

Administrative Bulletin

VII-18 12.18.15

Note: *The Administration Offices will be open December 21-23 and 28-30 from 9:00 am – noon during winter break. Offices will be closed December 24, 25, 31 and January 1. Have a wonderful and safe holiday!*

Note: Be reminded that February 9, 2016 is a System-wide In Service Day. There is no student attendance that day.

1. FINAL NUMBER

Because of you, the 2015 EACS United Way campaign was a huge success! We raised **\$7787.92** to help improve the lives of kids, adults and families in Allen County and nearly 1000 East Allen County residents. This amount is a major increase from the 2014 campaign - \$4813.56. Way to Go EACS and THANK YOU!

Tamyra Kelly, ext. 1050

2. MAD ANTS 'MOST IMPROVED STUDENT' PROGRAM

The Mad Ants are excited to bring back the "Most Improved Student Program" this season by asking teachers to choose students who have made the most improvement in their social behavior and/or academic progress in their classrooms. These students will receive a FREE ticket to the Mad Ants game on Sunday, March 20th, will be recognized on the court during the game, and receive their reward!

Please nominate your Most Improved Student in your classroom by contacting Sean Porter with the Mad Ants at SPorter@FtWayneMadAnts.com. Please include the student's name, school, and grade in the email. You will receive a response with a letter to give to the student with all of the information for the student and their family. Please send all nominations by Monday, March 7th. This is a simple and easy way to reward your students, and the Mad Ants would love to help you do this! See **Attachment #1** for details.

3. ELEMENTARY CURRICULUM CONNECTION

The Curriculum Connection contains upcoming information regarding assessments, curriculum updates, video clips, instructional websites, and more. Please see **Attachment #2** for specific **elementary** information.

Marilyn Hissong, ext. 3124

4. SECONDARY CURRICULUM CONNECTION

The Curriculum Connection contains upcoming information regarding assessments, curriculum updates, video clips, instructional websites, and more. Please see **Attachment #3** for specific middle and high school information.

Deborah Watson, ext. 3151

5. PAYROLL REMINDER – 1ST PAY IN 2016

As a reminder, the first pay in January 2016 is scheduled for Monday, January 4th. This will occur since January 1st is a Holiday. See **Attachment #4** to view the Pay Date Schedule for this school year. The Pay Date Schedules for the district can also be found at:

http://www.eacs.k12.in.us/departments/business_office/payroll_information

Kirby Stahly, ext. 1005

6. REMINDER: FRANCINES FRIENDS

Francine's Friends Mobile Mammography Unit is returning to EACS. This is a wonderful and convenient service offered to EACS and to our community by Parkview Hospital. See **Attachment #5** for schedule and appointment details.

Tina Grady, ext. 1009

7. 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 PM. Class size is limited and requires pre-registration, email or call Wendy Walker, Health Services Coordinator at extension 7309.

January & February, 2016 Class Schedule:

January 21 (Thursday)

January 26 (Tuesday)

February 18 (Thursday)

February 23 (Tuesday)

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

Tina Grady, ext. 1009

8. REMINDER: FOOD SERVICE EMPLOYEE OF THE YEAR AWARD

School Food Service Employee of the Year Award, The Office of School and Community Nutrition is now accepting nominations through February 19, 2016, for the School Food Service Employee of the Year. You have the opportunity to publicly recognize employees who make outstanding contributions to school food service. For information on how to nominate a deserving school food service employee, see **Attachment #6**.

Tamyra Kelly, ext. 1050

HAVE A SAFE HOLIDAY AND PROSPEROUS NEW YEAR!

Next Bulletin ~ January 8, 2016

DREAM IT. DO IT.



Thank you so much for joining the Mad Ants for our Most Improved Student award ceremony! Your child will be honored during half time of the game on Sunday March 24th. Included with this letter are your tickets you purchased along with the FREE ticket your student earned from their teacher!

Please meet us down behind the basket in front of the Kid Zone no later than 5 minutes before halftime so that they can take part in our award presentation on the court to receive their award. Heidi Busch is our game day promotions manager, will be the person you will meet.

If you have any questions or concerns in regards to the tickets, please call me at the Mad Ants office. My direct extension is 260-469-4667 ext 102.

I hope you have a great time and the game and thank you again for your support of the Fort Wayne Mad Ants!

