

Subject: RE: WL Department Plan and PIP Schedule
Date: Wednesday, September 13, 2017 at 11:46:09 AM Eastern Daylight Time
From: Jennifer A. Street
To: JoAnn C. Hutchens
Attachments: 1.PNG

Thank you! It's easy with such a fabulous Admin team! Thank you for all you do.

-Jenny

*Jennifer Almeida Street
Atholton High School
Spanish Teacher
World Languages Instructional Team Leader*

"In life no one presents us with four choices, the last of which reads 'none of the above'." - Howard Gardner

"Hay que empezar de cero para tocar el cielo". - Shakira

From: JoAnn C. Hutchens
Sent: Wednesday, September 13, 2017 11:44 AM
To: Jennifer A. Street
Subject: Re: WL Department Plan and PIP Schedule

Thank you - You are so good and I really enjoy working with you.

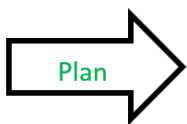
From: "Jennifer A. Street" <Jennifer_Street@hcpss.org>
Date: Wednesday, September 13, 2017 at 11:34 AM
To: Microsoft Office User <joann_hutchens@hcpss.org>, Kathleen Clark <Kathleen_Clark@hcpss.org>
Subject: WL Department Plan and PIP Schedule

Good afternoon,

Please see the attached WL department plan. Below you will find our PIP schedule.

Please let me know if you have any questions or concerns.

Thank you!
Jenny



Monday	Tuesday	Wednesday	Thursday	Friday
Collaboration	IEP/Special Ed	Parent Communication/ <u>Reachout</u>	Canvas/ 504	WL Authentic Resources/Canvas WLPrek-12 Resources

*Jennifer Almeida Street
Atholton High School
Spanish Teacher
World Languages Instructional Team Leader*

"In life no one presents us with four choices, the last of which reads 'none of the above'." - Howard Gardner

"Hay que empezar de cero para tocar el cielo". - Shakira

Subject: Re: Math Dept Minutes 8/31

Date: Monday, September 4, 2017 at 5:05:37 PM Eastern Daylight Time

From: JoAnn C. Hutchens

To: Jonathan P. Dupski

Thank you very much. I hope everything went well.

JoAnn

From: "Jonathan P. Dupski" <Jonathan_Dupski@hcpss.org>

Date: Monday, September 4, 2017 at 10:47 AM

To: "Adrienne B. Nasir" <Adrienne_Nasir@hcpss.org>, "JoAnn C. Hutchens" <Joann_Hutchens@hcpss.org>

Subject: Math Dept Minutes 8/31

Good morning,

I attached the minutes from our last meeting. Within the minutes is the schedule I produced for PIP times. I also pasted it below.

- a. PIP Meetings
 - i. Monday = Assessment and Long Range Planning with Curricular Teams
 - ii. Tuesday = Professional Learning PIP/IEP Meetings/Team Collaboration
 - iii. Wednesday = Mullinix
 - iv. Thursday = Administrative PIP/504 Meetings/Team Collaboration
 - v. Friday = Parent/Community Communication

Please let me know if anything needs to be modified.

-Jon

Jon Dupski
Atholton High School
Mathematics Instructional Team Leader
Varsity Baseball Coach

Achiever~Futuristic~Learner~Includer~Strategic

Subject: RE: [REDACTED]
Date: Thursday, August 24, 2017 at 11:38:12 AM Eastern Daylight Time
From: Candyce S. Fales
To: Chris Mathews
CC: Yvonne Rogers, JoAnn C. Hutchens, Donna Otwell, Kathleen Clark

It is done, he is in synergy "Pending School" I sent to tient, but not sure if that worked, sometimes when they have exited and returned it gets hung up...Amy Cohen is Tech support for that if he is not being picked up.

Candyce S. Fales, Registrar



Atholton High School
410-313-7068-Phone
410-313-7079-FAX
email: candyce_fales@hcpss.org

"A Person who feels appreciated, will always do more than what is expected"

From: Chris Mathews
Sent: Thursday, August 24, 2017 11:32 AM
To: Candyce S. Fales
Cc: Yvonne Rogers; JoAnn C. Hutchens; Donna Otwell; Kathleen Clark
Subject: Re: [REDACTED]

Thanks, we are planning on meeting tomorrow. Will it be taken care of by then?

