

IED Report
Amana Board Meeting
November 21, 2009

Curriculum/Instruction:

1. Showcase Night plans: our GLAs are working with grade levels to finalize Showcase Night plans for December. The 1st one up is Dec 9: Middle School. K-2 is Dec 15; 3-5 is Dec 17.
2. Spring Expedition planning has started; we completed all Tuning Protocols to ensure the elements of academic rigor, differentiation, service, character, literacy/communication, and field study identification are part of each expedition, per EL guidelines. We will publish the final list of Field Studies for Spring, with costs, in time for Showcase Nights, so that families will receive the list and cost and even be able to pay for Spring Field Studies if they choose to do so up front that night. This helps tremendously in terms of making deposits for buses, venues, etc.
3. Overnight Field Studies planned for Spring include (but not finalized)
 - a. 4th grade: Tybee Island in Feb
 - b. 5th grade: Tremont in the Smoky Mountains
 - c. 6th grade: Cumberland Island (a primitive camping adventure); a big thanks to crew parent Shaista Begum for her enthusiasm in helping plan this.
 - d. 7th grade: did Jekyll Island recently; planning
 - e. 8th grade: did Savannah this fall; planning
 - f. NJHS plans to go to the LEAD conference in DC in February; did bake sale to help raise funds
4. Community Circle: our efforts to put more focus in the quality of especially Middle School community circles has paid off. We have received rave reviews from parents and students on our last 3 MS CC's: 6th grade Science, 8th grade Humanities, and 6th grade Humanities have done a wonderful job incorporating the elements of a CC in the spirit intended by Responsive Classrooms, our social curriculum resource: they are a slice of learning (snapshot), not necessarily the culmination of learning (showcase night); they are planned by or the plan is strongly influenced by the students themselves, not choreographed by the teacher; and the intended audience is the students of other grades—this is who the presenters can relate to best.
5. ITBS: a nationally normed test for Grades 3/5/8; not aligned with the GPS; we took it in September and just got the results recently:
 - a.
6. MAP testing update: We completed all K-8 MAP tests in late October, and our results are...
 - a. Note that we are above the National Norm in every grade, every subject, except 3, and in those we are only 1 point below the national norm, which is statistically insignificant.
7. EIP/REP update: MAP tests give us a great tool to identify students who are at risk of not passing the CRCT in Reading or Math. We have thus increased the roster of EIP-qualified students, and we need to meet those needs with enough staffing. We are looking at the budget with an eye towards completing this mandate, so that these additional students get the needed services starting as soon as possible.
8. CRCT prep plans are underway; teachers and students have the OAS log-ins for each student; teachers have been trained on how to create teacher-generated tests from the CRCT multiple choice question test bank that the OAS offers; the homework policy has been communicated that in every grade 1st-8th, there will be one HW assignment from OAS in every subject each week; all classes are reserving the Computer Lab to do at least one OAS session here to check

that students know how to access the tests and that the log-ins all work. CRCT Coach workbooks are now on sale at the Reception Desk, and more have been ordered.

HR:

1. 1st grade teacher absence
2. EIP role needs to be filled; per previous discussion
3. Appraisal process is more developed this year; all teachers have had a Fall formative observation; there is a process to follow up on results; the appraisals of office staff and administrative staff is being defined thru the work of the HR Crew;
4. Salary scale discussions have started with the HR Crew;
5. HR files have been inventoried and missing elements are identified/staff notified/request to complete files have been made;

Enrollment:

1. All forms and dates are set: Recommitment season is Dec 1-Jan 31; Open Enrollment season is Jan 1-Jan 31; classes that develop waitlists will be filled by the lottery on Feb 15th. Students applying after Jan 31 will be accepted on a first-come/first-served basis for grade levels that do not have a waitlist.
2. This year we are doing the Pre-Enrollment form online, so a time stamp will accompany each application. This will assist in keeping our waitlist or first-come/first-served status clear.

Marketing:

1. The Marketing Crew, led by Andrea Cooper-Gatewood, has identified that the areas needing most focus are the K/1 recruitment, 5th grade recommitment, and 6/7/8 recruitment.
 - a. 5th grade recommitment effort is first: Dec 9th plans
 - i. 5:30-6:30; food, presentation of purpose, adolescent development briefing, then highlighting our adol-centered academic and social curricular assets aligned with adol. Devel.; EL dvd; Alumni present; Jekyll Island video; q&A on myths and faq's; then released to MS Showcase Night.
 - ii. Marketed aggressively: started in yesterday's CC, students get reward for bringing parent; food served and day selected to bring parents to Showcase Night; evite; snapgrades blast; website; calling post reminder; lobby monitor; physical sign outside;
 - b. K-8 Open House set for mid January
 - c. Monthly Tour dates set now with formal program (to be finalized at next meeting); once per month plus twice in Jan.

Safety:

1. Improving procedures for Emergency Health forms in process
2. Teacher arrival monitoring upgraded to an electronic system for faster, more accurate info on who is in the building; can also be adapted for use as a tool to know who is in the building nights/weekends
3. Jelena will attend a county Administrators' Safety Training on Dec 3

PTA and Parent Volunteers:

1. Gladys McBurrows, PTA VP, has called for nominations for President. Please actively engage members of our community who would be suited to this position. Some identified elements are

"lead PTA Executive board meetings, attend Amana Governance Board (once a month) meetings, provide leadership for officers and chairpersons, strong communication skills, focus on team building, liason with school administrators."

2. Allison Hall is the Amana Volunteer Coordinator for this year. This role fulfills the needs of the charter requirement for volunteerism; eg she is coordinating the background checking for parent volunteers in the classrooms and as chaperones, she recruits Crew Parents for each classroom; etc.

SACS re-accreditation:

1. I am held up by the transition challenges of not having the password to our file in my possession. I am working on contacting a live person at SACS to gain access to our account as the school director.
2. We must submit an Accreditation Progress Report by May 1, 2010.
3. In an informal document, these were the areas highlighted as needing progress:

Recommendations:

4. Develop a profile of the school to include: demographics, attendance, ethnicity breakdown, ages, grades, assessment information, etc., that is housed in one document.
5. Develop a written policy that distinguishes and outlines the roles of the Board and Principal.
6. Analyze and develop a scope and sequence for Math.
7. Develop a policy for staff development that is based on the vision and mission of the school and is directly aligned with the annual goals of staff and measured through the evaluation system.
8. Create a long-term plan for education through the Arts – particularly for music, drama, and technology.
9. Develop a transition plan for exiting 8th graders going into high school.

Networking and Recognitions:

1. I've been invited to participate on a panel discussion led by the GCSA for the National Conference in Chicago this summer, and also at the GCSA conference in Atlanta in March.
2. I've been invited by EL Schools to participate in a leadership session on Dec 1st.
3. Manara Academy is going for an EL site visit to Decatur in Feb; they would like to send their teachers to Amana for a "mini-site visit" the next day at Amana; the Arabic dept of the 2 schools would meet; I have proposed to the Amana Arabic dept to create a workshop for Arabic teachers.
4. Jelena accepted the Superintendent's Award for CRCT performance in 8th grade. Andrea and Rochelle Wilson were also in attendance. See photos on FC website.

FC School Calendar changes:

1. From 180-177 student days: keep that for Amana
2. Day extends 10 minutes: translates to 15 minutes at Amana M-Th?

Overnight Field Study payments

1. Phase I: teachers called this past week to collect all delinquent funds by Nov 30
2. Phase II: Sumayya calls to set up payment plan
3. Consequences need to be defined for no payment or no attendance
4. Communication needs to be better on importance of overnighers as well as student consequences on learning and grading