Sincerely,

Sean Porter

Fort Wayne Mad Ants
(260)-469-4667 ext 102
SPorter@FtWayneMadAnts.com



1910 St. Joe Center Road, Suite 61
Fort Wayne, IN 46825
260-469-HOOP (4667) * 260-469-4674 (fax)
www.fortwaynehoops.com





Most Improved Student Program!

The Mad Ants are excited to bring back the “Most Improved Student Program” this season by asking teachers to choose students who have made the most improvement in their social behavior and/or academic progress in their classrooms this year. These students will receive a FREE ticket to the Mad Ants game on Sunday, March 20th, will be recognized on the court during the game, and receive their reward!

Please nominate your Most Improved Student in your classroom by contacting Sean Porter with the Mad Ants at SPorter@FtWayneMadAnts.com. Please include the student’s name, school, and grade in the email. You will receive a response with a letter to give to the student with all of the information for the student and their family. Please send all nominations by Monday, March 7th. This is a simple and easy way to reward your students, and we would love to help you do this!

Thank you!

Sean Porter
Mad Ants Basketball





Congratulations!



(Insert Student Name)

Your teacher has nominated you for **MOST IMPROVED STUDENT!** You will be recognized and awarded a certificate during half-time of the Mad Ants game on Sunday, March 20th! To take part in the award presentation, please meet us down behind the basket on the black staging area approximately 5 minutes before half-time (in front of section 209& 210)!

You will receive a FREE ticket to the Mad Ants game! Family and friends can purchase additional tickets to watch you receive the award at a discounted price!

Please follow the link below to claim your free ticket and order your additional discounted tickets:

<http://mostimprovedstudent3115.eventbrite.com>

Or call Sean Porter with the Mad Ants at 260-469-4667 ext. 102

Order your tickets by **Thursday March 17th, at 11:30pm** to take advantage of this amazing discount!

***This offer cannot be redeemed at the Coliseum Ticket Office**

Thank you!

Sean Porter
Mad Ants Basketball





Certificate of
ACHIEVEMENT
Awarded to

Student Name

For being Nominated as the (School Name) Most Improved Student



Congratulations from the Mad Ants!

Inspiration: Good teaching is more a giving of RIGHT QUESTIONS than a giving of RIGHT ANSWERS.
~ Josef Albers

Curriculum Connection

Elementary 12/16/15

IMPORTANT DATES

8 Step B4 Assessment - 12/14/15 – 1/8/16
Winter Break - 12/21/15-1/1/16
Teacher Work Day - 1/4/16

Standardized Tests are Coming, Here are a Few Things to do to Help You Prepare

Use the (recently updated) ISTEP countdown calendar to review concepts for the test.

[I:\District Shares\Curriculum Resources\8-Step Assessment\2015-2016\2015-2016\ISTEP Countdown Calendar](#)

Use the vocabulary review and sample test questions created by the state showing terminology students should be familiar with when taking the test.

[I:\District Shares\Curriculum Resources\ISTEP Samplers 2015-16](#)

Check the ISTEP Review Folder on the share drive. There are many different samples from previous tests (although we are aware the test continues to change). If you don't have any other resources, this is a great place to start.

[I:\District Shares\Curriculum Resources\ISTEP Review](#)

If you teach grades K-2, this still applies! Being aware of the task at hand that the test-taking grades have in front of them, you can look through some of this material to consider some things you might be able to do to help. Getting the children familiar with non-fiction text at an early age is a huge advantage when it comes time to take the tests!

Encourage your kids (and former students) to do their best! Having a child come in to a test taking day with encouragement should be a great catalyst for a student to perform better. Check this video out from the NED Show to share some test taking strategies with your students, feel free to show it for a "brain break" when doing work preparing for a test! <http://www.thenedshow.com/testing-tips.html>

EL (English Learner) CORNER

WIDA GUIDING PRINCIPLE #8: Students' development of academic language and academic content knowledge are inter-related processes.

ROJAS REMINDER: All teachers can use the Virginia Rojas book, *Strategies for Success*, to plan vocabulary lessons. If you don't have a copy of this great resource, see your instructional coach! See examples below!

CONNECT TWO (p. 113) "can be used as a before-, during-, and after-reading strategy in K-4 or for levels 1-2 in upper grades, for all subjects. Given a list of words, students try to identify connections between any two words on the list and explain the rationale." This can be made into a game, used as a turn-and-talk activity, or done individually. All domains (speaking, listening, reading, and writing) can be practiced with this great strategy!

