

**From:** Juli Oyer <[REDACTED]>  
**Sent:** 8/6/2021 3:50:14 PM  
**To:** Principal Elementary Group; Assistant Principal Elementary Group; Kari Miller; Oceana Sheehan  
**Cc:** Allison Nunley; Becky Mitchell; Carol Birdsong; Cassandra Harrington; Christina Gilliland; Dana Ausbrooks; David Allen; David Rector; Heather West; James Remete; Jason Golden; Jenny Lopez; Jeremy Qualls; Jonathan Riddell; Joseph Whinery; Kevin Deck; Kevin Fortney; Kirk Elliott; Krista Hogan; Laurette Carle; Lindsey Quirk; Lisu Mullen; Lori Hammond; Lydia Glynn; Maria Griego; Mark Samuels; Matt Hollowell; Michael Fletcher; Nicholas Vacco; Rachel Farmer; Sarah White; Tim Mcneese; Vicki Flippen; Vickie Robbins; Christina Gilliland; Erin Caceres; Melinda Fox; Dana Ausbrooks; Kelly Wade; Becky Mitchell; Deepti Joshi; Brian King; Andrea Wilkerson; Tina Raulerson; Darrin Joines; David Aydelott; April Jackson; Laura Hall; Stacey Robertson; Corinne Smith; Molly O'Neal; Adam Christopher; Paula Chilton; Deon Sanders Jr.; Stacey Robertson; hilda lloyd; Kayla Fraley; Willie Dickerson; Holly Coblentz; Tabitha Murray; Mandi thompson; Gary Anderson; Rachel Farmer; Brent Oakley; Laura LaChance; Mark Kinzer; Stephen Womack; Jacob Crossno; Ann Harris;  
**Subject:** Friday Notes  
**Attachments:** [Flowchart 2021-22.pdf](#), [READ UpdatesReminders - Attendance; Scheduling; Discipline; TBD Staff \(new staff\).msg](#), [Fw Williamson County.msg](#)

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Happy Day, ladies and gents!  
It was so awesome to see your faces today.  
There is no tired like first day tired. Please take some time this weekend to recharge and rejuvenate your spirits.

Let's do it again next week! 💎💎💎💎  
JBL

### **Critical Reminder**

Complete this form Friday, Monday, and Tuesday please.  
<https://forms.gle/YrTB76iJ69hgQzRv6>

### **Counseling Department—Molly O'Neal**

The Schoology Counseling course code is intended to be used **only** with administrators, counselors, psychologists, and social workers. There is not a way to add particular groups (as our email system) and it is designed for the use of these professionals only. Thank you!

### **COVID—Gary Anderson**

Principals,  
Below is a sample of a letter of what you can send out when there has been a reported COVID case in your school. You will need to adjust the highlighted information to fit your particular situation.  
*This email is to inform you and your family that we have had a report of possible COVID-19 in this classroom or group.*  
*The report has not be verified as a positive COVID case by the health department, but we wanted you to be aware.*

*If your child is feeling well, they can attend school. If your child develops symptoms, they must stay home according to the school district policy, and we ask that you consult with your healthcare provider to determine if testing is necessary.*

*Symptoms of COVID-19 vary but could include fever, chills, cough, shortness of breath, fatigue, muscle aches, headache, loss of taste or smell, sore throat, nasal congestion or runny nose, vomiting and diarrhea, and skin rashes. We will be keeping a close watch over the students and staff at this location for symptom development to prevent possible spread As always, we strongly recommend wearing a mask as a layer of*

protection for your student.

For more information on this virus you can view the WCS Illness Guidelines on the WCS website at [www.wcs.edu](http://www.wcs.edu). You can also email your school nurse with questions.

Thank you for your continued support of XYZ Elementary or Middle or High School.

Sincerely,  
*Your Favorite Principal*

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Data Meetings

Lydia will be in touch with you the week of August 16<sup>th</sup> to schedule this meeting. Meetings will occur starting in September. We will share a template as we have in the past at that time.

Human Resources—Vickie Hall

Supplements

Supplements portals will go live next week. There is a new "supplement team" in Office 365 and automatic access will be provided to Principals and Assistant Principals. You will receive an email next week when the portal goes live. The process for submitting supplements has been updated and an informational video and supporting documents will be sent to all users. This video, along with FAQ's and forms will be accessible in the new supplement team for further reference and training. If you have questions, please reach out to Heather Lee or Ashley Slaughter.

Classified Hiring

Updated tracking reports will be sent to Principals on Friday, August 13<sup>th</sup> for review and approval. Thank you for being patience as we work through these updates and hiring.

Maintenance—Phil Devine

Typically, we (Maintenance) do not do tree trimming unless it involves the following criteria:

- Safety issues (storm damage or overgrowth causing a hazard)
- Security issue (blocking security camera views or supervisory views towards a playground, entrance way etc.) . We uplift trees on the immediate campus to 4 feet so someone cannot hide.
- Infrastructure issues (tree leaves filling gutters etc.)

