

Administrative Bulletin

VII-14 11.13.15

1. EACS UNITED WAY CAMPAIGN – **STILL TIME TO GIVE**

The EACS United Way campaign last day is TODAY! The district goal is \$5000. Keep up the great work and remember your financial gift will help so many individuals and families in Allen County! **The campaign will end Friday, November 13.**

Tamyra Kelly, ext. 1050

2. CONGRESSIONAL APP CHALLENGE

Established by the US House of Representatives in 2013, this 10-week competition allows high school students to create and submit their own app. Students may participate as individuals or in teams of up to four. Winning students will have their apps featured on a display in the Capitol Building, and will be honored by their Member of Congress. See **Attachment #1** for more details.

Tamyra Kelly, ext. 1050

3. EDUCATIONAL LEADERSHIP

Receive certification as an Indiana Building Level Administrator. See **Attachment #2** for details.

Tamyra Kelly, ext. 1050

4. SLIPS, TRIPS, AND FALL

See **Attachment #3** to read the latest safety newsletter.

Tina Grady, ext. 1009

5. MAINTAIN WEIGHT GAIN

See **Attachment #4** for information regarding a weight maintenance 6-week course.

Eric Manor, ext. 1003

6. **REMINDER:** CPR/AED Training

Classes are offered free of charge twice a month through the end of the school year. Classes are held at PAUL HARDING Jr. in the staff development room starting at 4:15 p.m. Class size is limited and requires pre-registration, email or call Wendy Walker, Health Services Coordinator at extension 7309.

November & December 2015 Class Schedule

December 10 (Thursday)

December 15 (Tuesday)

Certification is through the American Heart Association and lasts for two years. Any employee interested in, or needing certification renewal may participate in this training.

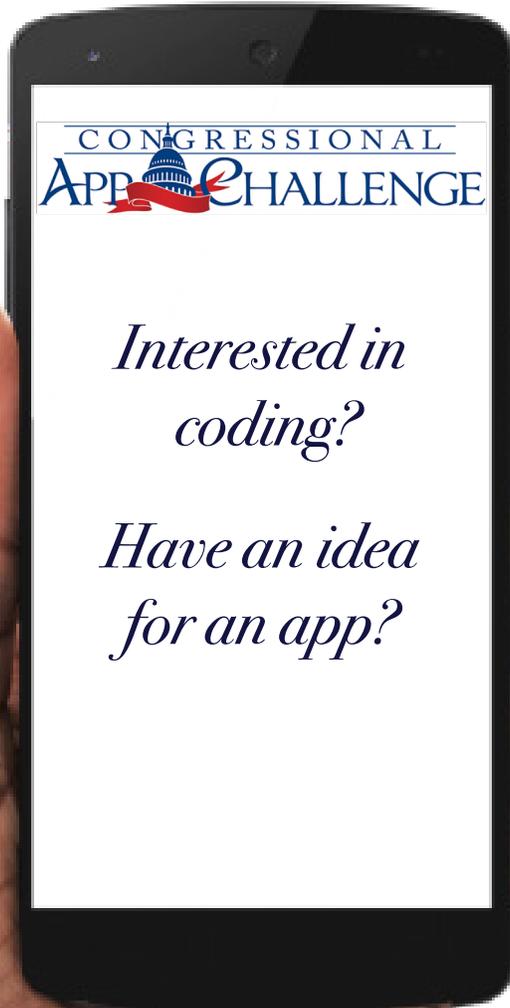
Wendy Walker, ext. 7309

DREAM IT. DO IT.

CONGRESSIONAL APP CHALLENGE

Hosted by

**Congressman Marlin Stutzman
IN-03**



You are invited to participate in the 2015 Congressional App Challenge!

Established by the US House of Representatives in 2013, this 10-week competition allows high school students to create and submit their own app. Students may participate as individuals or in teams of up to four. Winning students will have their apps featured on a display in the Capitol Building, and will be honored by their Member of Congress.

November 9, 2015 - January 15, 2016

For more information, visit
CongressionalAppChallenge.us

Questions?

Contact Kathie Green at
kathie.green@mail.house.gov or
call 260-424-3041.

**Deadline
January 15, 2016**

Contest Guidelines

Student Eligibility

1. Members of Congress must opt-in for their district to participate in this competition. If a Member does not opt-in, constituents in their district will be ineligible to participate.
2. The Competition is open only to high school students who reside in a participating district or who are eligible to attend public high school in that district. Individuals submitting on behalf of teams must meet the eligibility requirements for individual contestants.
3. Participants must be at least 13 years old as of November 9th, 2015.
4. Participants may compete individually or in teams of up to 4 students. If students attend school outside of their home congressional district, they may compete in either their home district or their school district. If competing as a team, 2 members of the team must qualify in the the same district they are applying in.
5. The Competition is subject to all applicable United States federal laws and regulations. Participation constitutes entrant's full and unconditional agreement to these Official Rules.
6. A student may only submit one application, either as an individual or as part of a team. They may only submit an app in one district.

