



Date: April 15, 2011
From: Patty Arrigoni
To: Admin Council
Subject: Bi-Monthly Updates

Superintendent's Office:

August Admin Retreat:

We are looking to identify a date for the 2011 Administrative Retreat. So far Friday August 12th is under consideration. Please check your calendar and advise us of your availability for August 12th, 2011.

Location TBD.

Special Programs/Teaching & Learning/Human Resources:

Special Programs:

Students in referral – 39

This is an extremely busy time of year for the Learning Specialists, SLPs, School Psychologists, and other service providers in your buildings. Please know that these folks are doing extensive testing and report writing to prepare for numerous meetings that will be taking place before the end of the school year. They are also completing required paperwork.

ELL – ELPA testing is currently taking place in all buildings.

Please check in with the ELL teacher assigned to your school to make sure that they have an adequate testing environment and they are feeling supported as they try to schedule time for students to be pulled from class to take this often lengthy assessment. Thank you!

Transitions:

Learning Specialists are going to begin the process shortly of transitioning students from 5th to 6th grade and from 8th to 9th grade. Building Principals – it would be extremely helpful if either you or a counselor can make it a priority to attend all transition meetings for students who have significant behavior needs and/or have intensive programs. Being proactive and building relationships with parents early can make all of the difference in the world. Thank you!

Upcoming Meetings:

Bullying and Harassment Task Force
April 18, 2011
1:00pm
Ridges Community Room

SHARE Center Advisory Committee
April 22, 2011
7:15 a.m.
SHARE Center

Secondary SPED Meeting (with a “Transition” focus)
April 26, 2011
12:00
High School

Upcoming Trainings:

Parenting Class/Love and Logic Spring Class, April 6 – May 11

Reports Due: N/A

Teaching & Learning:

- At the elementary level please let your teachers know that next year we will be focusing on science and social science
- **Teachers are now asking many questions concerning Oregon’s adoption of the national core standards.** Yes, Sherwood will be moving to them, but the first subject, math, will not be tested until spring 2015. ODE, the ESD and several national organizations are developing support systems to assist in the transition. It is important that we coordinate this district wide as well as calm any fears and concerns. Our approach needs to be planful and not rushed

- The Office of Teaching and Learning will be at each elementary school in the upcoming weeks to share potential science adoption materials
- **As a district, we must incorporate into our standards work definitions Bloom's taxonomy in practical terms at each grade level.** There are many tools available to assist us in this effort
- Portfolios
 - Work collections are no longer required by state. At the elementary level, below is a list of what needs to be sent to the next grade level: A reading score (DRA, LRPA or QRI) and scored writing work sample. A copy of the report card optional by building. Pink and blue follows the student but is not in the portfolio itself
- Report Cards
 - Teaching and Learning is gathering recommendations for changes to the report card, grades k-5
- Conferences
 - Student led conferences **MUST** include a parent contact time. Teachers need to make sure that they are available to parents if they need to meet without their student
- Speaking assessments— Only one is required per year in grades 3-high school

Upcoming dates:

April 19th—3:30 PM—Secondary Advisory Committee (STALC)

May 2-3—Oregon RTI Spring Conference

Upcoming Events:

OLN Spring Leadership Institute

Cosponsored by Forest Grove School District

Tuesday, April 19, 2011

Hilton Portland & Executive Tower

921 SW Sixth Avenue, Portland, OR

All Principals, Heather, Brian, Erin, Laura, Steve S.

Human Resources:

- Classified evaluations to be completed in May.
- Reminder that 2011-12 licensed contracts/intent to return are due to HR by April 15th.
- Staff Appreciation Week May 2-6. District Office will deliver treats Wednesday, 5/4.
- District Retirement Tea June 9th 3:30-4:30 SHS Commons (New Date!)