Landscaping, raking leaves etc. including tree trimming is the school's responsibility and those types of projects need to be turnkey including disposal of the debris (trimmed trees, pulled plants etc.) by the school/volunteers. We don't have the manpower or can afford to tie up our equipment for landscaping projects.

MKV—Jennifer Dreis

The McKinney Vento form is now available in Skyward for the 2021-2022 school year. **There will be no paper forms accepted**, and all newly enrolling and returning students and families should be directed to the online form. Online forms marked "YES" to forced and temporary will be reviewed by Central Office for eligibility and follow up communicated to your school's McKinney Vento liaison. Please share with your McKinney Vento school liaison and front office staff. Please feel free to call Jennifer Dreis (2-4074) or Ann Harris (2-4065) with any questions.

SAVE THE DATE & SIGN UP TODAY- Hunger Challenge Returns!

Mark your calendars for the 2021-22 Hunger Challenge benefitting local food pantries.  
ALL WCS High Schools - September 7-24, 2021  
ALL WCS & FSSD Middle Schools- April 4-22, 2022  
ALL WCS & FSSD Elementary Schools- November 15-December 16, 2021

To date our challenge has collecting over 1.1 million pounds of food for local pantries. Schools compete to win \$1,250 in cash, bragging rights and one year with the official Hunger Challenge trophy. To assist us with our planning we ask that you pick your pantry of choice and assign your challenge contact ASAP here- <https://docs.google.com/forms/d/e/1FAIpQLSfsNoPOahK4btdJcOEnxe-E0B5WrCb9CmiTSuAGnOS9zMuzPg/viewform>

TLA: Karen Wight

Wit & Wisdom Text Replacement Procedures

Attached you will find the flow chart on how to handle text replacement requests by parents. I did share this with teachers during our August 3 PD. We heard, via the survey, that there were teachers who handled requests on their own and I just want to make sure that we are moving as one. I would like to reiterate one key point: If the parent does end up requesting an alternate text after your discussion with them, please have an administrator from your school email Karen Wight and include Brent, Laura and Juli. I am trying to gather data and having one clean line of communication will help greatly. As always, I am here to support you, so please do

not hesitate to reach out.

*(Juli editorial comment: Neither teachers nor buildings should create alternate assignments and/or texts. This needs to be 100% coordinated with TLA and the ES Leadership team. Thank you!)*

#### Social Studies Facilitators

Please send me the name of your social studies facilitator for this upcoming year. The workload continues to be light with forwarding of messages and such. Not a big commitment, but an important one in keeping the lines of communication open. Thank you in advance.

#### TLA: Laurette Carle

##### TEAM Evaluations and TNCompass

- HR is working on staffing TNCompass for 2021-22 evaluations. We will have this done by end of month. **Please do not try to enter observations or pull pacing guide reports until early September.** We will email all when TNCompass is fully staffed and we have the master evaluation spreadsheet ready to share.
- It is too early to submit TASL attendance in TNCompass for the new/current cycle of 2021-22. Please hold onto your TASL certificates for summer events and wait until September to submit that attendance.
- **August 31** is the deadline for observers to finish the online course and pass the test to RECERTIFY as observers of teachers, administrators, or both. When you complete your recertification, be sure to send your observer certificate to Natasha Armstrong in HR.
- NEW OBSERVERS can still register for initial certification at this site: <https://team-tn.org/schedule/> The certification window to complete these course is open through April 1, 2022, but new observers cannot begin any work on evaluating educators until they are fully certified, so please do this as early as possible.
- More information about the TEAM evaluation timeline will be shared at our September 8th Admin Meeting.

#### TLA: Kayla Fraley

- **aimsweb Screening:** students in grades 2-5 will now complete the computer portions of aimsweb screening via browser-based TestNav
  - Students will now access TestNav through ClassLink (SSO)
  - Teachers will still unlock tests like usual, but will **not have to print test tickets** (◆◆◆◆)
- **RTI Level Set Discussion:** with the shortage of school psychologists and new roles/responsibilities this year, please schedule your Level Set discussion with your building's RTI Team soon
  - RTI Level Set Discussion (*agenda to help facilitate this meeting*)
  - RTI Best Practices (*tools to support redefining these roles throughout the year*)
- **RTI Implementation Goal for this year:** *“To reduce variability and increase equity and fidelity of RTI implementation across the district.”*

#### TLA: Kevin Deck

##### Assessment

- If you haven't already, please check and verify your testing coordinators for 2021-22 in this spreadsheet. There are tabs for TCAP, ACT (in school testing only... which is happening now) and AP. You can either leave a comment on the spreadsheet or email me, but please let me know if all is good or if there need to be changes.
- Paper reporting for Achievement and EOC are expected at the district early next week. We'll try to get those to the buildings ASAP so you can distribute to the students.

##### Email Attachments

- In an effort to put all the important information in one place for you guys, you will find the following emails attached:
  - Data Quality email
  - Angie McKee SMORES email
  - Flowchart regarding alternate texts

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Juli L. Oyer  
Assistant Superintendent of Elementary Schools  
Williamson County Schools

Phone: [REDACTED]

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Act as if what you do makes a difference. It does. -William James-