

AUBURN CITY SCHOOLS



GREAT BEGINNINGS

2018-2019



BEFORE SCHOOL CHECKLIST

Make sure you complete the following checklist items:

- I changed my password in Chalkable PD.
- I requested my previous training be transferred in Chalkable PD (only if coming from another public school system in Alabama). If coming from another Alabama school system, email Wes Gordon the names of your previous school and the school system.
- I either turned in my documentation for Disproportionality/Lee vs. Macon OR I have emailed Wes Gordon for the access code to complete the training.
- I updated my information in the Education Directory (instructions for the Education Directory can be found on the New Teacher Webpage). The Education Directory should be completed **after the first teacher work day** using your Auburn schools email address.

<https://www.auburnschools.org/Page/2964>



CHAPTER 1

GREAT BEGINNINGS SCHEDULE

Tuesday, July 24th

AM: Ogletree Elementary

PM: Ogletree Elementary

Wednesday, July 25th

Yarbrough Elementary OR

Auburn Junior High OR

Auburn High

Thursday, July 26th

Yarbrough Elementary OR

Auburn Junior High OR

Auburn High

DAY ONE

Tuesday, July 24th

8:00-10:00

Breakfast/Welcome/and Orientation
(Ogletree Elementary)

10:00-11:30

Docks, Drive-Bys, and Drives:
Setting Up Your Macbook
(Ogletree Elementary)

11:30-12:30 Lunch on Own

12:30-3:30 Tech Camp Sessions
(Ogletree Elementary)

12:30-1:10

1:15-1:55

2:00-2:40

2:45-3:25

DAY TWO

Wednesday, July 25th

8:00-12:00

SWIM Orientation

K-5: Yarbrough Elementary

6-9: Auburn Junior High

10-12: Auburn High

12:00-1:00 Lunch on Own

1:00-3:30

Special Ed: Central Office

K-5: Yarbrough Elementary

6-9: Auburn Junior High School

10-12: Auburn High School

DAY THREE

Thursday, July 26th

8:00-12:00 SWIM

K-5: Yarbrough Elementary

6-9: Auburn Junior High

10-12: Auburn High School

12:00-1:00 Lunch on Own

1:00-3:30

ACS Climate and Culture

K-5: Yarbrough Elementary

6-9: Auburn Junior High

10-12: Auburn High School

TECH CAMP SESSION TOPICS

All topics except for Technology for Special Educators will be offered in each of the four time slots. Select topics based on your technology needs.

Office 365 Basics

Auburn City Schools uses the Microsoft product platform for online collaboration (as opposed to the Google product platform). In this session, you will learn the basics of using the drives, share features, and collaboration features of Office 365.

Schoology: The Basics for Secondary

Schoology is the learning management system used in the 6-12 grades for communication of course content with students. In this session you will learn the basics of navigation, posting, and sharing inside the Schoology platform.

Schoology: Assessment for Secondary

Schoology includes a built-in assessment system that allows students to take quizzes and post assignments as well as allowing teachers to grade those assignments inside Schoology. In this session, you will learn the basics of assessments in Schoology

Tech Troubleshooting

A room will be open all afternoon just in case your Macbook or your passwords are not playing well with you. Technicians will be available to take away those new tech blues.

Touching the SmartPanel

This session is designed for any teacher who needs some one-on-one or small group instruction on the use of the Smart Panels. Participants will touch and navigate panel features.

Using Smart Notebook for Elementary

Smart Notebook is the lesson design and preparation product that can be used with the Smart Panel. In this session, you will learn the basics of creating interactive lessons using Smart Notebook software. The focus in this session will be on applications for elementary teachers.

Using Smart Notebook for Secondary

Smart Notebook is the lesson design and preparation product that can be used with the Smart Panel. In this session, you will learn the basics of creating interactive lessons using Smart Notebook software. The focus in this session will be on applications for secondary teachers.

iPads for Instruction (Elementary)

In this session, you will learn how to use iPads as a tool for instruction in the elementary classroom.

iPads for Instruction (Secondary)

In this session, you will learn how to use iPads as a tool for instruction in the secondary classroom.