When Can Students Enter the Challenge?

Students may begin working on their apps as soon as they like, but the "Competition Submission Period" will start at 12:00 PM (noon) Eastern Daylight Time ("EDT"), NOVEMBER 9TH, 2015 and be closed at 11:59 PM Eastern Standard Time ("EST") JANUARY 15TH, 2016.

Administrator's computer is the official time keeping device for this Competition.

How do Students Enter their App?

Register on Challenge.gov:

Students must register and submit their apps on Challenge.gov. Make sure to find the correct Challenge page specific to their Member of Congress and district. To verify eligibility, students must also fill out basic contact info on the link found on the Challenge page.

Educational Leadership

M.S. in Educational Leadership or Certification as an Indiana Building Level Administrator

Admission Requirements

- ✚ Complete application found online at www.ipfw.edu/educational-leadership or through the department secretary, (260) 481-6861.
- ✚ Official undergraduate transcript of 2.5 GPA or better for conditional admission, 3.0 or better for unconditional admission (based on a 4.0 scale).
- ✚ Three professional letters of reference.
- ✚ Current resume.
- ✚ Statement of professional goals.
- ✚ Copy of teaching license if pursuing a state principal's license.

Financial Aid Steps

- ✚ File a FAFSA (Free Application for Federal Student Aid).
- ✚ Apply for Admission and be accepted into the program.
- ✚ Set up your myIPFW account.
- ✚ Receive and accept your financial aid.

Next Steps

- ✚ Contact Dr. J. Wylie Sirk II, sirkjw@ipfw.edu with questions or to schedule a meeting.
- ✚ Apply for admission.

Cohort Program

Six consecutive semesters of two courses each semester totaling 36 credits

Self-Paced Program

Enroll in cohort courses according to your own personal timeline

Summer Meeting

Schedule

Each class meets one evening/day per week

Academic Year

Meeting Schedule

One Saturday per month with online instructional activities between



Slips, trips and falls are one of the most common causes of workplace injuries.

Winter Weather Advisory

Harsh winter conditions can mean safety hazards for you and your colleagues.

- ⇒ Be mindful of parking lot safety by wearing appropriate shoes, walking slowly and safely to your vehicle, and clearing snow and ice off your car before driving.
- ⇒ When entering the building from the parking lot, wipe off excess snow from your shoes on the entry mats to prevent slips and falls as you walk in the hallways.



- ⇒ Be prepared for bad weather. Keep supplies such as extra gloves, small snacks, ice scrapers, and jumper cables in your car for emergency situations.
- ⇒ Don't over load your hands and arms. Take multiple trips to avoid injury.

Good Housekeeping

Fall hazards can be prevented through good housekeeping. Spilled liquids and loose objects should be cleaned up promptly.

Poor sitting habits can also lead to falls. Rolling in one's chair across the floor, leaning sideways in a chair to pick up objects from the floor, and leaning back in the chair with feet on the desk are excellent examples of **POOR** safety procedures.

Filing cabinets can be a major cause of accidents and should be used with care. When using filing cabinets, follow these safety tips:

- ◆ Close all filing cabinets after use.
- ◆ Open only one file drawer at a time to avoid toppling the cabinet.
- ◆ Never leave an open drawer unattended and never open a drawer if someone is underneath it.
- ◆ Never climb on open file drawers.
- ◆ Avoid standing on office/desk chairs to hang or remove items in your office/classroom.



WHAT DO YOU KNOW ABOUT SAFETY?

Answer the following questions to determine your level of wet weather safety savvy.

- ⇒ Name one type of personal protective equipment that can help prevent slips and falls on wet surfaces?
- ⇒ Besides weather conditions, what is another situation that can lead to a slippery or unsafe work surface?
- ⇒ Name two situations that should be clearly marked with hazard/caution signs when wet working conditions exist:
- ⇒ What are some specific things management and you can do as an employee to prevent accidents from happening?

Submit answers to the questions above to win a prize.

jrose@eacs.k12.in.us



Maintain Don't Gain

The average American gains 1-5 pounds over the holiday season. Over time, it can add up! Don't wait for New Year's Resolutions. Give yourself the gift of maintaining your pre-holiday weight throughout the holiday season.

Maintain Don't Gain is a **6-week** weight maintenance program. You will receive weekly e-mails with healthy recipes, tips, and strategies for adopting and maintaining healthy behaviors.

Participate as an individual or form a team with up to 6 co-workers to motivate you along the way.

Individuals/teams that maintain their pre-holiday weight within 2 lbs. will be eligible to win a FREE Fitbit!

NOTE: Individual weights are anonymous and never reported. Only team weight changes will be reported (+2, -3, etc.).

Join the Maintain Don't Gain Challenge by emailing Eric Manor at emanor@eacs.k12.in.us

Maintain Don't Gain Holiday Weight Challenge

November 23rd—January 4th

EACS Wellness

LEARN IT. LIVE IT. MOVE IT.