



Promoting Excellence through Exemplary Customer Service!



HESD INSTRUCTIONAL CABINET AUGUST 1, 2019

1:30 p.m.-4:30 p.m. @ TRC

K – 8 Instructional Cabinet ~ DISTRICT/SCHOOL LIAISON TEAM

Principals, Learning Directors & District Level Instructional Cabinet Members

1. [Induction Orientation](#)
2. General Information from Curriculum, Instruction, and PD
 - a. SSC/DLAC (Doug Carlton)
 - b. [EL Achieve Training Schedule](#) (also listed on Master Calendar and PD Calendar)
 - c. EL Achieve [Initial Assessments](#) (as needed) take place August 13-28.
 - d. [Instructional Pacing](#) begins September 3rd
 - i. C & I Office ordered and distributed additional EL Achieve Kits prior to the 18-19 School-year in order to improve teacher access to kits.
 1. Kits must be checked in and out through MSAs for each unit
 2. LDs: Please communicate with your teachers and MSAs so site procedures are clear.
 - e. Williams Visits—TENTATIVELY scheduled for September 6th (Hamilton Lincoln, King) watch for emails.
 - i. Reminder for **All Sites**: Do not discard old Science materials until you receive direction from my office. This will **not** take place until after September 6th.
 - f. [Life Skills Materials and Implementation](#) site info/plan due September 13th.
 - g. Parent Vue: (Doug)
 - i. TK-3: Optional for teachers to use/update gradebook.
 - ii. 4th-8th: Parent Vue Gradebook is required.

Principals: Coordinate with SOO to run Parent Vue account set up letters to be distributed by teachers TK-8 at Back to School Night

- h. Yellow Cards: Progress notes should be sent bi-weekly for TK-6. Must be printed on yellow paper.
 - i. Yellow card
 - ii. Parent Vue Print Out
 - iii. Synergy Print Out
 - iv. Site Created Progress Report
- i. JHS (which includes Jefferson 6-8) continue sending progress reports at the 6 week mark.
- j. Physical Education:
 - i. PE Start date ~ August 15th
 - ii. [PE teachers will have a "Plan B" in case of inclement weather and/or bad air quality.](#)
 - i. Please be sure your PE and Bell schedules are updated on the portal by August 10th.

3. [District-Wide Instructional Goals for 2019-2020](#)

4. [Instructional Cabinet Visits Plan 2019-2020](#)

5. [PD Day August 8th, 2019](#)

6. [Science Olympiad](#)

7. [Science Olympiad Timeline](#)