

Closing Out the 2023-2024 School Year



**May 2024
Monthly Teacher Training**

**Wednesday,
May 1st, 2024**



Session Norms

- Be engaged.
- Be collaborative.
- Be solutions-oriented.
- Be open-minded.





Today's Agenda

- Grant Compliance
- Environmental Quality Operations (EQO)
- Student Growth Portfolio
- Active Supervision Strategy: Scan and Count
- Due Dates and Deadlines
- Classroom Packing
- Professional Development

Grant Compliance





Packing Slips



If you placed an order for classroom supplies with your Instructional Advisor and received confirmation from your Grant Compliance Advisor that your request was approved, **please do the following:**

- Be on the lookout for your order by checking with your school's front office periodically.
- Once you received your order, promptly submit your signed & dated packing slip(s) to your assigned Grant Compliance Advisor.
- If you haven't received your order, please contact your assigned Grant Compliance Advisor **Immediately!**

Grant Compliance Advisors:

- **Olive Hankins** (Maleka Daniel, Yvette Williams, Charisse Baker, Dr. Kendra Hightower)
- **Jack Parks** (Heather Moore, Nichol Collier, Bridget Davis, Alisha Leflore)
- **Rhonda Smith Beason** (Crystal Griffin, Letoyia Sheard, Aldia Moore, Theo Jennings)

Please respond promptly to e-mails from your Grant Compliance Advisor!

Environmental Quality Operations (EQO)



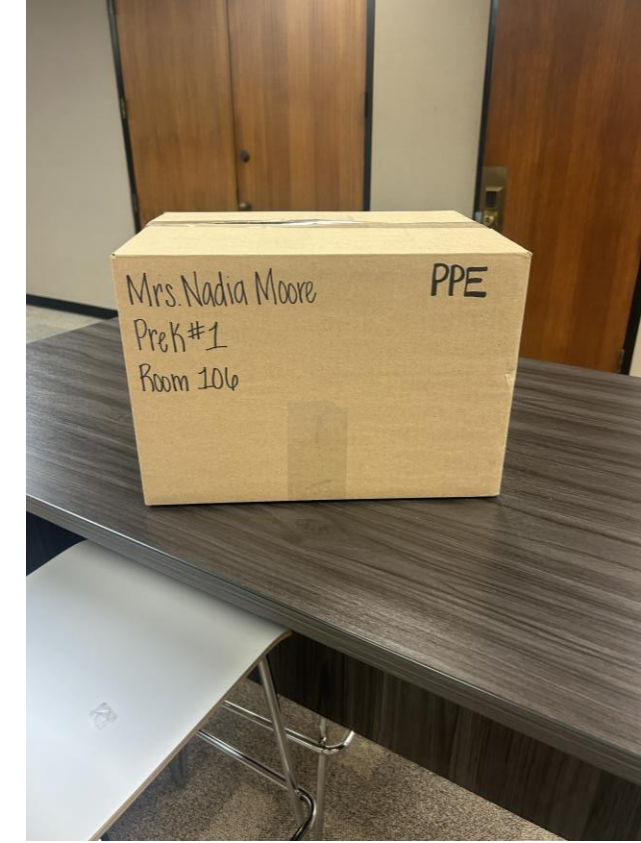
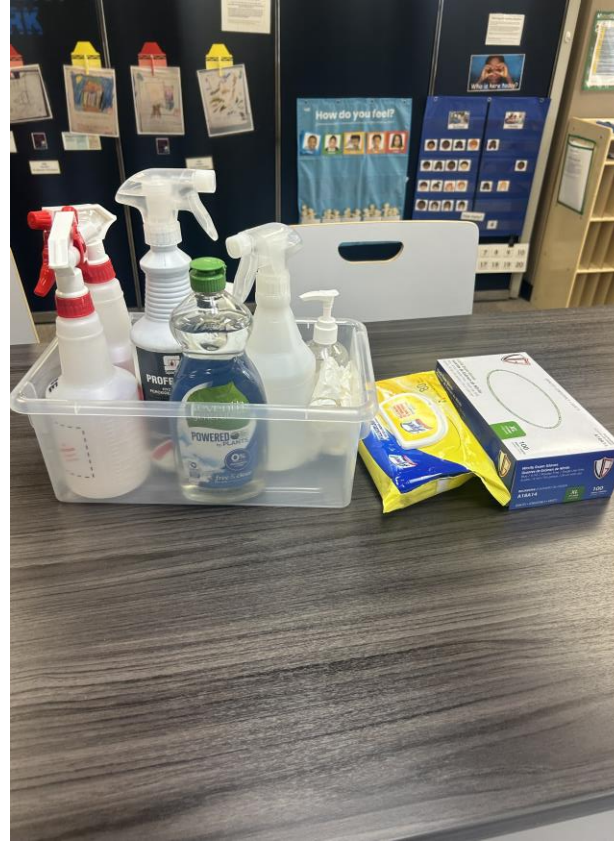


