

 The sender of this message has requested a read receipt. [Click here to send a receipt.](#)

Henderson, Aundrea

From: Martinez, Juan
To: CCAH-MI-Users
Cc: Goodwin, Brian; Garza, Linette; Lake, Elizabeth
Subject: CCAHS Quick Notes October 6th #4
Attachments:

Sent: Mon 10/6/2014 12:08 PM

To: CCAHS TEAM
 From: Juan Jose Martinez
 Re: Monday October 6th Message #4

2014-2015 TEST SCORE GOALS

ACT COMPOSITE GOAL – 19 (MINIMUM)

CESAR CHAVEZ ACADEMY HIGH SCHOOL PROFICIENCY TARGETS

	Annual increment	Base Target 11-12	Target 12-13	Target 13-14	Target 14-15	Target 15-16	Target 16-17	Target 17-18	Target 18-19	Target 19-20	Target 20-21	Target 21-22
Math	7.25	12.50	19.75	27	34.25	41.50	48.75	56	63.25	70.50	77.75	85.00
Reading	6.24	22.60	28.84	35.08	41.32	47.56	53.80	60.04	66.28	72.52	78.76	85.00
Science	7.94	5.56	13.50	21.45	29.39	37.34	45.28	53.22	61.17	69.11	77.06	85.00
Social Studies	6.91	15.86	22.77	29.69	36.60	43.52	50.43	57.34	64.26	71.17	78.09	85.00
Writing	6.43	20.69	27.12	33.55	39.98	46.41	52.85	59.28	65.71	72.14	78.57	85.00

ONE-ON-ONE EVALUATION MEETINGS:

One-on-One Teacher Evaluations are happening now and must be completed by October 17th. It was recommended by your union building

representatives and agreed upon by CCAHS Administration that the Department Lead Teacher sit in on all one-on-one teacher evaluations. It is imperative that we begin meeting now – If your Lead Teacher is not available, I am going to recommend that we proceed with our one-on-one meetings. Thank you for your immediate attention regarding this important matter.

PRE-ASSESSMENTS:

By this time, everyone should be completed with initial assessments – (3) total. Remember, three (3) assessments (minimum) are required as part of your 50 points Individual Classroom Growth. No assessment can be worth more than 20 points. I am requesting your (3) assessment copies and breakdown results by Monday, October 20th. This information must be complete and organized in an electronic document, i.e. – Excel Spreadsheet.

LESSON PLANS:

Teachers are required to submit lesson plans by the COB every Thursday (See Pg. 29 in the CCA District Staff Handbook). Lesson plan monitoring will continue throughout the school year and feedback will be given to each teacher after the review is completed. To date, every department, with the exception of English, has had an initial round of lesson plan reviews and feedback has been shared with each teacher.

I appreciate teachers that have also submitted course syllabus and curriculum maps/pacing guides on the T-Drive. To better organize lesson plans, course syllabus, and curriculum maps/pacing guides on the T-Drive, I am requesting that effective immediately, all teachers copy and paste your course syllabus and curriculum maps/pacing guides in the same folder as your lesson plans. This allows us faster and easier access to all of your information. Lastly, as it pertains to lesson plans, I am requesting that all lesson plans be listed for the week of, i.e. – Week of October 6th – Not Week Ending October 10th. I would like to thank Mr. Prong for sharing his views and recommendations with me on this issue.

POWERSCHOOL GRADE BOOKS:

Teachers, please make sure your PowerSchool Grade Books are up to date. PowerSchool Grade Books will also be monitored and feedback will be provided throughout the school year.

ATTENDANCE & SCHOOLREACH MESSAGES:

Teachers, it is imperative that attendance records are accurate. The Main Office has set our SchoolReach calling system to call parents when students are absent. At the present time, we are making calls after 4th period and at 6pm every evening. The message that parent's receive informs them their child has been absent and that they should contact the school for more details. We are experiencing students being marked absent even though the student is present and we must do better. Parents are calling the school and/or coming to the school in person because they want to know the whereabouts of their child. Again, it is imperative that accurate attendance be taken every period.

Students that arrive to class (15) minutes or more tardy should be marked absent, unless the student has a pass from the main office or administration. Also, please remember that there are to be NO PASSES issued to students within the first 15 minutes of class unless it is an emergency.

NEXT STAFF MEETING:

Wednesday, October 15, 2014; 3:30pm – 5:00pm

o Tentative Agenda:

- Dave Meloche Presentation – Proficiency Targets; Top-to-Bottom Rankings (TTB); CCAHS Scorecard “Yellow” Status: 3:30pm – 4:15pm
- School Improvement Team Meeting: 4:20pm – 5:00pm
- Response to Intervention (Rti) Team Meeting: 4:20pm – 5:00pm ***Note: Every CCAHS staff member will be part of an Rti grade level team for the 2014-2015 school year

COLLECTIVE BARGAINING AGREEMENT - SECTION 19.02 (b): Permission to arrive later or leave earlier may be granted by the school leader or supervisor utilizing the school’s time off request procedures. Each school leader will communicate this procedure to bargaining unit members in writing, no later than the first day of school for students.

At our Friday, September 26th afternoon PD session, I started the meeting making note of my oversight of Section 19.02 (b) by not having provided the procedures in writing as outlined in the CBA (see above). At the meeting, I read aloud the procedure and stated that I would send the procedures in writing. Here are the procedures:

1. If staff member knows in advance that they need to arrive late or leave early, the staff member will submit their request in writing by email to school leader or curriculum coach or dean of students as far in advance as possible but no later than 24 hours in advance. All staff understands that per Leona Group Policy, vacation and PTO can only be used in 4-hour increments.
2. If a staff member has an emergency and needs to arrive later or leave early, the staff member will make every effort to speak directly to the school leader or curriculum coach or dean of students or office manager to make the request. If there is an emergency situation and the school leader or curriculum coach or dean of students or office manager are not available, the staff member will notify the main office and provide a verbal explanation regarding the emergency and sign-in or sign-out at the main office.

For non-emergency situations, staff will need to speak with the school leader or curriculum coach or dean of students or office manager to the request. If a the staff member is not able to speak directly to the school leader or curriculum coach or dean of students or office manager, the staff member will send an email request as soon as possible.

3. Any staff granted permission to arrive late or leave early will be required to sign-in or sign-out at the main office marking the actual time of arrival or departure. All late arrivals or early departures will be marked in the Ulti-Pro system.

2014-2015 CCAHS COMMITTEES:

If you are interested in creating a committee or an ad-hoc committee, please send your recommendations to me by email. For example, a CCAHS PD Committee because we want all of our professional development agendas to be meaningful and add value to staff and school needs. Other committees might include CCAHS District Staff Handbook and Student Code of Conduct. Also, maybe we need ad-hoc committees to plan special events such as Hispanic Heritage Month, Martin Luther King Jr. Day, and Black History Month. I encourage all staff to send in your suggestions.

I'm proud to work with all of you on behalf of our students – Let's have a great week CCAHS Aztec Eagles !!!