

APPENDIX VI – 14

**From:** Scheppe, Kathleen

**Sent:** Monday, September 21, 2015 10:08 PM

**To:** Alexander, Jaquetta; Anderson, Mary; Bellisario, John; Bermudez, Charles; Contreras, Denice; Cota, Meg; Cruz, Sabrina; Dotson, Oscar; Figueroa, Jennifer; Flores, Norma; Gabaldon, Steven; Grivois-Shah, Timothy; Johnston, Diana; Jordan, Janet; Langford, Lisa; Ortiz, Alma; Ortiz-Montoya, Rosanna; South, Lisa; Strozier, Tonya; Thiffault, Sandra; Thomas, Lisa; Zepeda, Concepcion

**Cc:** Leman Hammel, Holly

**Subject:** Time to meet for Admin Beginning of the Year Conference



Check your calendars ...

We are setting up the Beginning of the Year Conferences in small groups this year. We have a few different days and times to give you options. We can host 8-10 people at each session. Please choose the time that works best and let Karen or Michelle know so we can get you scheduled in.

Our meeting day/s times are:

Wednesday, September 23 <sup>rd</sup>	at 3:30 p.m	at Howell	Thank you, Jaye!
Thursday, September 24 <sup>th</sup>	at 11:30 ish	at Duffy (after a.m. ILA)	
Thursday, September 24 <sup>th</sup>	at 4:00 ish	at Duffy (after p.m. ILA)	
Friday, September 25 <sup>th</sup>	at 4:00 p.m.	at Wright	Thank you, Krisjan!

All we need you to do is attend and leave the rest to us.

Kathy and Holly

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**From:** Scheppe, Kathleen

**Sent:** Wednesday, September 23, 2015 10:34 PM

**To:** Flores, Norma; Langford, Lisa; Weaver, Jason; Grivois-Shah, Timothy; Larochelle, Cheri; Loya, Christopher; Laird, Julie; Dotson, Oscar; Ortiz-Montoya, Rosanna

**Cc:** Leman Hammel, Holly; Scheppe, Kathleen

**Subject:** Evaluation forms

Hello First Eval Cohort!

Thank you so very much for taking the time to meet today with Holly and me at Howell! It was great to see the energy you still had at the end of a busy day. Your positive attitudes and outlook are very much appreciated!

Here are the documents that we said we would send to you:

1. 2015-2016 School Leadership Expectations – Rubric. Please use this rubric to self-score and invest time reading through it so you are aware of the principal and school behavior indicators at each level and can plan your year accordingly.
2. Self-score sheet is attached please email to your director by October 7th
3. Eval flowchart – we will have ongoing conversations about the listed items. We added the PLC on this one (and corrected the spelling and missing words in the rubric, too!)
4. Director – Evidence Gathering Tool. Directors will use this to track what you are doing across the expectations. The middle column has some examples but is limited to those items aligned to the respective standard. Feel free to use this form to track your own progress if you'd like (not required).
5. You won't need to keep a portfolio for our sake, but you will need to decide what your systems are and what evidence you will provide for the following processes: MTSS agendas/progress, discipline data reports, PLC agendas/notes, classroom observations and individual teacher feedback.



If you have any questions – don't hesitate to call or email us.

As our thumb wrestling reinforced, if we shift our mental models to working together collaboratively not competitively, we create win-win situations for all of us.

NOTE – Holly and I forgot to highlight the importance of the leveled book rooms. Teacher usage will be tracked to see how students are being supported.

As requested, we will schedule other opportunities for us all to get together to share the "good stuff"!

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**From:** Scheppe, Kathleen

**Sent:** Friday, January 09, 2015 10:33 PM

**To:** Bermudez, Charles; McKee, Tiffany; Lambert, Brian; Ortiz-Montoya, Rosanna; Thiffault, Sandra; Weldon, Robin; Aleshire, Seth; Zepeda, Concepcion; Thomas, Chandra; Trejo, Stephen; Olivas, Jose; Gabaldon, Steven; Flores, Norma; Contreras, Denice; Langford, Lisa; Clark-Ingle, Maura; Bellisario, John; Dotson, Oscar; Harris, Deanna

**Subject:** Mid year Evaluation Conference

Yahoo! You survived your week!

Second semester is on its way! Below are due dates for the upcoming months. The dates are followed by details of what you will need to do to complete the items. You've got this!



**DUE DATES:**

January

1. Teachscape Principal Mid-Year Evaluation — Leadership Practices ( Continuing Activities & Student Progress) – BY JAN 30, 2015
2. CIP Mid –year update – BY JAN 30, 2015
3. MOWR – data (DIBELS mid-year) BY JAN 23, 2015
4. MOWR AZMerit Letter to Parents (will be out soon)

February

1. Update Principal Evaluation (Student Progress – ATI data comparison) – BY FEB 27, 2015

**DETAILS:**

**Principal Mid-Year Evaluation:**

I will be setting up conferences / walk throughs starting next week. Attached is Principal #2 Worksheet to assist in preparation

- Principal Mid-Year form must be completed by Jan 30, 15. You will find this form in teachscape. Go to your evaluation, click mid-year evaluation and the “start” button on mid-year conference form.
- In the Discussion of Leadership Practices section – “Continuing Activities” please answer the following:

*What evidence have you gathered for 3a and 3c? How have you gathered this evidence? After analyzing your evidence, describe your findings. How have you given staff feedback on this evidence?*

- In the Data Review section – “Student Progress” please answer the following:

*How do you collect ELA and Math achievement data? Describe your findings. Describe PD provided to staff on how to appropriately use the data to drive instructional decisions to facilitate student learning. How have you monitored site wide implementation of PD?*

**CIP Mid-Year Update:**

Review CIP with leadership team or staff. Please see the three questions listed below. You can find the questions on the last page of your CIP. Your Title 1 Specialist is available to assist you in completing your CIP update. Additionally, there will be help sessions scheduled in January. There will be a presentation regarding CIP update on January 15<sup>th</sup>. Please attach this to your Principal Mid-Year Evaluation in the Data Review Section “Student Progress”.

- What patterns did your team observe in the interim (progress monitoring and/or benchmarking) data?
- What is it about your practices that may explain the results you see?
- What adjustments or updates need to be made to the CIP?

**MOWR:**

Data updates have begun – please upload and submit your DIBELS data – remember to hit the submit button.

A Parent letter is being prepared regarding AZMerit and the status of MOWR Law. This will be coming to you shortly for distribution.

**FEBURARY:**

In Teachscape, update of Mid-Year Evaluation - Principal Leadership Practices (Data Review - Student Process) . Using analysis of your 1<sup>st</sup> and 2<sup>nd</sup> benchmark ATI data, compare and contrast your ATI assessments in regards to student mastery in percent by grade level (reading and math). You may add other comparative data if you wish. Halley Freitas will review benchmark data during ILA in January.

I will be contacting you shortly to schedule our 2<sup>nd</sup> conference and walk through. I would like to spend a morning with you. Please let me know if you have any questions. I will take volunteers to meet first!!



Kathy