Setting Up Your Website for Elementary

This session will explain the basics of creating your teacher website for communication with parents and the community. This session is for elementary teachers only.

Navigating SETS for Special Educators

This session is for teachers of special education to orient them to SETS. All K-12 Special Educators should attend this session. This session will only be offered from 1:15-1:55.



CHAPTER 2

SWIM: SUPPORT WITH INDUCTION AND MENTORING

Education...is painful, continual and difficult work to be done in kindness, by watching, by warning,... by praise, but above all -- by example.

-- John Ruskin



SECTION 1



YEAR ONE

YEAR ONE

Teachers are assigned a Mentor Teacher who will make contact weekly with the new teacher. Teachers will meet monthly with their SWIM Coordinator based on grade level band.

Elementary/Secondary SWIM Coordinators

The Elementary and Secondary SWIM Coordinators, one for elementary and two for secondary, facilitate training for new teachers as part of Great Beginnings. These coordinators also facilitate monthly meetings for first year teachers in Auburn City Schools that include diverse topics of presentation and discussion. The coordinators ensure documentation of attendance at these monthly meetings in Chalkable-PD.

Mentor Teachers

A mentor teacher will be assigned to each first year teacher in Auburn City Schools. Building relationship is the primary purpose of the mentor teacher.

SWIM Coordinators

Shannon Brandt

sbrandt@auburnschools.org

Grades K-5

Rebecca Balkcom

rbbalkcom@auburnschools.org

Grades 6-9

Blake Busbin

wbbusbin@auburnschools.org

Grades 10-12

SECTION 2

YEAR TWO



SWIM Coaches

LeSean Spencer, AEEC

Dawn Stewart, CES

Meaghan Kimbrell, CWES

Tonya Nolen, DRES

Amanda Higginbotham, RES

Tracy Adrian, OES

Katie Maggard, PES

Brittney Duncan, WMR

Aleesa Zutter, YES

Jenna Chapman, DMS

Michelle Denney, ESS

Steve Meredith, AJHS

Blake Busbin, AHS

Teachers meet bi-monthly as a school cohort with a building level SWIM Coach. The SWIM Coach makes monthly contact with teachers as well.

Elementary/Secondary SWIM Coaches

The Elementary and Secondary SWIM Coaches, one at each of the thirteen schools that have second year teachers, facilitate bi-monthly meetings with second year teachers as a building cohort. The SWIM Coaches ensure documentation of “attendance at the bi-monthly meetings in Chalkable-PD. The building-level SWIM coaches make informal monthly contact with individual teachers.

CHAPTER 3
2018-2019
SCHOOL
CALENDAR

Nine Weeks Periods

1st Quarter
August 9 - October 11

2nd Quarter
October 11 - December 19

3rd Quarter
January 8 - March 9

4th Quarter
March 18 - May 22



Great Beginnings

July 24-26



Teacher Work Days

August 2, 3, 7

Staff Institute Day

August 7

First Student Day

August 8



Labor Day Holiday

September 3



Parent Conference Day

October 19



Veterans Holiday

November 12

Thanksgiving

November 21-23



Winter Holidays Begin

December 20

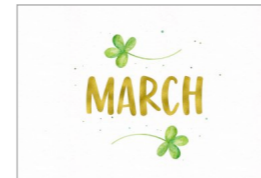


Staff Development Day

January 4

Martin Luther King Holiday

January 21



Spring Break

March 11-15



Makeup Weather Day

April 19



Last Student Day

May 21

Teacher Work Day

May 22

CHAPTER 4

CHALKABLE-PD

Chalkable PD is a web-based documentation system for professional development for teachers in Alabama. Teachers need 50 hours of professional for recertification in Alabama.



SECTION 1



Chalkable PD Kings and Queens

Each school site is assigned a Chalkable-PD King or Queen to manage the school-based documentation of professional development. They can also help troubleshoot password issues.

Wes Gordon approves all professional development from outside Auburn City Schools. See the information that follows for instructions on approval.



