

Phillis Wheatley Elementary School

A school where all CHILDREN COME FIRST!

Cathy M. Williams
Principal



Michael Lazo
Assistant Principal

Week of: May 19, 2014 – May 23, 2014

Instructional focus: Refer to ETO Pacing Guides & Instructional Focus Calendars (IFC)

<http://eto.dadeschools.net/index.htm>

Teachers who inspire know that teaching is like cultivating a garden, and those who would have nothing to do with thorns must never attempt to gather flowers.

Author Unknown

Monday ----- 5/19/14

- FAIR Assessment Period 3 (AP3) – refer to Mr. Lazo’s memo
- **Deadline for submitting Articulation Cards to Mr. Lazo**
- **Ms. Floyd planning w/EBD @ 8:35 a.m.**
- **Ms. Floyd planning w/3rd Grade @ 10:35 a.m.**
- **Ms. Floyd planning w/1st Grade @ 2:05 p.m.**
- **Deadline for submitting students’ names for End of Year Awards to Ms. Williams**

Tuesday ----- 5/20/14

- **School-wide Field Trip to Zoo Miami (Grades PK-5th)**
- FAIR Assessment Period 3 (AP3) – refer to Mr. Lazo’s memo
- **Ms. Ordaz planning w/EBD @ 8:35 a.m.**
- **Ms. Floyd planning w/3rd Grade @ 10:35 a.m.**
- **Ms. Floyd planning w/4th Grade @ 12:05 p.m.**
- **Ms. Ordaz planning w/4th Grade @ 12:05 p.m.**
- **Ms. Ordaz planning w/5th Grade @ 1:05 p.m.**
- **Ms. Ordaz planning w/2nd Grade @ 2:05 p.m.**
- **Ms. Floyd planning w/Kindergarten @ 2:00 p.m.**

Wednesday ----- 5/21/14

- Summative Performance Evaluation (SPE) Meetings
- FAIR Assessment Period 3 (AP3) – refer to Mr. Lazo’s memo
- Ms. Garcell & Mr. Cespedes attending VPK Workshop for POP schools
- End of Year Textbook Rosters due to Mr. Lazo
- In-House Grade-Level Articulation Meeting

Schedule for Grade-Level Articulation Meetings	
Grade Levels	Time
Fourth & Fifth Grades	9:00 – 9:50 a.m.
Third & Fourth Grades	10:00 – 10:50 a.m.
Second & Third Grades	11:00 – 11:50 a.m.
LUNCH	12:00 – 12:30 p.m.
First & Second Grades	1:00 – 1:50 p.m.
Kindergarten & First Grades	2:00 – 3:00 p.m.

- Ms. Murph & Ms. Gonzalez attending Kindergarten Transition Meeting @ Citrus Grove Elementary @ 1:00 p.m.
- EESAC Meeting @ 2:00 p.m. in the Media Center

Thursday

5/22/14

- **2014 Career Day** – refer to Ms. Brown’s schedule of events
- Celebrate *WHITE HOT HEAT DAY* - **WEAR WHITE**
- Summative Performance Evaluation (SPE) Meetings
- FAIR Assessment Period 3 (AP3) – refer to Mr. Lazo’s memo
- Ms. Garcell & Mr. Cespedes attending VPK Workshop for POP schools
- **Teacher Conferences w/Mr. Lazo & Ms. Williams to discuss retention**
- **Ms. Ordaz planning w/3rd Grade @ 11:05 a.m.**
- **Ms. Floyd planning w/ESE-VE (Jerry & Danzy) @ 11:35 a.m.**
- **Ms. Robinson planning w/4th Grade @ 12:05 p.m.**
- **Ms. Robinson planning w/5th Grade @ 1:05 p.m.**
- **Ms. Floyd planning w/5th Grade @ 1:05 p.m.**
- Monthly Custodial Meeting @ 1:30 p.m.
- **Ms. Floyd planning w/2nd Grade @ 2:05 p.m.**
- **Ms. Ordaz planning w/Kindergarten @ 2:00 p.m. & 1st Grade @ 2:30 p.m.**

Friday

5/23/14

- Summative Performance Evaluation (SPE) Meetings
- FAIR Assessment Period 3 (AP3) – refer to Mr. Lazo’s memo
- Mr. Lazo attending iCAP Meeting (8:30 am – 12:30 pm)
- **Teacher Conferences w/Mr. Lazo & Ms. Williams to discuss retention**
- **Ms. Floyd planning w/4th Grade @ 12:05 p.m. – Small Group & Pull-out**
- Deadline for Mr. Lazo to view ASRA Screencast Training Session & Complete Verification Form
- Student of the Month Nomination forms due to Ms. Brown – *Pursuit of Excellence*