Fiscal Services/Operations Update

Technology: Summer Equipment Inventory: The technology department is currently working on a plan to collect and inventory technology equipment prior to teachers leaving for summer break. The plan includes sending technology staff to each building on June 16 & 17 while teachers are working in their classrooms. The technology staff would collect and

inventory document cameras, projectors, remote controls, cables, etc. as applicable and place them in a storage box with a written inventory, signed off by the teacher and the tech staff. The box will be marked with the room number and then stored in a central location in each building. The iPods and iPod carts and accessories will also be inventoried and collected and moved to a secure location. This will accomplish a number of things: the equipment will be out of the way of custodial staff when they are ready to clean rooms so that they do not have to move it, it will give us an accurate inventory of what exists in each room, and it will allow us to replace missing items (such as remote controls) before staff return. This is especially important if you have staff who are not returning or who are changing rooms. We like to ensure that all teachers have the appropriate equipment in their classrooms prior to the start of the school year. At this point, we are not planning to collect any staff laptops from returning Certified staff (we will collect from Certified staff who are not returning AND from all Classified staff.) We will also work with Summer Institute staff to make sure all technology equipment requests are accommodated after this initial inventory and collection. We will communicate this plan to teachers as the end of the year gets closer, but please feel free to give people a "heads up" as you see fit. If you have any questions, please contact Traci Sutherland.

Upcoming Events:

April 14-16, 2011	SHS Spring Play, 7 p.m.
April 15, 2011	Archer Glen ES Marketplace & Fair, 4 p.m. Middleton Family Fun Week Starts, 5:00 p.m.
April 19, 2011	OLN Spring 2011 Institute, 8:00 a.m. – 3:30 p.m., Portland Hilton Archer Glen ES Choir Festival, 6:30 p.m. SHS Choir Concert, 6:30 p.m.
April 21, 2011	Hopkins 4 th & 5 th grade Music Concert, 6:00 p.m.
April 22, 2011	<i>Early Release Day</i> <i>Elementary (except pm-k) 12:45 / Secondary 1:15 p.m.</i> Hopkins Hoop-De-Do Carnival, 5 p.m.
April 26, 2011	SHS All District Band Festival Administrative Council, 8:30 a.m. - 2:30 p.m., Ridges Community Room
April 27, 2011	High School Principal Interviews
April 28, 2011	K-8 Parent-Teacher Conference (HS students in classes) Full Day Kindergarten Registration, 7:30 a.m. – 4:30 p.m.
April 29, 2011	K-12 Parent-Teacher Conferences
May 2-6, 2011	Staff Appreciation Week
May 3, 2011	Archer Glen ES Spring Choir Concert, 5:30 p.m.
May 4, 2011	High School Principal Site Visits Kindergarten Round-Up – All Elementary School's, 6:00 p.m.
May 5, 2011	Middleton ES Choir Concert, 6:30 p.m.
May 6, 2011	High School Principal Final Interviews SHS Talent Show 7:00 – 9:00 p.m.
May 9-13, 2011	Volunteer Appreciation Week
May 10, 2011	Regular School Board Meeting, 7 p.m., LRMS Media Center

May 12, 2011 Hopkins ES Kindergarten & 1st Grades Concerts, 6:00 p.m.
 Edy Ridge ES Kindergarten Music Program, 6:30 p.m.
 Budget Committee Meeting @ LRMS 6:30-8:30 p.m.
 Middleton Talent Show 6:00 p.m.

May 13, 2011 Hopkins ES Mini Relay for Life
 SHS Fine Arts Day

May 14, 2011 SHS Prom @ The Zoo

May 17, 2011 5th Grade Transition Parent Dessert, LRMS – 6:00 & SMS – 6:30 p.m.
 Budget Committee Meeting @ LRMS 6:30-8:30 p.m.

May 18, 2011 *Early Release Day*
Elementary (except pm-k) 12:45 / Secondary 1:15 p.m.

May 19, 2011 Hopkins ES Hummers Spring Concert, 7 p.m.
 Budget Committee Meeting @ Edy Ridge 6:30-8:30 p.m.

May 21, 2011 SHS Spring Carnival, 6:00 p.m.

May 23, 2011 SHS Student Council Induction Banquet, 7:00 p.m.

May 24-27, 2011 SMS 6th Grade to Outdoor School

May 24, 2011 SHS Band Concert & Awards, 7 p.m.
 Budget Committee Meeting @ LRMS 6:30-8:30 p.m.

May 26, 2011 SHS Blood Drive

May 30, 2011 Memorial Day Holiday – NO SCHOOL/WORK

June 2, 2011 District Retirement Tea, 3:30 p.m., SHS Commons