representative will also assist you with completing your election form. East Allen County Schools' Website contains a link (Business Office; Section 125 & Life Insurance) to an interactive Section 125 Presentation on the advantages of being in a Section 125 Plan. The web address for the interactive presentation is: http://host.afadvantage.com/cust/ezine/s125overview.html

Enclosure #6 is the enrollment schedule for the district.

Kirby Stahly, ext.1005

Positive Praise:

"What ideas are you finding successful with your students?
Can you share with your colleagues?
Sharing the best means everyone succeeds!"
Comprehension
Real comprehension has to do with thinking, learning, and expanding a reader’s knowledge and horizons.
There are 7 Keys to Comprehension, Susan Zimmermann and Chryse Hutchins, to build a student’s understanding of what the words and sentences mean.

1. Create mental images
2. Use background knowledge
3. Ask questions
4. Make inferences
5. Determine the most important ideas and themes
6. Synthesize information
7. Use “fix up” strategies

This week’s focus: Create mental images or visualizing
Sensory images are the cinema unfolding in your mind that makes reading three-dimensional. Certain smells, tastes, sights, and feelings emerge, depending on what you’re reading and what life experiences you bring to it.
- Be explicit and direct about what you see in your mind and sharing sensory images that you have as you read.
- Create a “thought bubble”, like a comic strip, to explicitly demonstrate how proficient readers think while they are reading
- Wordless books; it’s easy to be aware of our own thinking with no words

Keep working on this even with Advanced Readers as their text becomes more complicated.

Compass Odyssey
Learning activities associated with state standards can be found by following: District Shares>Curriculum Resources>Technology>Compass Odyssey>State correlation report>select grade level

K-G2 Collaboration Topics
- Rtl students - DIBELS Data
- Guided Reading Groups - progress monitoring

G3-G8 Collaboration Topics
- Rtl students - ACUITY matrix reports
- Guided Reading Groups – progress monitoring
Francine’s Friends Mobile Mammography Unit

**2012 Schedule**

<table>
<thead>
<tr>
<th>DATE</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/9/2012</td>
<td>New Haven High School</td>
</tr>
<tr>
<td>1/23/2012</td>
<td>Paul Harding Jr High School</td>
</tr>
<tr>
<td>1/30/2012</td>
<td>Meadowbrook Elementary School</td>
</tr>
<tr>
<td>2/6/2012</td>
<td>New Haven Middle School</td>
</tr>
<tr>
<td>3/16/2012</td>
<td>Leo Jr-Sr High School</td>
</tr>
<tr>
<td>3/26/2012</td>
<td>Woodlan Primary School</td>
</tr>
<tr>
<td>3/26/2012</td>
<td>Heritage Elementary School</td>
</tr>
</tbody>
</table>
Weather Related Delays/Cancellations

Paraprofessional – Administrative Guideline 4215.5 - If schools close prior to start of the paraprofessional's normal work day, the paraprofessional shall not report to work. If schools are required to close after the paraprofessional arrives, the paraprofessional may work with the building administrator's approval and receive pay for a maximum of four (4) hours or be paid for the actual hours worked prior to the closing of schools, whichever is greater. On delay days due to inclement weather, the paraprofessional will have the option of reporting at the paraprofessional's normal starting time.

Secretary - Administrative Guideline 4215 - When schools are closed or delayed due to inclement weather, the secretary will have the option of working and being paid for the hours worked. If the secretary does not work, the secretary will have the option of working the hours during spring recess, working additional hours at the end of the secretary's yearly work schedule, or using a benefit day. However, the use of a benefit day may not be used to increase the number of work days in the secretary's work year. If student days are made up, secretaries will work their normal hours on any make-up day.

Nurse - Administrative Guideline 4216 - On days schools are canceled due to inclement weather prior to the start of the Nurse's regular work day, the nurse may work up to four (4) hours, at the nurse's discretion. On days the student attendance day is shortened due to inclement weather or other emergency, the nurse may, at the nurse's discretion, work either the nurse's regularly scheduled hours or the hours of student attendance. On late arrival or early dismissal collaboration days, the nurse, may, at the nurse's discretion, work either the nurse's regularly scheduled hours or the hours of student attendance. On student make-up days, nurses will be assigned their normal hours.

OSP/TSP - Administrative Guideline 4211 and 4211.5 - When schools are closed due to inclement weather, the employee should report to work and will be paid for hours worked. If, due to travel conditions, the employee is unable to report to work, the employee may designate the day(s) as a vacation day(s) or personal business if such is available or work additional hours during the pay period to make up the time missed, subject to employee's supervisor's approval.

Miscellaneous Support Personnel (Elementary CRT, cafeteria monitors, courier, bilingual support staff, language interpreters) - Administrative Guideline 4214 - If schools are closed due to inclement weather or other circumstances, an employee in this category shall not report to work on that day, but shall be required to work on any student make-up day.

Food Service - Administrative Guideline 4212.5 - A food service employee will not be paid for any day on which school(s) are required to close prior to the official starting time of the food service employee's work day. If schools are required to close after the employee's official starting time, the food service employee will be paid for the greater of actual hours worked or two (2) hours regular straight time. On student make-up days, food service employees will be assigned their normal working hours if food services are to be provided on that day.

Food Service Managers - Administrative Guideline 4212- When a regular scheduled school day is canceled it will not count as one of their one hundred eighty-eight (188) work days. Food service manager's shall be paid four (4) hours pay at their normal rate of pay for that canceled day.