School-Based Chalkable PD Queens

Tonya Keene, AEEC

Ashley Wood, CES

Sherri Shiver, CWES

Ann Willett, DRES

Amanda Higginbotham, RES

Jordin Dyke, OES

Betty Weeden, PES

Jennifer Dempsey, WMR

Shannon Brandt, YES

Amy Stucky, DMS

Angie Tillis, ESS

Mandy Coggin, AJHS

Elizabeth Lundey, AHS

District Chalkable PD Knave

Wes Gordon

SECTION 2



Professional Development Guidelines for Recertification

Active participation in professional development opportunities describes the quality of an educator who models and reflects behaviors of a lifelong learner. Evidence of participation in professional learning is a requirement for recertification by the ALSDE. There are two types of professional development credit that can be earned—Clock Hours and Professional Learning Units (PLU).

Clock Hours

Recertification of employees without administrative certification includes the requirement of 50 clock hours of allowable professional development within the recertification period (every 5 years). Clock hours are assigned based on the amount of time spent in active participation of activities consistent with the Alabama Standards for Professional Development. Partial hours of credit can be earned (e.g. 1.5 or 0.5).

Clock hours are verified in the following three ways: via the training history of Chalkable-PD, via photocopies of certificates of completion submitted by employees, or via

official transcripts or certificates of completion for clock hours of professional development earned through a college or university. Employees are encouraged to use Chalkable-PD as the primary tool of reporting because of the ease of use and verification.

Outside Training

Employees can submit ‘outside training’ information for inclusion in the employees training history in Chalkable-PD by entering “the information into the “My History” section of Chalkable-PD. Offer as many specific details as possible about the professional development event. In the ‘notes’ section, the employee should write a short paragraph explaining the “who, what, when, where and why” of the professional development training. These notes inform the ALSDE about the value of the activities. Evidence of the training should be submitted to Wes Gordon (wrgordon@auburnschools.org) and can be in the form of certificates of completion, email confirmation of completion, agendas from the event, etc. The employee should retain all evidence for recertification purposes.

Allowable PD Credit

Documentation of training history in Chalkable-PD is an assurance that the employee attended the event described. Inclusion of professional development activities in the training history does not guarantee the clock hours will actually count toward certification. For certification,

professional learning must be related to the certificated areas and areas of instructional responsibility (e.g. teachers with secondary content area certification cannot count clock hours of professional development related to coaching duties or training).

The following activities do not count towards certification: informational/procedural faculty, grade-level, or data meetings; supervision of students at conferences or meetings; presenter or facilitator role in professional development; incomplete or vague descriptions of meetings or activities.

National Board Certification

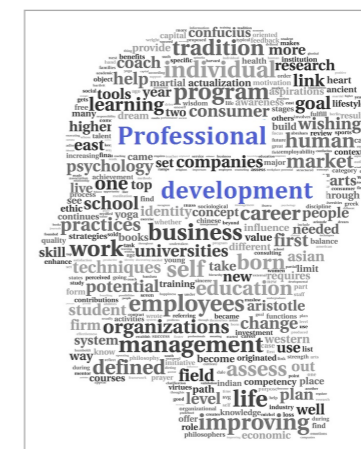
If an NBPTS certificate is initially earned within the five year period of certification, no other clock hour requirements are necessary for re-certification. The employee should submit a screenshot from the NBPTS website www.nbpts.org to verify the certificate. A renewed NBPTS certificate does not meet this requirement for re-certification.

Professional Learning Units (PLUs)

PLUs are required for employees who earned administrative certification, whether they are using the administrative certification for their current job or not. Employees with administrative certification are required to earn 5 PLUs for recertification every five years. A PLU reflects professional learning or study with multiple experiences over time reflecting the indicators described in the Alabama Standards for Instructional Leaders.

The two types of PLU credit that can be earned are ACLD approved or locally approved (Superintendent approved). Two of the five PLUs earned must be earned through ACLD approved professional studies. Meeting the PLU requirement for recertification of the administrative certification also meets the requirements for certification in the non-administrative areas (e.g. Elementary, Special Education, or Secondary English). Individuals with a renewable Career and Technical Certificate may have a licensure requirement to meet that is not fulfilled through the PLU requirements.