ANALOGIES (p. 105) can be used as a mini-lesson before using CONNECT TWO. The teacher selects two words or concepts and thinks aloud ways they can be compared and contrasted using chart paper or a graphic organizer.

Curriculum Connection

Important Dates

Winter Break
½ PD day and ½ teacher work day

12/21-1/1
1/4

Secondary: Middle School &
High School

December 16, 2015

2016 SAT

- EVERYDAY WORDS: The new SAT focuses on vocabulary you'll come across in college classes
- ESSENTIAL MATH: The new SAT only tests essential areas of math, like data analysis and algebra
- REAL-WORLD CONTEXT: The new SAT asks you to interpret, synthesize, and use evidence in real-world sources from history, social sciences, and science. You'll apply your reading, writing, and math skills to solve problems you won't just find in college, but in everyday life
- OPTIONAL ESSAY: The new SAT Essay is optional.
- STRAIGHTFORWARD SCORING: The new SAT has no guessing penalty, encouraging students who have worked hard to try their best on every question
- SKILLS AND KNOWLEDGE TESTED:
 - History/social studies and science included throughout all required sections of the test
 - Integration of words and numbers across academic disciplines
 - Demonstration of command of evidence
- TEST STRUCTURE AND FORMAT:
 - Testing time
 - Structure
 - Score range

EL (English Learner) CORNER

WIDA GUIDING PRINCIPLE #8: Students' development of academic language and academic content knowledge are inter-related processes.

ROJAS REMINDER: All teachers can use the Virginia Rojas book, *Strategies for Success*, to plan vocabulary lessons. If you don't have a copy of this great resource, see your instructional coach! See examples below!

CONNECT TWO (p. 113) "can be used as a before-, during-, and after-reading strategy in K-4 or for levels 1-2 in upper grades, for all subjects. Given a list of words, students try to identify connections between any two words on the list and explain the rationale." This can be made into a game, used as a turn-and-talk activity, or done individually. All domains (speaking, listening, reading, and writing) can be practiced with this great strategy!

ANALOGIES (p. 105) can be used as a mini-lesson before using CONNECT TWO. The teacher selects two words or concepts and thinks aloud ways they can be compared and contrasted using chart paper or a graphic organizer.

The New SAT

Collegeboard.org

<https://www.khanacademy.org.sat>

satpractice.org

Evidence-Based Reading and Writing Section

- The use of a specified *range of text complexity* aligned to college and career readiness levels of reading
- An emphasis on *source analysis and use of evidence*
- The inclusion of *data and informational graphics*, which students must analyze in conjunction with text
- A focus on *words in context* and *word choice for rhetorical effect*
- Attention to a *core set of important English language conventions* and to *effective written expression*
- The requirement that students work with *texts across a wide range of disciplines*

Questions or Concerns about the Bundles?

Please make sure you fill out a bundle feedback form located on the district shared drive.

EAST ALLEN COUNTY SCHOOLS BASIC PAY DATE SCHEDULE 2015-16

4140.1

<u>PAY DATE</u>	<u>NON-MANDATORY DEDUCTIONS SCHEDULED</u>	<u>PAY PERIOD</u>
Friday, September 11, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	8-24 to 9-4
Friday, September 25, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	9-7 to 9-18
Friday, October 9, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	9-21 to 10-2
Friday, October 23, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	10-5 to 10-16
Thursday, November 5, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	10-19 to 10-30
Friday, November 20, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	11-2 to 11-13
Friday, December 4, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	11-16 to 11-27
Friday, December 18, 2015	Section 125, Supp. Life, Dues, United Way, EACS Foundation	11-30 to 12-11
**Monday, January 4, 2016	Only Mandatory Deductions	12-14 to 12-25
**Friday, January 15, 2016	Only Mandatory Deductions	12-28 to 1-8
Friday, January 29, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	1-11 to 1-22
Friday, February 12, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	1-25 to 2-5
Friday, February 26, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	2-8 to 2-19
Friday, March 11, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	2-22 to 3-4
Friday, March 25, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	3-7 to 3-18
Friday, April 8, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	3-21 to 4-1
Friday, April 22, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	4-4 to 4-15
Friday, May 6, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	4-18 to 4-29
Friday, May 20, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	5-2 to 5-13
*Friday, June 3, 2016	Section 125, Supp. Life, Dues, United Way, EACS Foundation	5-16 to 5-27
Friday, June 17, 2016		5-30 to 6-10
*** Friday June 24, 2016	One week payroll for hourly employees only.	6-13 to 6-17
Wednesday July 6, 2016		6-13/6-20 to 6-24
Friday, July 22, 2016		6-27 to 7-15
Friday, August 5, 2016		7-18 to 7-29
Friday, August 19, 2016		8-1 to 8-12
Friday, September 2, 2016		8-15 to 8-26

