



Excellence, Preparation for Life, Opportunities for All

Offices of Curriculum and Instruction

District Leadership Team

On March 3rd, the District Leadership Team (DLT) met for the third time this school year. The DLT is comprised of 20 teachers (2 from each building) and our 10 principals. There is also a DLT Steering Committee who organizes information for and between meetings. The DLT develops our Ohio Improvement Plan – the guiding force behind all we do in the district. In particular, the Ohio Improvement Plan guides the DLT to make decisions about professional development for our district.

At the March 3rd meeting, the DLT examined a variety of district and building data – discipline, MAP, ACT, and state test data. After reviewing this information, the DLT worked in small groups to brainstorm “next steps” for the district and individual buildings. The end result of the March DLT meeting was the start of a professional development outline for the 2017-2018 school year. At the DLT meeting in May, the building groups will work together again to finalize the professional development plan for 2017-2018 so that it meets the needs of both the district and individual buildings.

As you can see, the work of the DLT is extremely important and extremely collaborative. The primary function of the group is to develop the Ohio Improvement Plan to guide the district’s work.

During the 2017-2018 school year, the group will be working on a new plan to guide our district for the next three years. There will be opportunities for you to share your thoughts through surveys. Please be sure you fill these out. The DLT uses this information to make decisions regularly. Once the next OIP is finished, the DLT’s secondary function is to ensure all of our work, including professional development, aligns with the goals of our plan.

If you have any questions about the work of the DLT, please feel free to ask your principal, the teachers who represent your building, or the Steering Committee.

The Fairfield City School District Offices of Curriculum and Instruction

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We’re Moving!

With so many building and room changes coming soon, there is sure to be purging as we clean out rooms and instructional materials. Please be sure you follow the district removal / relocation processes listed below as you decide what instructional materials you are keeping and what you would like to purge.

Removal/Disposal

- ✓ First, if you have items you do not need anymore, please fill out the attached form **BEFORE** sending any materials over to the FAB. (*This form can also be found in Office 365, SharePoint, Office of Curriculum & Instruction, Forms.*)
- ✓ Once you have completed the form, give it to your building secretary. She will obtain administrator signature and then forward it to Debbie Rulon, Curriculum Secretary.
- ✓ **Please complete this part of the process by April 17.**
- ✓ Wait to hear from Debbie. **Do not send the materials to the FAB or move them to another location in your building.** Debbie will use the form to check on whether we want to keep the items in Fairfield for the future, check for resale value, see if we can recycle the items, etc. She will send you specific instructions for boxing and tagging the items on your form.

Current Curriculum

- ✓ Anyone who needs to move curricular materials, please box them up by content area (ELA, Math, Science and Social Studies each in separate boxes) and leave them in your classroom. Labels will be coming to each school for you to place on the boxes in the next month or so.
- ✓ If your curriculum items are moving to another school/teacher, a team at the Curriculum Office will inform you of where

the materials will be going. However, this team is waiting for changes in placement due to postings. Please hold tight for more directions. **Do not send the materials to the FAB or move them to another location in your building.**

Personal Items / Non-curricular Items Purchased with District Monies

- ✓ You may want to consider moving personal items yourself. Otherwise, pack those items up in boxes separate from instructional materials and affix a label on the box once the labels are delivered to your buildings.
- ✓ Any personal items / school purchased items (construction paper, file folders, pocket charts, etc.) you do not want anymore – please pass them on to someone else or dispose of them. **Do not create a “FREE to a GOOD HOME” spot in your school.** Keep things in your classroom and let colleagues know you have items up for grabs. They can come to your room and look through the collection.

With the large number of staff members moving, please remember, we all need to be patient and follow the procedures set forth by your building and the district. If you have questions, ask your building administrators or a member of the Offices of Curriculum and Instruction or the Business Office.

Thank you, in advance, for working together to ensure everyone has a smooth move!



Tech Tip for Everyone!

F1 is a great way to ask for help. By pressing F1, you go directly to the Help Desk on any desktop computer. The Help Desk allows you to 'Submit an Incident,' whether it is a hardware issue or a software issue. You can also use the Help Desk for Maintenance needs. In the FAQ section there are articles about many topics including software and hardware items. By looking at the FAQ section first, you may even be able to solve your problem on your own. You can also use the FAQ section to fill out a survey for an Edcite District Distribution. Please take a look at the Help Desk by pressing F1 or by clicking on the Help Desk icon on your desktop.



The more you inspire,
the more people
will inspire you

Simon Sinek