Both ACLD and locally (Superintendent) approved PLUs must be verified in Chalkable-PD. Information about earning PLUs through ACLD may be obtained at www.leadershipalsde.com. Auburn City Schools offers PLU studies to its employees who have administrative certification. A list of graduate courses that meet the requirements to earn an ACLD approved PLU can be found at www.leadershipalsde.com.



CHAPTER 5

Detail:

LEE VS. MACON AND DISPROPORTIONALITY

In 2000, Judge Myron Thompson and the US Justice Department ruled the Alabama Department of Education must settle specific issues related to overrepresentation in some areas of special education. As a response, teachers in Alabama are required to participate in training related to disproportionality, instructional strategies, and positive behavior supports.

Main Idea:

Detail:

Detail:

Main Idea:

SECTION 1

Instructions for Completion

Public school systems in Alabama must verify all employees have been trained in both Disproportionality and Lee vs. Macon. As a new employee to Auburn City Schools, there are two ways we can do that.

1. Provide Human Resources with documentation of those trainings. Typically, you would have been given a certificate indicating completion of training. The certificates need to specifically address Disproportionality, Instructional Strategies and Positive Behavioral Supports.

2. Complete the training with Auburn City Schools. We provide the training through Schoology, our learning management system. You will need to complete the course in a timely manner.

If you have documentation of completion for parts of the training, but not others, you will only need to complete the missing parts of the training with us.

Email Wes Gordon at wrgordon@auburnschools.org for the access code to join the course.

OVERVIEW OF THE COURSE

Part I: Disproportionality

Part II: Makes Sense Strategies

Part III: Foundations of Positive Behavior Support

CHAPTER 6

FACES

FACES (Foundation for Auburn's Continuing Enrichment in Schools) is the Foundation organization partnering with Auburn City Schools to provide resources for innovative classroom opportunities for students.



FACES

SECTION 1



FACES

What is FACES?

FACES is a group of community citizens and business partners who have joined together to support and enhance the educational program of all Auburn City Students. The mission of FACES is to promote innovative opportunities that enrich the educational experiences of students in Auburn City Schools. The Foundation provides funding of mini-grants, up to \$600, to teachers promoting classroom enrichment through creative programs

These programs encourage and recognize outstanding classroom teaching through its Awards of Excellence program.

The Foundation is administered by a board of Auburn community volunteers and is a non-profit 501 (c)(3) organization.

What is the grant process?

Each school is assigned a FACES mentor to help teachers with the process. Grant applications will be available on the FACES website after school starts. The grant submission deadline is October 1st. Grants will be awarded in early November.

School-Based FACES Mentors

Carolyn Wilson, AEEC

Julie Price, CES

Sandra Beisel and Rob Lyda, CWES

Andrea Newman, DRES

Jennifer Mesman, RES

Phil Wilson, OES

Jennifer Spencer, PES

Lori Grubbs, WMR

Katie Lindsey, YES

Courtney Bass, DMS

Kristina Passi, ESS

Laura Crowe, AJHS

Blake Busbin, AHS

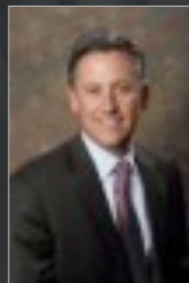
CHAPTER 7

CENTRAL OFFICE ADMINISTRATION



Dr. Karen Delano
Superintendent

Dr. Dennis Veronese
Assistant
Superintendent of
Business and Finance



Dr. Cristen Herring
Assistant
Superintendent of
Curriculum and
Instruction



Central Office

887-2100

Jackie Milford, Central Office Receptionist

Denise Murray, Administrative Assistant to Dr. Delano

Kathy Tyler, Administrative Assistant to Cristen Herring



Human Resources

Dr. Jason Lowe, Executive Director

Denise Davis, Executive Secretary

Patricia Greer, Human Resources Clerk



Curriculum and Instruction

Dr. Cristen Herring, Assistant Superintendent

Dr. Tim Havard, Federal Programs/Student Services

Crystal Oglesbee, Special Education Coordinator

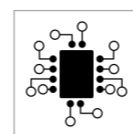
Liz Knight, Administrative Assistant for Special Education
and Student Services