***Last pay for 20 pay teacher contracts and last deduction for all employees who have insurance premiums, and Section 125 deductions.**

****Only mandatory deductions will be taken this pay.**

***** One week payroll for hourly employees**

Schedule for deductions are as follows:

Section 125 Prem. For Health/Vision/ Dental/Cancer/Accident/ Hospitalization/Disability/ Supp Life/Critical/Flex - 18 Deductions

Section 125 Flex (Medical Expenses) and Childcare – 18 Deductions

United Way (UW) - 18 Deductions (Beginning 1/29/16 – Ending 12/23/16).

Organization Dues and EACS Foundation – 18 Deductions (Beginning 9/11/15 – Ending 5/20/16).

Credit Union and 403(b) deductions are taken every pay.



Francine's Friends Mobile Mammography Unit is returning to EACS. This is a wonderful and convenient service offered to EACS and to our community by Parkview Hospital.

Parkview recommends women have an annual mammogram beginning at age 40. Women 35 and older, who are not experiencing any problems with their breasts, can get a screening mammogram on the coach.

All participants must have a family physician as the screening report is sent to the physician.

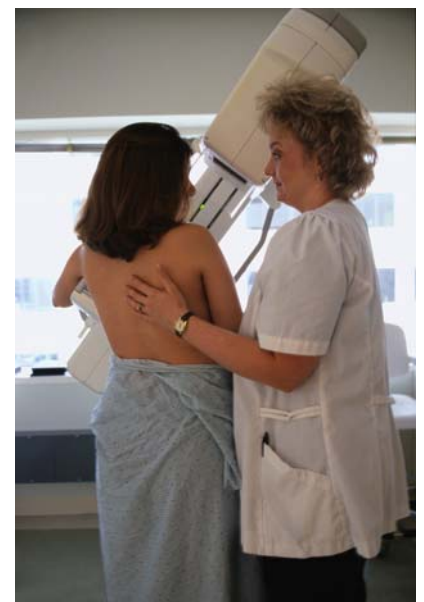
For participants that have insurance, their insurance company will be billed. For those that have EACS Group Health Insurance, Mammograms will be considered as a wellness benefit, covered at 100%.

NO ONE will be turned away for inability to pay. Francine's Friends has funding available and a donation toward the cost of the mammogram is welcome.

2016 screening schedule:

- January 11 (Monday) – Cedarville Elementary School
- January 15 (Friday) – Paul Harding Jr/EAU
- January 25 (Monday) – New Haven High School
- March 21 (Monday) – Leo Jr-Sr High School
- April 18 (Monday) – Woodlan K-12 Campus
- May 4 (Friday) – Heritage K-12 Campus

Appointments may be scheduled in by calling (260) 483-1847 or (800) 727-8439, ext. 26540.



Call Wendy Walker at extension 7309 if you have any questions....

2016

School Food Service Employee of the Year Award



The Award

For the 19th year, the Indiana Department of Education is providing formal recognition for school food service employees who contribute significantly to the health and learning capabilities of students. This award was created to recognize the outstanding achievements of school food service employees who excel in the areas of customer service, attitude, professionalism and teamwork.

Who is Eligible

All school food service personnel except directors are eligible. Nominees must have a minimum of two years work experience in school food service.

Recognition

All nominees will receive a Certificate of Appreciation signed by the Indiana Superintendent of Public Instruction. The 2016 award recipient will receive \$200 from the Indiana Nutrition Council and a plaque from the Indiana Department of Education. The award will be presented at the Indiana School Nutrition Association's awards banquet in April of 2016. The award recipient and all nominees present at the banquet will be recognized.