Air Purifiers

A representative from the Division of Early Childhood Department will be visiting classrooms that were provided an air purifier during the school year to collect them. If you are currently utilizing the purifier, it can remain in the classroom until the final week of the school year. However, if you are not using it, kindly ensure that the air purifiers are prepared and available for pick-up.

Please verify that all components are accounted for.





PPE

Boxes will be provided to teachers to pack up all PPE located in the classroom. Once placed in the sealed box, it should be labeled "PPE" with supporting information including the classroom number and the teacher's name. This will assist with the need for PPE at the beginning of the upcoming school year.

Please send request for boxes starting May 2-10 to Karlton Jones @ jonesk8@scsk12.org.

Deliveries will be made to classrooms the week of May 13-17.



Cot Covers

To ensure we have the appropriate inventory for the beginning of the upcoming school year, please be sure to collect ALL cot covers. Once collected, please place them in the laundry bag provided to you.

Health & Safety Backpack

By now, every classroom should have received a CLEAR backpack for Health & Safety. **If you do not have one, please email your assigned Compliance Specialist to request it.** For end-of year closeout, teachers will be placing the Health & Safety backpack in a sealed box labeled with all pertinent information to ensure the classroom will begin the upcoming school year with their Health & Safety backpack.



Thank you, educators! Your dedication, passion, and hard work shape the minds of our future leaders. As the school year winds down, may your summer be filled with rest, rejuvenation, and cherished moments.



Tennessee Student Growth Portfolio





Tennessee Student Growth Portfolio Measure

Portfolio Submission Deadline
Monday, May 6th, 2024 @ 5pm

All collections must be fully submitted by the deadline.

There will be no late submissions allowed or extensions granted.

An incomplete portfolio will not be scored and
will not generate an LOE score.

**Teachers who do not submit a required portfolio will be
referred to the MSCS Office of Professional Standards.**



Tennessee Student Growth Portfolio Measure



EARLY CHILDHOOD PROGRAM

Pre-K is Like a Box of Crayons—Creating Colorful Futures for Children

[Home](#) [About Us](#) [Teachers](#) [Calendar](#)

[Home](#) » [Teachers](#) » [Education](#) » [Portfolio](#)

[Find it Fast »](#)

EDUCATION

3rd Quarter (Jan. 4 – Mar. 8) »

Instructional Resources »

Curriculum Resources »

1st Quarter (Aug. 14 – Oct. 6) »

2nd Quarter (Oct. 16 – Dec. 20) »

4th Quarter (Mar. 18 – May 24) »

Assessment Guide »

Brigance Inventory »

Conferences and Home Visits »

Foundational Skills

PORTFOLIO DATES

2023–2024 Due Dates:

Portfolio Peer Reviewer Application Deadline: March 29th, 2024 @ 5pm CST

Portfolio Submission: May 6th, 2024 @ 5pm CST

PORTFOLIO PEER REVIEWER PROCESS

Portfolio Solicitation Document »

Portfolio Peer Reviewer Application »



PORTFOLIO SUPPORT

 [Portfolio Support Sessions Flyer](#) 

PORTFOLIO RESOURCE LINKS

[Portfolio Information and Resources](#) »

[Student Growth Portfolio Guidebook](#) »

[Pre-K Portfolio Model \(standards, rubrics, and suggested tasks\)](#) »

[Portfolio Teacher Guidance](#) »

PORTFOLIO TRAINING VIDEOS

Active Supervision Strategy: Scan and Count





Active Supervision Strategy: Scan and Count

- All classroom staff should always be able to account for the children in their care.
- Staff must continuously scan the entire environment to know where everyone is and what they are doing.
- Staff count the children frequently.
- This is especially important during transitions when children are moving from one location to another.



