

'I have come to embrace the idea that even the simplest act of understanding, love and attention can produce the biggest results.'
Alicia Keys, singer, song writer, pianist

This is it!! Our final week of the 23-24 school year!!

Thank you for the feedback last week. As a new MECK coach I had a lot to learn about the 'MECK Pre-K way' and you were very patient with me. I truly appreciate your input and I am eager to reflect on it as I refine my coaching practices. I look forward to starting the 24-25 school year more informed and better prepared to support the Smart Start vision that ***all children in Charlotte and Mecklenburg County enter kindergarten healthy and ready to succeed.***

I am in the process of analyzing your Summative Data and will share your comparative reports this week once Brigance make-ups are completed.

It has been a pleasure to collaborate with each of you this year!!

Updates, Reminders, and Instructional Supports...

(Teacher Evaluation Standard III: Teachers Know the Content They Teach, Teacher Evaluation Standard IV: Teachers Facilitate Learning for Their Students, & Standard V: Teachers Reflect on Their Practice)

EOY REPORT: The EOY Report in your SharePoint class folder is **due today!**

!!TRANSITION FOLDER DOCUMENTS: I took some time to look through your Transition folders in SharePoint. I noticed many of you have started uploading your reports into the individual student folders. YAY!! 😊 I also noticed some of the reports were not saved in the PDF format. All reports (TSG Report Card, A2i report, Brigance, MasteryConnect - PAST) should be downloaded from their websites as **PDF files**. As I shared in my [May 20 email updates](#), to save them as a PDF document you must choose the 'print' option when you right click on the report. Then choose "Save as PDF" as your printer option. It will then save to your laptop, and you can upload it into the transition folder.

It is important to have all reports in PDF format. Once we change from 23-24 to 24-25 school year and archive students, we will not have access to the html/web documents.

Check your Transition folders to ensure all your uploaded documents are saved in PDF form!

TSG INTERRATER RELIABILITY: The TSG platform is changing this summer. If you are in the process of completing your IRR professional development, make sure you complete it ASAP and save your certificate. Once they perform the upgrade you will lose your IRR completion information.

[Here is a webinar](#) if you are interested in learning more about the new platform.

EOY CHECKLIST REMINDERS:

- Do not archive students on the Brigance platform until the workdays. Our department needs time to run their reports. 😊
- Drop off teacher laptops after the checklist is signed and turned in to your director. Take them to: **601 E. 5th St., Charlotte, NC, 28202**. When you enter the building, turn to the left and enter the 'library'.



CLASSROOM MOVES: This message is for our 4 classrooms (**CH95, SH 109, Alliance SJ**) who are packing up for a move. On June 11 you will turn in ***all*** your class technology. Bring your teacher laptop, teacher iPad, 2 student tablets and all charging cords when you come to the Ascend Building. Movers will transfer boxes from your site to their new site from June 12-14. If I hear of a specific date, I will share it with you.

Dates to Remember...

June

03-07 - MECK Pre-K EOY Celebrations/Graduations

03 - EOY Report (SharePoint document) Completed - sign off on checklist

07 - Last day of Pre-K - Getting Ready for Kindergarten study ends

10 - Teacher Workday - **REQUIRED - Complete tasks on the EOY Checklist**

- **Archive students in Brigrance** - sign off on checklist
- **Classroom Inventory** - sign off on checklist

11 - Teacher Workday - **REQUIRED - Complete tasks on the EOY Checklist**

- **Classroom Inventory** - sign off on checklist
- **Turn in teacher laptop** - sign off on checklist
- **Signed EOY checklist turned in to Site Administrator**

BOY CALENDAR 24-25: ~ tentative

Location and times to be determined

August

16 - All teachers start – Full day in the classroom

19 - All teachers – MECK Pre-K training

20 & 22 - All teachers set up classroom when not in training

Evaluation Training -

- NC Teacher Evaluation training for teachers who hold less than a continuing license – 3 hours
- NC Teacher Evaluation training for lead teachers and site administrators who have not been trained – 6 hours
- NC Teacher Evaluation training for teachers who hold a continuing license – 3 hours

21 - All teachers - All Mecklenburg Pre-K training (MECK Pre-K, NCPRE-K, CMS BB)

23- All teachers work in the classroom

26 - All teachers work in classroom

27-29 - Meet-n-Greet (Home Visits)

30 - Staggered Entry (6 students a day)

September

2 - Holiday for all teachers

3-4 - Staggered Entry (6 students a day)

5 - First full day for all students

Archive Students in Brigrance.

Move all students to Inactive. Make sure there are no students under your name to ensure ALL students are archived.

Classroom Inventory

Conduct a thorough inventory of all classroom materials, including books, supplies, technology, and furniture on inventory form. Identify any items that need repair, replacement, or replenishment. Submit to your coach

Technology

Compile all technology devices and equipment in the classroom, such as laptops, iPad, tablets, etc. Check their condition and ensure all accessories are accounted for. Place in safe keeping. Report any issues to your coach.

EOY Report

Complete EOY report to its entirety. Make sure all cells are completed. If students have withdrawn, type "withdrawn" in cells. There should no empty spots.

Organize Materials

Sort and organize classroom materials, student work, and displays. Discard any irrelevant or damaged items. Pack materials: Carefully pack all classroom materials and supplies in labeled boxes or containers. Use proper packing techniques to protect fragile items. Label furniture and equipment that will remain in the classroom during the summer break.

Classroom Clean-Up

Conduct a thorough cleaning of the classroom, including tables, chairs, and shelves. Remove personal items and ensure the classroom is neat and tidy.

Classroom Pack Up

If your class is moving, pack up all items in an organized and neat way for easy transporting and unpacking. Let administrator know what needs to be replaced, so it can be ordered.

Now on to my schedule...

I plan on following this visit schedule but will adjust as needs arise.

Monday, June 3	Tuesday, June 4	Wednesday, June 5	Thursday, June 6	Friday, June 7
Success Coach PLC Graduations/ Celebrations Sunshine House - 10:30 &	MAKE-UP TESTING Sunshine House - 10:30	OFFICE - Data Smart Kids 7 - 10:00	Final Site Visits Alliance - SJ - 10:00	Cadence RT - 9:00 & 10:00 CN 95 - 10:30 Sunshine House - 10:30

Crossway - 12:30				
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Have a great week and I hope to see you at your EOY graduation/celebrations!!!

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