Nomination Guidelines

1. To nominate someone for this award, please complete the entire nomination form. Signature by the nominator must be original and in ink.
2. Verify the application is complete and return via postal service to:

Indiana Department of Education
School and Community Nutrition
Attention: Suzette Hartmann
115 W. Washington Street
South Tower, Suite 600
Indianapolis, IN 46204

3. **Nominations must be postmarked by Friday, February 19, 2016.**
4. Faxes will not be accepted.

The selected 2016 recipient and nominator will be notified by telephone and mail. A Certificate of Appreciation for all other nominees will be mailed to each nominator.

If you have any questions, please contact Suzette Hartmann at (317) 232-0868, 800-537-1142 ext. 20868, or shartman@doe.in.gov.

2016 School Food Service Employee of the Year Nomination Form

Nominee's Information

Nominee's Name:

Nominee's Title/Position:

Nominee's school, complete school address, telephone number, and email address:

School Building Name:

School Mailing Address:

Telephone Number:

Email Address:

List below all school food service work experience, including the length of time at each school:

Nominated by (please list only one nominator):

Nominator's Name:

Nominator's Title:

Nominator's school or corporation name, address, telephone number, and email address:

School or Corporation Name:

Mailing Address:

Telephone Number:

Email Address:

Relationship to Nominee:

If the nominator **is not** the school principal, please enter the name of the school principal here:

Signature of Nominator _____ Date _____

(Signature is required in ink.)

If the nominator **is not** a Food Service Director and the school/school corporation has a Food Service Director, please have the Food Service Director sign below:

Signature of Food Service Director _____ Date _____

Directions: Provide sufficient detail of how the nominee exhibits the qualities listed for each of the selection criteria: customer service, attitude, professionalism, and teamwork. Use as much space as needed. Please remember to complete all four criteria.

1. Customer Service

Part A: Describe how the nominee establishes a good relationship with students, teachers, administrators, and parents.

Part B: Describe how the nominee provides “extra” service beyond normal job requirements.

2. Attitude

Describe how the nominee maintains a positive disposition and exhibits pride in his/her career.

3. Professionalism

Part A: List any educational training opportunities (classes, conferences, workshops, webinars, etc.) the nominee has attended or participated in within the last two years. Include the name of the class, conference, etc.

Part B: List any instances in which the nominee has participated in implementing new ideas.

Part C: List how the nominee advocates the importance of nutrition education as a part of the school day.

4. Teamwork

Explain how the nominee exhibits a high standard of performance in terms of his/her teamwork and cooperation with co-workers and school staff.

Thank you for submitting a nomination for the 2016 School Food Service Employee of the Year Award!



EAST ALLEN COUNTY SCHOOLS

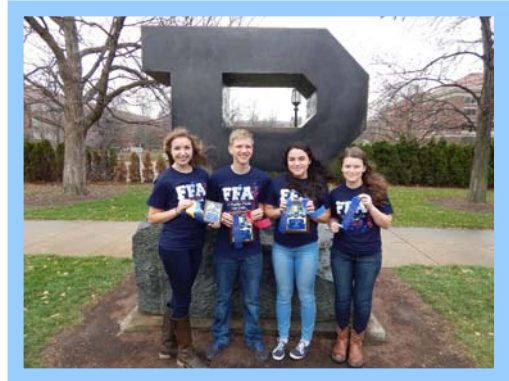
DREAM IT. DO IT.

Recognition Bulletin

VII-18 12.18.15

1. WOODLAN FFA WINS BIG

The Woodlan FFA was awarded first place plaques and ribbons for winning the Indiana FFA Entomology CDE contest held on the campus of Purdue University, West Lafayette, Indiana. There were a total of 33 teams with 111 FFA members competing for the State FFA Entomology Banner. Individually, Kaitlyn Castleman placed first overall and was named the high individual in FFA competition. Eric Kurtz followed with a second place high individual, with Sophi Schultz placing fifth high individual in the contest followed by sixteenth high individual Janae Sowles. The Woodlan FFA Entomology team scored a team score of 639. The nearest and second place team in competition scored a 598. The Woodlan FFA team will be awarded the State FFA Entomology Banner at the Indiana FFA State Convention.



CONGRATULATIONS WOODLAN FFA!

***HAPPY HOLIDAYS
&
A PROSPEROUS NEW YEAR!***