Reminders from Ms. Williams

- ▶ Remember to sign in and out daily. If you are out, sign your leave card.
- ▶ Check your email and mailbox at least twice a day.
- ▶ Check the daily attendance bulletin for errors and notify Ms. Summers to confirm corrections.
- ▶ ALL students should be on SuccessMaker for Reading & Math - DAILY. For grades 2-5, students should use iReady for math.
- ▶ **All teachers should print & review the SuccessMaker Cumulative Performance & Last Session Reports on a regular basis.**
- ▶ **ALL teachers should access the PMRN website to review student data & suggested activities for intervention.**

EOY Awards Assemblies & Celebrations Schedule

All Award Assemblies will be held in the cafeteria and start at 9:00 a.m. All grade-level EOY celebration will occur on the same day the grade-level Awards Assembly. The EOY celebrations will take place the last hour and half of the school day in the cafeteria.

Schedule for Awards Assemblies & EOY Celebrations	
Grade Level	Date
District VPK	Tuesday, May 27, 2014
Kindergarten	Monday, June 2, 2014 - REVISED
First Grade	Friday, May 30, 2014 - REVISED
Second Grade	Tuesday, June 3, 2014
Third Grade	Wednesday, June 4, 2014
Fourth Grade	Wednesday, June 4, 2014
Fifth Grade	Thursday, June 5, 2014

Please note, on the last three days (June 3, 4, 5, 2014) of the 2013-2014 school year, all elementary will begin the school day at 8:20 a.m. and will be dismissed at 1:35 p.m. If you have any questions or concerns, please see an administrator.

Closing of School Dismissal Duties

Dismissal the last three days will be staggered by areas. Please adhere to the schedule below:

- 1:33 p.m. - PK, Kindergarten & First grades
- 1:34 p.m. – Second & Third grades
- 1:35 p.m. – Fourth & Fifth grades

<u>Closing of School Dismissal Duties</u> (last three days of 2013-2014 School Year) Assignments begin at 1:10 p.m.			
Staff	Location of Duties	Staff	Location of Duties
Ms. Charles	Media Center Entrance	Ms. Ascunce	2 nd Floor (near Room 13)
Ms. Brown	1 st Floor (middle stairwell)	Ms. Danzy	2 nd Floor (near middle stairwell)
Ms. Robinson	1 st floor (stairwell near Media Center)	Ms. Floyd	2 nd Floor (near Room 21)
Mr. Capote	Annex & Parking Lot	Ms. Ordaz	1 st floor (near Media Center)
Mr. Dennis	Annex & Parking Lot	Ms. Rivero	Main Office
Ms. Adams	Front of school	Mr. Lazo	Annex & Parking Lot
Ms. Streeter	Security Desk & Main Office Entrance	Mr. Cespedes	Cafeteria Entrance
Ms. Stuart	Cafeteria Entrance	Ms. Williams	Front of school

Upcoming Events

- Jan. 21st – May 9th: Grade 3 Reading Student Portfolio – refer to Mr. Lazo’s memo
- Apr. 17th – May 28th: Florida Assessments for Instruction in Reading (FAIR) - AP3
- May 23rd – June 4th: Alternative Standardized Reading Assessment (ASRA) - Eligible 3rd Graders
- May 26th: Memorial Day – No School
- Week of May 26th: Final Retention Conferences w/Parents, Teachers & Principal
- May 27th: District’s VPK Awards Program & EOY Celebration
- May 28th: 2014 Field Day for Grades K-2– refer to Ms. Williams’ memo
- May 29th: 2014 Field Day for Grades 3-5 – refer to Ms. Williams’ memo
- May 29th: BTW Senior High School Commencement Ceremony @ 2 p.m. (The Adrienne Arsht Center)
- May 30th: Student of the Month Breakfast – Excellence @ 7:30 a.m. in the Media Center
- May 30th: First Grade Awards Program & EOY Celebration
- June 2nd: Fifth Grade Field Trip to Miami Strikes @ Dolphin Mall
- June 2nd: Kindergarten Awards Program & EOY Celebration
- June 3rd: Fifth Grade EOY Memory Day Activities
- June 3rd: Second Grade Awards Program & EOY Celebration
- June 3rd: Faculty Meeting @ 3:10 p.m. in the Media Center
- June 4th: Third & Fourth Grades Awards Program & EOY Celebration
- June 4th: EOY PBS Meeting @ 2:00 p.m. in the Media Center
- June 5th: Fifth Grade Awards Program & EOY Celebration
- June 5th: EOY Custodian Meeting @ 1:30 p.m.
- June 5th: Last day of the 2013-2104 school year
- June 6th: Teacher Planning Day



“We are SUPER S.T.A.R.S.” – *Successfully Teaching and Reaching Standards.*