

STAFF ANNOUNCEMENTS

Joy Elementary School



May 14 through May 18, 2012

1. I hope you had a relaxing and fun Mother's Day weekend! We only have 17 student days left to go.
2. Please make sure to thank our JSA for the wonderful treats last week! They appreciate all that you do for our children and our families. I posted a thank you to the JSA and to our parents on our school website.
3. Thank you for all of your help with ISTEP+/IMAST testing during these past two weeks. Testing always interrupts schedules and the routines that students and staff alike become used to. Thank you for your flexibility during this time. A special thank you goes out to Steve, Diane, Stephanie, and Lexi for all of the "behind the scenes" work that they did to get everything ready for testing.
4. Grade Level Teachers-Over the summer there is a chance that at least one of our students will have to deal with a fire at home in which they will not have a smoke detector. This week, I would like you to have two practice fire drills with your students without an alarm. Please email me when you have completed both drills. We want our students to be prepared for this situation if it occurs.
5. New Teachers-Between May 14, 2012 and May 25, 2012, I will be coming in to do your final evaluation observation. You do not have to prepare anything for this evaluation. I will contact you afterward to schedule a follow-up meeting.
6. VIKINGS Assembly on Thursday, May 17, 2012 at 9:30 am in the gym.
7. Due to the spam filter, some parents may be having trouble getting through to you by email. Please make sure to check your spam filter before you leave each day.
8. Last day for students is Wednesday, June 6, 2012.
9. Last day for teachers is Friday, June 8, 2012.
10. MCESP Contract-Sometime soon, the new MCESP contract will be emailed to you. (These will be emailed to you to save paper.)
11. The School Improvement Plans are due to the IDOE by September 17, 2012.
12. Our Reading Plan is due to the IDOE by June 30th.
13. mCLASS Math testing is April 30th through May 25th.
14. The next JSA Meeting is this Tuesday, May 15, 2012 at 6:00 pm in the library.
15. Check the School Calendar for information on upcoming activities. If you do not have access to the calendar through your Zimbra account, please let me know.
16. PM Supervision for:

May 7-May 18, 2012

Horseshoe Parking Lot/Door C – Medley
Carroll Street Lot (In front of playground/Challenge Ed.) – Oberholtzer/DuBord
4th Grade Doors - Thorne
Front/Center Area – Buell, Falbo
Horseshoe Parking Lot – Dabagia, Drake, and Schreeg

May 21-June 1, 2012

Horseshoe Parking Lot/Door C – Kanyer
Carroll Street Lot (In front of playground/Challenge Ed.) – Oberholtzer/Wigley
4th Grade Doors - Groszek
Front/Center Area – Ferraro
Horseshoe Parking Lot – Dabagia, Drake, and Schreeg

17. Professional Learning Communities/Staff Meeting Agendas
 - A. Wednesday, May 16, 2012 from 3:10-4:10 pm (PLC)
 1. Grade level teachers will work on class lists or assessment data
 2. Elementary counselors will be meeting together today.
 3. Nurses will be meeting together today.

4. GT, art, music, and physical education teachers will be meeting with their content area teammates today.
 5. Special needs teachers will be meeting together today at the Administration Building.
- B. Wednesday, May 23, 2012 from 3:10-4:10 pm (PLC)
1. Grade level teachers will work on class lists or assessment data; primary grades will complete the online survey for the IREAD assessments today.
 2. The related arts teachers will work on curriculum or classroom management planning for next year.
 3. Special needs teachers will work on finalizing any IEP's or ISTAR's that need completing. You may also use this time to complete the transportation form that Mrs. Earley sent out that is due June 1, 2012.
 4. GT, the counselor, and the nurse may use this time for planning.
- C. Wednesday, May 30, 2012 from 3:10-4:10 pm (PLC)
1. Nurses will be meeting together today.
 2. The Reading Plan Subcommittee will be presenting the revised plan to the staff for approval in the library.

"Don't limit yourself. Many people limit themselves to what they think they can do. You can go as far as your mind lets you. What you believe, you can achieve." - *Mary Kay Ash*