

**To: Ilima Faculty & Staff**  
**Fr: C. Bonilla**  
**Re: Monday Memos**  
**9/11/2017**

We're at the halfway point of the quarter! Here are important details for this week.

**I. Strive HI Data:**

The schools' Strive HI results are embargoed today. The results will be made public on September 19, 2017

**II. Professional Development Period (PDP) Schedule This Week (In Chorus Room):**

This week's PDP will focus on the Learning Intentions and Success Criteria (LISC). Participants need to bring their curriculum maps with you to this training in the Chorus Room. DHs please bring your laptops. [Before this training, go ahead and identify a power standard for the 2<sup>nd</sup> quarter.](#) We will revamp our school's implementation of the FIL (Framing Ilima's Learning) incorporating the VL lens. Here's our opportunity to make connections.

**III. New School Website Feature- Discussion Forum:**

In an ongoing effort to provide an appropriate means to analyze input/feedback responding to specific concerns or questions, administration has provided a venue via the school website. If help is needed, here is another way to address questions and concerns, which range in topics from Infinite Campus to EES. The expectation is that everyone's professional and solution-oriented feedback is shared. Moderators will be available to monitor the discussions for appropriate comment and to channel questions to the appropriate channels. Please check VP Oscar Ramiscal's email sent on Sep 9.

**IV. Effective Educator System (EES):**

As a reminder, we need to have the Individual Professional Development Plans (IPDP) dates logged into PDE3 and approved by Sep 29. [All teachers and non-classroom teachers need to email their respective administrator the IPDP by Sep 29.](#)

**V. Infinite Campus:**

Mahalo everyone for your continued teamwork and perseverance as we navigate through the new IC grading and communication tool. Mahalo to our registrar Briayn Lynch-Urbaniak and media specialist Gayle Anbe for your continued help as we troubleshoot and find solutions to ongoing questions. As a reminder, take a look at Ben Meyer's (Acting Director of the School Process and Analysis Branch) recent responses to our school's concerns/questions from our last faculty meeting:

- **GradeBook: Can't do as much as Jupiter Grades.**
- (Response)-We are not trained in Jupiter Grades. There are resources on how to use Campus Grade book on the DOE Intranet site including 5 videos. You

will be required to log in.

- [https://intranet.hawaiipublicschools.org/collabs/areas/sis/secondary\\_documents/Pages/default.aspx?RootFolder=%2Fcollabs%2Fareas%2Fsis%2Fsecondary\\_documents%2FDocuments%2FVideos&FolderCTID=0x012000FF74F579803E0D438E1E999C8CFE44EE&View=%7BE28C2080-150D-4D5D-AC5A-5FF6F6BD483E%7D](https://intranet.hawaiipublicschools.org/collabs/areas/sis/secondary_documents/Pages/default.aspx?RootFolder=%2Fcollabs%2Fareas%2Fsis%2Fsecondary_documents%2FDocuments%2FVideos&FolderCTID=0x012000FF74F579803E0D438E1E999C8CFE44EE&View=%7BE28C2080-150D-4D5D-AC5A-5FF6F6BD483E%7D)
  - **Messaging system: in Jupiter Grades, messages were contained within the Website application; with IC, messages are forwarded to teacher LN accounts which makes it difficult to follow**
  - (Response)-We are not trained in Jupiter Grades. There is a messaging system in SIS. Lotus Notes is our official email system.
  - **Recent update (Friday?): website GUI changed, buttons moved; teachers were thrown off**
  - (Response)-A notification and an email were sent to teachers with a Cc: to administrators, registrars, tech coordinators and portal managers. All teachers with SIS accounts received this notification which included a link that showed the changes. In general, notifications are sent when updates or changes are to occur.
  - **Teachers aren't familiar with the parents' view on the parent portal: for example, parents have concerns when an assignment shows up red because teacher didn't assign due date, but the teacher doesn't see that and isn't sure how to respond to the parent.**
  - (Response)-Schools can filter what parents can see. Each school had a Teacher Cadre (up to 5 school personnel) that were trained. All teachers have access to Campus Community, which contains information that can be search, including parent portal. Another resource is the SIS Intranet site.
  - <https://intranet.hawaiipublicschools.org/collabs/areas/sis/SitePages/Home.aspx> School staff may click on Secondary School Training ->Secondary Portal Packet folder for more information about Parent Portal including a Parent Letter for Portal template.
  - **Is there a parent portal & IC gradebook FAQ document that the school can share with their parents & teachers?**
  - (Response)-Parents have access to the parent portal <https://hawaii.infinitecampus.org>. If parents click on Tell Me More, there is a FAQ, but there isn't much information here.
  - (Response)-All teachers have access to Campus Community, which contains information that can be search, including parent portal. Another resource is the SIS Intranet site.
- <https://intranet.hawaiipublicschools.org/collabs/areas/sis/SitePages/Home.aspx> School staff may click on Secondary School Training ->Secondary Portal Packet folder for more information about Parent Portal including a Parent Letter for Portal template.