Scan and Count Tips, Techniques, and Reminders

- Count and re-count (both staff count and/or count front-to-back then back-to-front).
- Post number of current students near door or in a highly visible spot.
- Engage in two-way communication.
- Check the restroom/playground before entering and after exiting.
- Count before and after all transitions.

Due Dates and Deadlines





Last Day of School

Last Day for Students
Friday, May 24th

Last Day for Teachers
Thursday, May 30th





Brigance IED-III Assessment

Administration Window closes this Friday, May 3rd.

Score Reporting Window
May 6-10th


All Brigance IED-III Scores **must** be submitted to your Family Engagement Specialist and Instructional Advisor **on or before May 10th.**



Kindergarten Transition Plan



Conduct Kindergarten transition activities and submit your Kindergarten transition plan **by Friday, May 17th.**

This document is available on the “Instructional Resources” page of the MSCS Pre-K website.
bit.ly/mscsprek

 MSCS DIVISION OF EARLY CHILDHOOD Kindergarten Transition Plan					
<small>The recipient will explain the expectations of the receiving schools and collaborations to promote successful transitions to kindergarten. 1302.71 (a)</small>					
School Site: _____					
Teacher/ TA	Visit In-person or Virtual	Date	Arrival	Dismissal	# of Students
<small>Note: As a part of the Kindergarten Transition Plan, it is a suggestion that Pre-K students tour/visit in Kindergarten classrooms, if possible. The activity could be implemented in various ways (ex. KK & Pre-K teachers swapping students for an hour or more) based on individual creativity and collaboration between teachers and principals. If you are in a community partner site or Head Start center and do not have access to a Kindergarten classroom, you should still have activities and/or discussions that will give your current students a glimpse into what Kindergarten will look like next year. *Virtual Kindergarten visits are also suggested. Please attach pictures to share with the office of Early Childhood.</small>					
Objectives of the Kindergarten visit: <small>Example: The students will become familiar with the kindergarten environment.</small>					
•					
•					
•					
How were the objectives achieved? <small>Example: The students explored the KK students as tour guides.</small>					
•					
•					
•					
List the activities and materials utilized for this visit. <small>Example: videos, invitations, manipulatives, etc.</small>					
•					
•					
•					
Pre-K Teacher's Signature: _____			Date: ____/____/____		
Kindergarten Teacher's Signature: _____			Date: ____/____/____		



Exit Conferences



Memphis-Shelby County Schools Pre-K Exit Conference Form

Student Name: _____ Date: _____
School: _____ Teacher: _____

Brigance Inventory of Early Development III Data (List if Applicable)			
Sub-Domains/Domains and Skill Totals	Period I	Period II	Period III
Gross Motor (63)			
Fine Motor (107)			
Physical Development (170)			
Language Development: Receptive (102)			
Language Development: Expressive (128)			
Language Development (230)			
Academic Skills/Cognitive Development: Literacy (170)			
Academic Skills/Cognitive Development: Mathematics (101)			
Academic Skills/Cognitive Development (271)			
Daily Living (48)			
Adaptive Behavior (48)			
Social Emotional Development: Interpersonal (21)			
Social Emotional Development: Self-Regulatory (29)			
Social Emotional Development (50)			
TOTAL SKILLS MASTERED (769)			

Additional Topics

☐ Discussed report card progress

☐ Discussed strategies for summer success

☐ Discussed documents required for Kindergarten

Additional Comments:

Parent Signature: _____

Teacher Signature: _____

All exit conference forms and sign-in sheets are due to your Family Engagement Specialist and Instructional Advisor **by Friday, May 17th.**



Report Cards

- Complete 4th 9 weeks report cards and send home on the last day of school.
- Make a copy of each student's report card and place it in his/her file.

MEMPHIS-SHELBY COUNTY SCHOOLS		2023-2024 Pre-K Report Card	
School: _____		Principal/Director: _____	
Student: _____		Teacher(s): _____	
KEY PERFORMANCE LEVELS			
4	Exemplary	Student demonstrates an advanced understanding of concepts, skills and processes taught in this reporting period. Exceeds the required performance.	
3	Proficient	Student consistently demonstrates an understanding of concepts, skills and processes taught in this reporting period, independently .	
2	Developing	Student is not yet consistent in demonstrating an understanding of concepts, skills, and processes taught in this reporting period, even with support .	
1	Emerging	Student does not demonstrate an understanding of grade level concepts, skills and processes taught in this reporting period, even with support .	
-	Not Assessed	Absence of a score indicates an area not yet assessed.	

