



# The Bay Academy for the Arts & Sciences Intermediate School 98

*Maria Timo*

Principal

## Weekly Intercom September 20, 2013

- Edline/Easy Grade Pro Web-** Please begin to upload your instructional information and prepare this site for student/parent use. The expected date of implementation for the students/parents is Friday September 27, 2013. The ELA teachers will distribute the activation codes for grade 6 on Monday 9/23/13. Grade 7 and 8 students who encounter problems are to be directed to Mrs. Dalton.
- Edline/EGPW Training-** Training is available to any staff member. If you wish to attend you may do so on Monday 9-23 and/or Tuesday 9-24 at 7:00am in room 215. Thank you to Ms. Cuoco for conducting these sessions.
- Eline/EGPW Tips-** A special thank you to Ms. Katz for providing me with helpful tips. See second attachment.
- Conflicts of Interest-** All NYCDOE employees are required to comply with the City's Conflicts of Interest Law and with [Chancellor's Regulation C-110](#). This regulation includes common conflicts issues (including private tutoring, outside employment, political activities, and gifts.) Please read through this regulation carefully.
- Passing-** All staff members must be in the halls during passing to ensure the safety of the students.
- Timecards-** Please move your timecard from **OUT** to **IN** and **IN** to **OUT** at the start of the day and the end of the day.
- Marking Periods-** The trimester schedule is as follows:
  - November 29, 2013 1<sup>st</sup> trimester ends
  - February 28, 2014 2<sup>nd</sup> trimester ends
  - May 29, 2014 3<sup>rd</sup> trimester ends
- Fundraising-** This year our goal is to try and secure as much funding for our school as possible by reaching out to outside sources. We initiated the **Box Tops for Education** program last year which pays .10 cents for every Box Top submitted. With a student population of close to 1400, we are bound to receive a substantial check which will be used for paper, ink and other teacher supplies. Please support this easy fundraiser by cutting out **Box Tops** on participating products and bring them into school. Ask your friends, family members and neighbors to support us as well.
- Orientations-** Please support our orientations on the following evenings:
  - Grade 7 Wednesday September 25, 2013 6:30pm
  - Grade 8 Tuesday October 1, 2013 6:30pm
- PTA Meeting-** Wednesday September 25, 2013 6:00pm. Please join us.
- Dismissal-** Thank you to the staff members who help at the end of the day to safely dismiss our students. It is always the same people lending a helping hand and it would be nice if others volunteered as well. We can use as much help as possible. One good turn deserves another and the time will come when you will need a helping hand.
- Denim Day-** In honor and support of Breast Cancer awareness and research, staff members are asked to make a \$5.00 donation to this worthy cause. Participates will be able to wear denim and pink on Friday October 4, 2013. Karen Goldberg will be collecting your donation in room 316.
- Windows-** Windows may not be opened from the bottom. Even though the weather has been extremely hot, it is unsafe to have your windows opened from the bottom.
- Recycle Box-** As per the Chancellor's Regulations and in keeping with our Go Green initiative, all classrooms have a Recycle box. This box must be used for ALL PAPER products.
- Bulletin Boards-** Your bulletin boards must be updated with current student work by the close of business September 27, 2013. This includes the BB's in your room as well.
- Professional Practice-** The electronic version of *A Framework for Teaching* by Charlotte Danielson was purchased for all staff members. You should be reading it and becoming familiar with this framework. There are 22 components under the 4 Domains which will be used as the Rubric for the new teacher evaluation system. It is to your professional practice advantage that you read this book.
- District 21 Middle School Fair-** The fair will take place on October 8, 2013 at David Boody IS228 from 5:30-7:30pm. We will be representing The Bay Academy at this fair. We need as many volunteers as possible since we are the most crowded table. You may RSVP to Joann by October 4, 2013. Please mark your calendars for this event.
- Social Committee-** The dues are \$60.00 for the 2013-14 school year. Cash only is requested. If you pay by 9/30 your name will be entered into a drawing for a restaurant gift card. See M. Falconieri.
- Per Session Opportunities-** If you are interested in working an afterschool program see L. Finale for an application. There are many openings still available.



*As we redesign our instructional approach it is important to keep in mind that we are all working towards a common goal. We are asking our students to complete high level tasks which will promote critical thinking. We are helping them develop problem solving skills needed to succeed in high school and college.  
Thank you for your commitment to our great school!*

