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Weekly Minutes January 19, 2015

**STAFF SHOUT OUTS:**

* All the teachers for being flexible during Scantron testing
* Ms. Schmidt for organizing Jump Rope for Heart
* Ms. Hamilton for making sure everyone has their weekly copies

**BIRTHDAYS THIS MONTH:**

Wilkes-2nd Gildersleeve-16th Laville-20th Wambergue-24th

**REMINDERS:**

* Scantron testing-MATH will take place this week for Kinder-5th grade in the Computer Lab; please be in the lab during your specified testing times
* RTI Meeting this Thursday during your prep time—please turn in your folders Tuesday with all information completed and progress monitoring data for each student. SEE INFO BELOW
* **Staff Star of the Week** is MS.GIRSON!!! Please bring in any pictures that you would like to share on the board.
* Parent Contact logs are due **every Friday in Ms. Obermeyer’s office pocket.** Please make sure you are making contact with at least 5 parents a week.

* Please make sure that you are entering attendance in at 9:00 am and printing them WEEKLY for your Attendance binder.
* Please make sure you turn in your Report Cards Wednesday, January 21st to Ms. Obermeyer. With that, attendance is in the Homeroom grade book (We have been enrolled in school for 82 days thus far). ALSO, on Tuesday we are going to have to print our grade books from Quarter 1 and Quarter 2 to keep record for compliance. Report cards will be sent home in the envelope that you all should have, please let me know if you need envelopes or cover sheets. Do not forget to collect them!
* **MENTORING** will be January 28 from 2:50-3:50; please check the shared drive for the updated list

**WALK-THRUS:**

* Please make sure that your lesson plans are easily accessible in your envelope located outside of your classroom and write on them to make changes as needed (if you are not on the day).
* **Please make sure you are CHECKING FOR UNDERSTANDING using one of the 53 ways to do so (our article from SIP). These are various strategies to formatively assess your students.**

**SUB PLANS:**

Every classroom should have a sub folder/sub tub—with that, please make sure you include your schedule, class roster, attendance sheet, lesson plans that guide what the sub should be doing for each content area, including RTI, all copies needed and a comments page so they can comment on the day. Please make sure Ms. Obermeyer approves your sub plans prior to your day off.

**LOOKING AHEAD**

**100th DAY OF SCHOOL**

As of now, with no more snow days, the 100th day of school falls on February 12th. Please begin to plan/prepare activities for your students. This is an exciting day for all of us that we made it to 100!

**RTI:**

Please make sure you are completing all documents that are needed from your Blue folders, keep work/assessments, print Attendance reports, and data from our progress monitoring tools.

* **Please make sure that your RTI folders are turned in to Ms. Obermeyer on Tuesday, January 20th so we can review for our meeting on January 22nd. We will discuss progress monitoring and look over Benchmark Data.**

Any questions/concerns, please let the RTI team know.

**M-STEP SPRING ASSESSMENT:**

As the new assessment is coming and we discussed this in detail at our Coaches meeting, I would like for all of you to check out what they are asking the students to do on these assessments. They are focusing on explaining their thinking as well as showing their work. I am going to deliver sample questions from the new assessment so you have some info; **We have been given the testing schedule; details will follow.**

**LEONA SPELLING BEE:**

The Leona Spelling Bee will be held at ABT Elementary on Friday, March 13th. Ms. Mico is our school rep. I am thinking we will have class spelling bees to practice and then grades 3-5 will compete on February 13th so we can get our contestants in by the deadline.

**SCANTRON TESTING:**

Math will start January 20! Please look over the schedule that was passed out and emailed to make sure you are prompt for your testing time.

Please remember that during your Computer lab time you will use the laptop cart (s); For Kinder and 1st, they need headphones.

Mrs. Lipscomb will give a schedule for those IEP students that she needs to accommodate with testing.

**Also, please make sure your students have work pages that they can work on WITH a book so they are not distracting others during testing!!!**

**Just as a reminder—SCANTRON DATA SHEETS WILL BE DUE FEBRUARY 4th.**

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**A Look at this week:**

**Monday, January 19th**

* NO SCHOOL

**Tuesday, January 20th**

HAPPY BIRTHDAY MRS. NASH

\* Scantron Testing-Math

\* RTI Folders due

**Wednesday, January 21st**

* Report Cards due for review
* 4:15PM STAFF MEETING (Mico Room)

**Thursday, January 22nd**

* Ms. Philyaw-Lansing
* Board Meeting at MS
* Lesson Plans, Homework packet and Newsletter due at end of day

**Friday, January 23rd**

* Time sheets due
* Parent logs due
* Gradebook Reviews
* Report Cards Sent Home

Thanks for another great week ☺ C:\Users\oberjuli\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\KQV2QIP5\MC900279350[1].wmf Adasina and Julia