LITERACY SKILLS	REPORTING PERIOD			
	Q1	Q2	Q3	Q4
Draws a recognizable picture and dictates a sentence.				
Prints first name				
Print last name				
Prints Uppercase Letters in Sequence				
Claps out syllables				
Asks/Answers questions about stories				
Identifies front and back of the book				
Identifies character, events, and setting				
Tracks print from left to right				
Recites Alphabet (names letters only)				
Visual Discrimination: Same and Different				
Identifies Uppercase Letters				
Identifies Lowercase Letters				
Identifies and differentiates rhyming words				
Identify Beginning Sounds				
Identify Ending Sounds				
Word Recognition				
Recites new song, rhyme, or poem				
MATH SKILLS	Q1	Q2	Q3	Q4
Understands Number Concepts				
Counts to 30				
Compares Different Amounts				
Sorts Objects (color, shape, size)				
Matches Quantities (0-10)				
Reads Numerals (0-10)				
Solves Word Problems				
Writes Numbers (0-10)				
Demonstrates addition with objects (0-5)				
Demonstrates subtraction with objects (0-5)				
Recognizes Shapes				
SOCIAL AND EMOTIONAL DEVELOPMENT SKILLS	Q1	Q2	Q3	Q4
Gives best effort each day				
Gives affection and shows warmth				
Interacts with peers and adults respectfully				
Responds appropriately to directions the 1 st time				



Reminder

No Pre-K graduations are allowed.
Celebrate the end of the year with a party, picnic, or other event.



Packing Your Classroom





Packing Your Classroom

- Pack all materials in an organized manner. Label all boxes with the classroom # and the type of materials inside (examples: block area, books, etc.)
- **Do not** write on furniture or items. Label all furniture with the room # using a removable label.
- **All classroom materials must remain with the assigned classroom.** This includes all furniture, TDOE notebook, curriculum materials, etc.
- This is a great opportunity to discard damaged and broken materials.
- **All personal belongings must be removed.**
- Speak with your Instructional Advisor regarding donating excess materials.



Curriculum Materials

- Pack all Creative Curriculum Materials together in boxes labeled “Curriculum.”
- Be sure to pack and label other curriculum and assessment materials, too (Brigance Screener and IED-III, Second Step, etc.).
- **Ensure that all materials have been put back into the appropriate Creative Curriculum slant box.**
- **Use the Creative Curriculum Kit Materials document (on the Curriculum Resources page of the website) to inventory all materials.**
- **Do not** write your or your class name on curriculum materials.
- We **do not** have replacement pieces-please inventory, pack, and store materials carefully.



Curriculum Materials

Balls Study

- The Creative Curriculum for Preschool Teaching Guide: Balls Study (Guided Edition)
- Intentional Teaching Experiences
 - Language and Literacy: LL03, LL18, LL23, LL30, LL40, LL62, LL75
 - Mathematics: M18, M20, M24, M26, M41, M62, M77, M79, M80
 - Physical: P06, P09, P15, P18, P19, P26

Preschool Children's Book Collection Titles	Book Discussion Cards
<i>A Birthday Basket for Tia</i>	
<i>Bounce</i>	
<i>The Doorbell Rang</i>	
<i>Have a Ball</i>	
<i>Just Like Josh Gibson</i>	Book Discussion Card 05
<i>The Little Red Hen</i>	Book Discussion Card 06
<i>The Three Billy Goats Gruff</i>	

Buildings Study

- The Creative Curriculum for Preschool Teaching Guide: Buildings Study (Guided Edition)
- Intentional Teaching Experiences
 - Language and Literacy: LL11, LL17, LL27, LL39, LL46, LL48, LL63
 - Mathematics: M02, M04, M13, M29, M30, M45, M46, M82, M83
 - Physical: P04, P07, P10, P13, P42