Employees – All employees should review Administrative Guideline 4101.5 and 4101.5 Appendix for further clarification on weather related information. This is on the EACS website under district information and the Administrative Guidelines.
Dear Administrator:

Please share the following information with your second, third and fifth grade teachers.

This year at the Indiana Statehouse, we will continue the tradition of placing a large coniferous tree in the Rotunda. Your assistance is requested in helping decorate this special tree. This year’s theme is “Made in Indiana.” We are asking students to create ornaments that depict goods or products that are created in, or associated with, Indiana.

**Guidelines for creations:**

- Ornaments should be no larger than eight inches.
- Ornaments can be made from, and decorated with, a variety of materials—paper, poster board, papier-mâché, pipe cleaners, wood, yarn, photographs, etc.
- No breakable or perishable items, please.
- Please include a way to hang each ornament from the tree.
- Ornaments will not be returned.
- All contributions must be received by **Monday, December 5th**.

**Ornaments can be mailed or delivered to the address below:**

Statehouse Tour Office  
200 West Washington Street, Room 220  
Indianapolis, Indiana 46204

The official **State Holiday Tree Trim will take place at 11 a.m. on Wednesday, December 14th** in the Statehouse Rotunda. Festivities will include the official tree trimming by students, holiday music and attendance by special guests including First Lady Cheri Daniels.

Interested schools can make arrangements to attend the Tree Trim program through the Statehouse Tour Office at (317)233-5293. Participants will be scheduled on a first-come, first-served basis, so please make your arrangements soon.

Several selected ornaments will be featured on the first lady’s website from December 7th through December 22nd. The creators of those ornaments will receive a letter of commendation from the first lady. In order to be considered for this recognition, students’ names and the name of the school must be listed on each ornament.

We certainly hope your school will join us in this fun and educational project and look forward to hearing from you. Best wishes for a happy and peaceful holiday season.

Sincerely,

The 2011 Tree Trim Committee  
First Lady Cheri Daniels, Honorary Chair
State Superintendent of Public Instruction Dr. Tony Bennett would like to recognize outstanding and inspiring educators this holiday season.

School corporations are encouraged to nominate teachers who motivate and inspire students to do their very best.

School corporations should meet the following guidelines:

1. Submit a one-page biography on the teacher who they would like to recognize.

2. Please print legibly the teacher’s full name and school name on a Christmas-type ornament.

3. Entries should be postmarked no later than December 5, 2011 and sent to

Indiana Department of Education
Attention: Dr. Bennett’s Teacher Recognition Tree
Statehouse, Room 228
Indianapolis, IN 46204

Guidelines Questions: Call Selina White (317)232-6611 or email swhite@doe.in.gov
2011 Section 125 Enrollment Schedule

It’s time to meet with your American Fidelity Assurance Company Representative and enroll in the Section 125 “Cafeteria Plan!” You can meet with them while they visit East Allen County Schools. They will be happy to assist you with any questions you may have regarding your Section 125 plan and available benefits. They will also assist you with completing your Section 125 election form.

Prince Chapman
New Haven High School
Leo Elementary
Woodlan Jr./Sr./Intermediate

Nov. 28th, 29th, and 30th
Dec. 1st, 2nd, 5th and 6th
Dec. 7th and 8th
Dec. 9th, 12th, and 13th

Cedarville
Southwick
Park Hill Learning Center
Heritage High School
Paul Harding

Dec. 1st and 2nd
Dec. 5th and 6th
Dec. 7th, 8th, and 9th
Dec. 12th, 13th, and 14th
Dec. 15th and 16th

Meadowbrook
Highland Terrace
New Haven Middle School
Heritage Elementary

Dec. 1st and 2nd
Dec. 7th and 9th
Dec. 12th, 13th, and 14th
Dec. 15th and 16th

Leo High School

Dec. 12th, 13th, 14th & 15th

Woodland Intermediate
Woodland Primary
Administration/ Close Out

Dec. 6th
Dec. 12th and 13th
Dec. 16th

Any concerns or conflicts with schedule, please contact Megan Garton, American Fidelity at 800-638-4268 Ext 206

American Fidelity Indiana Branch
8435 Georgetown Rd #1100
Indianapolis IN 46268
1. **LEO JR. SR. HIGH FOOTBALL SEMI-STATE BOUND**

Last Friday, the Leo Jr. Sr. High School football team beat Northwood High 24 - 12 in regional finals to advance on to semi-state. Leo hosts South Bend Washington this Friday (November 18th) at 7:00 p.m. Tickets are $7. Gates will open at 5:30pm on Friday.

**CONGRATULATIONS & GOODLUCK LEO JR. SR. HIGH !**

2. **EACS SCHOOLS WITH EXCELLENT ATTENDANCE**

The following schools had excellent teacher attendance the week of November 7 -11, 2011:

- √ EACS Alternative - 100%
- √ Woodlan Primary - 97%
- √ Prince Chapman - 96%
- √ Cedarville Elementary - 96%
- √ Southwick Elementary - 95%

**GREAT JOB TEACHERS !**

3. **INDIANA FOREIGN LANGUAGE TEACHERS ASSOCIATION**

Recently, Darlene Lankenau, teacher at Heritage Jr. Sr. High was elected to the Indiana Foreign Language Teachers Association Board of Directors as the 2\textsuperscript{nd} Vice President effective Saturday, November 19, 2011.

**CONGRATULATIONS MS. LANKENAU!**