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**Re: [howard\_staf] Staffing Update**

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**From :** Allan Chinn <chinn@4j.lane.edu>

Sat, Oct 05, 2019 02:23 PM

**Subject :** Re: [howard\_staf] Staffing Update**To :** Savannah Consolo <consolo\_s@4j.lane.edu>, Robin Vaughan <vaughan\_r@4j.lane.edu>, Shelly Silver <silver@4j.lane.edu>, Carla Zimmerman <zimmermanc@4j.lane.edu>, Jenny Groshong <groshong\_j@4j.lane.edu>, chunn <chunn@4j.lane.edu>, Imelda Cortez <cortez\_i@4j.lane.edu>, Lupe Callihan <callihan@4j.lane.edu>, Suzy Rock <rock@4j.lane.edu>**Cc :** Corianne Rice Heinke <riceheinke\_c@4j.lane.edu>, Mellissa Swift <swift\_m@4j.lane.edu>, Bryan Prideaux <prideaux\_b@4j.lane.edu>, Emmanuel Gemora <gemora\_e@4j.lane.edu>, Katie Gates <gates\_k@4j.lane.edu>, Linda Lamb <lamb\_l@4j.lane.edu>, Cynthia Wenks <wenks\_c@4j.lane.edu>

Hi Everyone,

This is more for the 4/5 team, but to keep the rest of you in the loop since you were part of the conversation earlier.

- **4/5 or 5th Classroom?** - I wasn't able to talk in person with Jeff, but was told by text that Gus was clear this is to be a 4/5 blend. I did share that it doesn't make sense instructionally for a 4/5 blend to be made up of 18 fifth graders and 6 fourth graders, so he said we can talk more after the elementary principals meeting on Monday. I'll send an update after I talk with Jeff.
- **Class Lists** - If we have to do a 4/5 blend, 5th grade teachers will choose 6 students to go into the blend and 4th grade teachers will choose 2 students to go into the blend. Fourth grade teachers should choose students who do not receive pullout services (Title 1, SPED, ELL)
- **Master Schedule** - With most students in the blend being 5th grades, it makes the most sense to pair this class with the 5th grade schedule. I'll start working on this.
- **Class Furniture** - There are no extra student desks or chairs, so we'll need to take furniture from the current KG and 4/5 classrooms to outfit new classroom. That means about 4 double desks and 8 chairs from each of the kindergarten classes and for the 4/5 blend we'll need to take 6-7 desks and chairs from each 5th grade classroom and 2-3 from each 4th grade classroom.
- **Parent/Student Notification** - At the meeting I talked about notifying parents Friday next week, but that may have been too ambitious because I seriously doubt HR will

have a teacher hired by that date.

- **Subs Starting Monday** - We did get authorization to get subs until someone is hired for the KG and 4/5 positions, but I don't think we should move students until they know who their teacher will be. For now they'll be extra helps wherever teacher can use them. If 4/5 teachers can't use their sub at the moment, I know kindergarten can certainly use them.
- **Interviews Thursday, 1:30-4:00** - We'll do five 25 minute interviews so we can squeeze in six candidates. Besides myself, I have down Imelda, Jenny, Corianne, Robin, and Shelly taking part in interviews. You all are missing your 2-hours of prep this day, so you can trade out either part of the Technology Training (3-hours) in the morning and/or the Behavior Framework (2-hours, but probably more like 1.5-hours or less) in the afternoon.

I'll plan to also some of this in staff announcements.

Allan

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**From:** "Allan Chinn" <chinn@4j.lane.edu>

**To:** "Savannah Consolo" <consolo\_s@4j.lane.edu>, "Robin Vaughan" <vaughan\_r@4j.lane.edu>, "Shelly Silver" <silver@4j.lane.edu>, "Carla Zimmerman" <zimmermanc@4j.lane.edu>, "Jenny Groshong" <groshong\_j@4j.lane.edu>, "chunn" <chunn@4j.lane.edu>, "Imelda Cortez" <cortez\_i@4j.lane.edu>, "Lupe Callihan" <callihan@4j.lane.edu>, "Suzy Rock" <rock@4j.lane.edu>

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**Sent:** Wednesday, October 2, 2019 9:57:58 PM

**Subject:** Fwd: [howard\_staf] Staffing Update

Hi KG and 4/5 Teachers,

Howard has gone through this mid-year class shuffling process before. It's great news to reduce class size, but it also comes with a lot of extra work to get things going.