Chris Mathews
Special Education Instructional Team Leader
Homewood Center
410.313.7081

Learner * Input * Developer * Intellection * Analytical

On Aug 24, 2017, at 7:20 AM, Candyce S. Fales <Candyce_Fales@hcpss.org> wrote:

Mr. Mathews,

I am waiting for the Home School office to [REDACTED] out of Home Instruction so I can enroll him in the pending school. I will then send it to Tienet. Once I have done that, I assume you will contact parents for a meeting for the proper placement of [REDACTED]? Please let me know the outcome, so I can send the records if necessary to Home Wood.

Thank you!

Candyce S. Fales, Registrar



Atholton High School
410-313-7068-Phone
410-313-7079-FAX
email: candyce_fales@hcpss.org

"A Person who feels appreciated, will always do more than what is expected"

Subject: Re: IEP meetings / schedule thru 9/29

Date: Friday, September 15, 2017 at 10:01:58 AM Eastern Daylight Time

From: Kathleen Clark

To: Donna M. Merson

CC: Elizabeth C. Dooley

Donna – As always, I appreciate your email communication about meetings. Thanks so much! Katie

From: "Donna M. Merson" <Donna_Merson@hcpss.org>

Date: Friday, September 15, 2017 at 8:54 AM

To: "Elizabeth C. Dooley" <Elizabeth_Dooley@hcpss.org>, "Dorothy B. Trout" <Dorothy_Trout@hcpss.org>, MaryJo Lukowski <MaryJo_Lukowski@hcpss.org>, "Mary S. Brock" <Mary_Brock@hcpss.org>, Michelle Pappadia <Michelle_Pappadia@hcpss.org>, "Stephen R. Braun" <Stephen_Braun@hcpss.org>, "Georgette D. Washington" <Georgette_Washington@hcpss.org>, Nicholas Johnson <Nicholas_Johnson@hcpss.org>, "Sharon D. Cantor" <Sharon_Cantor@hcpss.org>, "Linda C. Petty" <Linda_Petty@hcpss.org>, Kara Black <Kara_Black@hcpss.org>, Patrick Scible <Patrick_Scible@hcpss.org>, Kathleen Clark <Kathleen_Clark@hcpss.org>, "Adrienne B. Nasir" <Adrienne_Nasir@hcpss.org>, "Phillip R. Cohen" <Phillip_Cohen@hcpss.org>, Dana Meledick <Dana_Meledick@hcpss.org>, "Kimberly C. Richardson" <Kimberly_Richardson@hcpss.org>, Lisa Clearfield <lclearfield@hcpss.org>, Yvonne Rogers <Yvonne_Rogers@hcpss.org>, "Barbara P. Lokitis" <Barbara_Lokitis@hcpss.org>, Monique Brasfield <Monique_Brasfield@hcpss.org>, "Mary L. Brzezinski" <Mary_Brzezinski@hcpss.org>, Michael O'Shaughnessy <moshaughnessy@hcpss.org>

Cc: "JoAnn C. Hutchens" <Joann_Hutchens@hcpss.org>

Subject: IEP meetings / schedule thru 9/29

Ready or not here we go

9/18 - Monday

No meetings at this time

9/19 - Tuesday

7:30 - [REDACTED] Pre-eval (Black)

12:00 - [REDACTED] Pre-eval (Brock)

1:15 - [REDACTED] Pre-eval (Washington)

9/20 - Wednesday

No meetings at this time

9/21 -No School

9/22 - No students

9/25 - Monday

No meetings at this time

9/26 - Tuesday

7:30 - [REDACTED] Interim (Brock)

8:15 - [REDACTED] Annual (Trout)

12:30 - [REDACTED] Pre-eval (Pappadia)

9/27 - Wednesday
No meetings at this time

9/28 - Thursday
Dooley at all day ITL meeting

9/29 - Friday
No meetings at this time

Enjoy your weekend!

Donna Merson
Paraeducator Special Education
Atholton High

Subject: Re: WL Department Plan and PIP Schedule
Date: Wednesday, September 13, 2017 at 2:05:29 PM Eastern Daylight Time
From: Kathleen Clark
To: Jennifer A. Street
Attachments: 1.PNG

Thanks Jenny.

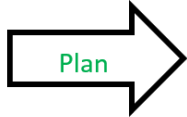
From: "Jennifer A. Street" <Jennifer_Street@hcpss.org>
Date: Wednesday, September 13, 2017 at 11:34 AM
To: "JoAnn C. Hutchens" <Joann_Hutchens@hcpss.org>, Kathleen Clark <Kathleen_Clark@hcpss.org>
Subject: WL Department Plan and PIP Schedule

Good afternoon,

Please see the attached WL department plan. Below you will find our PIP schedule.

Please let me know if you have any questions or concerns.