Dr. Ed Smith, Instruction and Assessment

Terri Welch, Administrative Assistant for Federal Programs,
ELL, and Student Assessment

Wes Gordon, Curriculum and Professional Development

Charlene Thomas, Textbook Coordinator



Technology

Dr. Connie Bain, Director

Lee Ann Adams, Administrative Assistant for Technology

Charlene Thomas, Chalkable (iNow) Data Manager

Donna Gullatte, Instructional Technology Specialist

Landon Pickard, Network Engineer

Rick Martin, Network System Technician

Kenneth Brackin, System Technician

Adam Davis, System Technician

Paul Fellows, System Technician

Chandler Henderson, System Technician

JW Lyle, System Technician



Attendance and Social Services

Joy Stanley, Coordinator

Chris Hardman, Residency Officer/Drug Program Coordinator



Public Relations

Daniel Chesser



Child Nutrition

Ashley Powell, Director

Crystal Williams, Child Nutrition Bookkeeper



Health Services

Brenda Lindahl, Nurse Administrator



Transportation

Don Ingram, Coordinator



Maintenance

Chip Johnson, Supervisor



Athletics

Clay McCall, Director

Teresa Hildreth, Bookkeeper

Jennifer Ferguson, Secretary



CHAPTER 8

TECHNOLOGY

Technology is just a tool. In terms of getting the kids working together and motivating them, the teacher is most important.

– Bill Gates



District-Wide
Instructional Technology Specialist
Donna Gullatte

School-Based Technology Coordinators

Auburn High School

Elizabeth Lundey

Auburn Junior High School

Mandie Metheny (ITS)

East Samford School

Angie Tillis

Drake Middle School

Laura Hardy

Auburn Early Education Center

Kara Sartain

Creekside Elementary

Sarah Hillyer

Cary Woods Elementary

Holly Bigham

Dean Road Elementary

Hannah Holmes

Ogletree Elementary

Audrey Alsobrook

Pick Elementary

Deana Hooks

Richland Elementary

Celeste Dorman

Wright's Mill Elementary

Jennifer Dempsey

Yarbrough Elementary

Laura McGilberry



CHAPTER 9

SCHOOLS

Auburn High School
Auburn Junior High School
East Samford School
Drake Middle School

Ogletree Elementary
Pick Elementary
Wrights Mill Road Elementary
Yarbrough Elementary

Creekside Elementary

Auburn Early Education Center
Cary Woods Elementary
Dean Road Elementary
Richland Elementary

Auburn High School

Grades 10-12

Dr. Shannon Pignato, Principal

Caroline Ravielle, Asst. Principal

Damian Sinclair, Asst. Principal

Joseph Anderson, Asst. Principal

Auburn Junior High School

Grades 8-9

Ross Reed, Principal

Liz Kenemar, Asst. Principal

Robert Swinney Asst. Principal

East Samford School

Grade 7

Dr. Duriel Barlow, Principal

Lisa Jones, Asst. Principal

Drake Middle School

Grade 6

Sarah Armstrong, Principal

Dr. Jonathan Finch, Asst. Principal



Ogletree Elementary

Grades 3-5

Dr. Mary Anna Martin-Smith,
Principal

Sharon Higgins, Asst. Principal

Pick Elementary

Grades 3-5

Debbie Brooks, Principal

Debbie Reetz

Wrights Mill Road Elementary

Grades 3-5

Karen Mason, Principal

Tracey Streetman, Asst. Principal

Yarbrough Elementary

Grades 3-5

Pete Forster, Principal

Dr. Shay Baugh, Asst. Principal

Creekside Elementary

Grades 2-3

Katie Daniel, Principal

Jill Harling, Asst. Principal

Auburn Early Education Center

Grades K-2

Matt Bruner, Principal

Tonya Keene, Asst. Principal

Cary Woods Elementary

Grades K-2

Karen Snyder, Principal

Lamarrius Anderson, Asst. Principal

Dean Road Elementary

Grades K-2

Dr. Jackie Greenwood, Principal

Tonya Nolen, Asst. Principal

Richland Elementary

Grades K-2

Jeff Johnson, Principal

Katy Conradson, Asst. Principal