I'm out of the building tomorrow from 8:30-4:30 for a training, but I'd like to meet with you all **Friday at 2:30 in the Conference Room** if that works with you all.

I think our to-do list (which you can start working on now before we meet) is:

- **Create Class Lists** - Kindergarten will need to make four classes of 21, 21, 20, 20 (meaning each teacher has to choose 6-7 students who will make a new balanced class of 20-21)

students). Grades 4/5 will need to make seven classes of 25, 25, 25, 25, 24, 24, 24. I'd want the 4/5 blend to start at 24, and I'd suggest two of the 5th grade classes also start at 24 given the level of need at this year's 5th graders (meaning 4th grade teacher have to choose 2-3 students to go into the 4/5 blend and 5th grade teachers need to choose 5 students to go into the 4/5 blend).

- **Master Schedule** - We can pair the 4/5 blend with either the 4th or 5th grade master schedule, but this will somewhat depend on how we want to teach core subject areas as well as pullout for Title 1, ELL, and SPED. Since the blend will have more 5th graders, it may make more sense to pair the blend with the 5th grade schedule so matches the 5th Title, ELL, and SPED pullout times, which means 4th graders going into the blend would have to be students who do not need pullout.
- **Parent Communication** - Last time we did this, I called each family of the students who were changing classrooms, though teacher are welcome to call if you'd rather. We also sent home a letter to all families. Attached is the letter I wrote last time, which I will update.
- **Interviews 10/10 @2:00?** - Do we want to do joint or separate interviews for KG and 4/5? I haven't seen the candidate list yet, but although these are very different of positions, I'd like to propose we do the interviews all at once so we can hire folks as quickly as possible. Thursday afternoon next week is the first day I'm available to hold interviews if that works for most of the team.
- **Curriculum Materials** - I've already contacted Sue Wilson about additional math manipulative kits, Journeys teacher materials, science kits, Second Step, and Being A Writer. We should still have a fourth set of these for 5th grade from Zach's class last year, but we we'll need a fourth set for KG and 4th.

I'm sure there's more we'll need to figure out that I'm forgetting, but let me know if any of you cannot meet this Friday at 2:30 to beginning planning.

Allan

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**From:** "Allan Chinn" <chinn@4j.lane.edu>  
**To:** "howard staf" <howard\_staf@4j.lane.edu>  
**Sent:** Wednesday, October 2, 2019 9:08:54 PM  
**Subject:** [howard\_staf] Staffing Update

Hi Everyone,

I didn't want to wait until Sunday to send this out, but downtown has approved hiring a fourth Kindergarten teacher and a fourth Kindergarten EA. They also approved hiring a full-time teacher for a 4/5 blend. This will bring Kindergarten classes (28, 27, 27) down to 21, 21, 20, 20, and it will take 5th grade classes (30, 30, 29) and 4th grade classes (28, 28, 27) down to 25, 25, 25, 25, 24, 24, 24.

I've shared earlier my plans for room assignments if we received additional staffing, but the fourth Kindergarten class will go into Room 5 (currently Matt's room) and the 4/5 Blend will go into Room 23 (currently Jeff's Room). Matt will move into the Room 21, which is currently Cynthia (ELL), Emmanuel (LC), and BEST/YMCA. Cynthia will join Title 1 in Room 30, Emmanuel will join Bryan in Room 13, and BEST/YMCA will be based out of the

cafeteria. Jeff will move into Matt's old office, which later in the year is slated to become the second Looking Glass counselor's office once Audra returns from her maternity leave, so we'll have some time to figure out a permanent location for the new Looking Glass counselor. Attached is an updated Classroom Assignment map.

For the fourth KG EA, we already interviews scheduled for Tuesday to hire the third KG EA, so we will plan to hire two candidates from that pool.

HR is working on getting me a list of candidates for the KG and 4/5 teaching positions. Once I get that list of candidates, I'll review applications and will work with those teams to set up interviews as soon as possible. I'll also work the those teams regarding class lists, notifying families, master schedule, and other logistics.

Let me know if you have any questions on any these big changes!

Allan

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