Thank you!
Jenny



Monday	Tuesday	Wednesday	Thursday	Friday
Collaboration	IEP/Special Ed	Parent Communication/ <u>Reachout</u>	Canvas/ 504	WL Authentic Resources/Canvas as WLPrek-12 Resources

*Jennifer Almeida Street
Atholton High School
Spanish Teacher
World Languages Instructional Team Leader*

"In life no one presents us with four choices, the last of which reads 'none of the above'." - Howard Gardner

"Hay que empezar de cero para tocar el cielo". - Shakira

Subject: FW: special ed teachers caseloads
Date: Thursday, September 7, 2017 at 9:12:11 AM Eastern Daylight Time
From: Marian W. Boring
To: Alicia Bauer, Christina M. Martin, Debra J. Leone, Page Barnes, Elizabeth W. McConaghy, Lindsey Miles, Linda Morgan, Leanne Peters, Mary D. May, Nina K. Dix, Susan D. Fugate, Tamara Humphrey, Tracy Miciche
Attachments: HCPSS Liaison Dashboard.pdf, SYN014 Student Liaison Assignments (2) (1).pdf, View Student Grades.pdf

Here is a refresher from last year on adding the liaison for Special ED so that they can then add their students.

Marian Boring
Technical Assistant for Data Clerks
Office of Student Services, ARL
410-313-6749

From: Marian W. Boring
Sent: Thursday, September 29, 2016 2:08 PM
To: Alicia Bauer; Christina M. Martin; Debra J. Leone; Elizabeth W. McConaghy; Jenelle Major; Leanne Peters; Leora Horan; Leora M. Horan; Lindsey Miles; Mary D. May; Mary G. Baldwin; Nina K. Dix; Page Barnes; Susan D. Fugate; Tamara Humphrey
Subject: FW: special ed teachers caseloads

Hi Everyone,

Please see below about adding Special ED teachers as observers/Liaisons.

The Special ED ITL is responsible for entering Special ED teachers as observers/liaisons.

Hope this helps make your day a little better.

Marian

Marian Boring
Technical Assistant for Data Clerks
Office of Student Services, ARL
410-313-6749

From: Joseph Allen
Sent: Thursday, September 29, 2016 12:32 PM
To: Brenda K. Finkle
Subject: RE: special ed teachers caseloads

Brenda,

I have provided the following text to Terri Savage and the special ed team. I have asked her to send it out to special ed ITLs. I don't think that has occurred yet, but I have sent this to several special ed folks that have inquired:

Special Education ITLs,

Similar to last year, we will be using the observer role in Canvas to connect special ed teachers with students on their case-load. Doing so allows the teacher to see all courses, grades and activity for their assigned students in real time. We have made some substantial improvements as well, introducing the new *Liaison Dashboard* which will provide special ed teachers (and anyone in a liaison role BSAP, Alt Ed, Hispanic Achievement liaisons, International and ELL) with an overview of your students, let you select a particular student to view and take a deeper dive of their courses, and is significantly faster than last year's solution. Please see the attached QRC – *HCPSS Liaison Dashboard* for more information on how that works.

As an ITL, you have read permissions in Canvas to view any student in your school. (Please see attached QRC – *View Student Grades* for the instructions). You should also have permissions in Synergy to modify the list of which special teachers can act as observers / liaisons and set the case-loads for those teachers. We are once again asking for your help in managing the list of special education teachers for your school as well as manage their caseloads as to who they are observing. Special Education teachers will be reaching out to you when changes are needed. Please see the attached QRC – *SYN014 Student Liaison Assignments* for instructions on how to make these simple modifications. Changes you make in Synergy do take 24 hours to appear in Canvas as it is a nightly batch process. If you have any questions about Synergy, please reach out to the HCPSS Technology Help Desk at 410-313-7004.

Step	Responsibility	Action	System	Note
1	Special Ed ITL	Identify and establish liaisons in a school	Synergy	See Student Liaison Assignment QRC for steps. If the ITL does not have access in Synergy, please contact the HCPSS Technology help desk 410-313-7004
2	Special Ed ITL	Identify students on a caseload for a liaison	Synergy	See Student Liaison Assignment QRC for steps. If the ITL does not have access in Synergy, please contact the HCPSS Technology help desk 410-313-7004
3	Special Ed Teacher	View students courses / grades	Canvas	See HCPSS Liaison Dashboard QRC for steps in viewing students /

			<p>grades. You may also click 'grades' on the left Nav bar to see a list of students, courses, and current grades.</p>
--	--	--	--