Preschool Children's Book Collection Titles	Book Discussion Cards
<i>Building a House</i>	
<i>Buildings, Buildings, Buildings</i>	
<i>A Chair for My Mother</i>	Book Discussion Card 07
<i>Changes, Changes / Cuenta, cuenta</i>	
<i>Keep Counting / Cuenta, cuenta</i>	
<i>Los tres pequeños jabalíes / The Three Little Javelinas</i>	Book Discussion Card 08
<i>The Pot That Juan Built</i>	

Professional Development





Remaining Professional Development Opportunities

“Toolbox Tuesdays”

Reflection, Growth, and Goal Setting (PLZ# 35611)

Tuesday, May 7th, 2024, 4:15pm
Shady Grove Early Learning Center

May Cohort Meetings (PLZ# 35606)

Wednesday, May 15th, 3:45pm (virtual)



Receiving Professional Development Credit

After completing a course:

Complete the "Teacher Survey" in PLZ (MSCS staff)

Print/file your attendance certificate (Community Partners)

**Log all training/session information on your TDOE
Professional Development Log (all staff)**



Summer Professional Development Opportunities

Establishing and Managing a Creative Curriculum Classroom

June 4th (PLZ# 36058)

Using the Creative Curriculum Tools and Resources

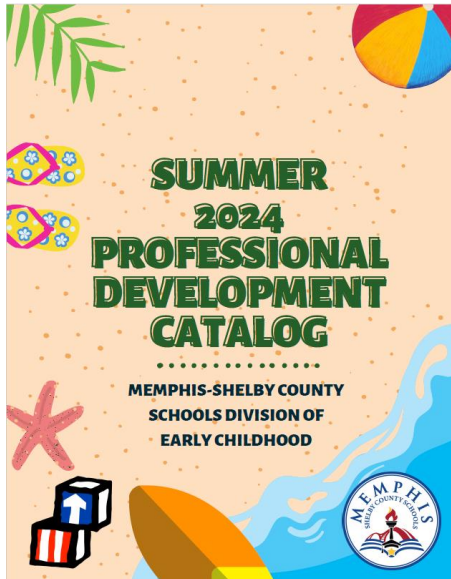
June 18th (PLZ# 36059)

Making Studies Come to Life

July 2nd (PLZ# 36060)

The First Six Weeks of School

July 16th (PLZ# 36061)





Summer Professional Development Opportunities

Pre-K Intro to Interactions for Educators
(PLZ# 36351)

June 6th

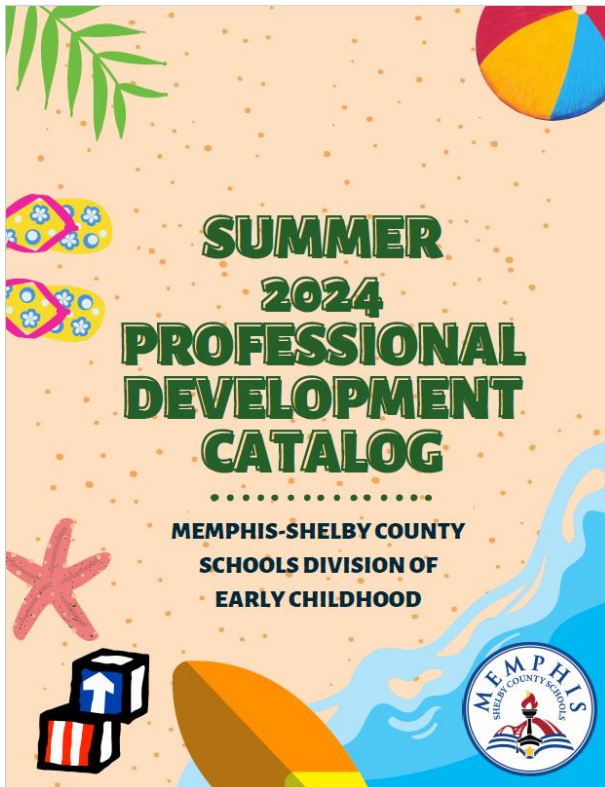
8:30-11:30am

12:30-3:30pm

July 17th

8:30-11:30am

12:30-3:30pm





Professional Development Survey

Please share your feedback on our 2023-2024 professional development offerings as well as your ideas and suggestions for the 2024-2025 school year!

2023-2024 Professional
Development Survey





Thank you for your participation!

Attendance Survey



bit.ly/may1att

Feedback Survey



bit.ly/may1surv