

From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: This Week
Date: Tuesday, April 10, 2018 5:06:28 AM
Attachments: [PastedGraphic-5.png](#)

Whitney,

I need to cancel this week's school visits because my son had an accident and has some substantial swelling on his temple that we're going to need to monitor. Unfortunately it just happened (he fell out of bed and his temple hit the foot of the bed frame hard enough to break the skin) - I was scheduled to leave my house in an hour to catch my flight.

I am scheduled to return to visit the 3 schools on April 30th. I will let the schools know about the change. I'm very sorry for the inconvenience.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: This Week
Date: Tuesday, April 10, 2018 1:19:23 PM
Attachments: [PastedGraphic-5.png](#)

Thanks for your understanding.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Apr 10, 2018, at 4:49 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Tiffany,

I'm so sorry—that's scary! No problem on our end—I'm sure principals will be fine to reschedule.

Thanks,
Whitney

Whitney Oakley, Ed.D.
Interim Chief Academic Officer
Guilford County Schools

From: Tiffany Parker [<mailto:tparker@crosswalkeducationonline.com>]
Sent: Tuesday, April 10, 2018 5:06 AM
To: Oakley, Whitney W <oakleyw@gcsnc.com>
Subject: This Week

Whitney,

I need to cancel this week's school visits because my son had an accident and has some substantial swelling on his temple that we're going to need to monitor. Unfortunately it just happened (he fell out of bed and his temple hit the foot of the bed frame hard enough to break the skin) - I was scheduled to leave my house in an hour to catch my flight.

I am scheduled to return to visit the 3 schools on April 30th. I will let the schools know

about the change. I'm very sorry for the inconvenience.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<image001.png>

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Fwd: TRC Readability Analysis
Date: Wednesday, April 25, 2018 5:08:00 PM
Attachments: [PastedGraphic-5.png](#)
[PastedGraphic-5.png](#)
[TRC Readability Analysis for CKLA Implementation.zip](#)
[TRC Analysis for Word Frequency.xlsx](#)

Hi Whitney,

I'm forwarding this to you since we discussed this issue in Sharon's office a while back. Hopefully we'll have the chance to see each other when I'm there next week.

I hope all is well,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



Begin forwarded message:

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Subject: TRC Readability Analysis
Date: April 25, 2018 at 2:05:17 PM PDT
To: "Rives, Megan B" <rivesm@gcsnc.com>, "Cayton, Todd" <caytonj@gcsnc.com>, Doria D Sullivan <sullivd@gcsnc.com>, Joy T Cantey <canteyj@gcsnc.com>

Hi all,

Previously we discussed looking at the TRC passages to determine any issues and plan next steps. There's currently a conflict between CKLA's instructional sequence, which emphasizes decoding, and the TRC's heavy reliance on sight words at the emergent reader levels.

There are two documents attached to this email. The first is an analysis of every TRC title used to assess students' reading skills in grades K-2. It's lengthy, but it's meant to serve as guidance to inform next steps if the district determines that supplemental instruction is needed. The second file lists the specific words that are problematic for students, given CKLA's sequence of code instruction, and their frequency within the various tested passages.

Based on the current readability levels of the titles used for testing in grades K and 1 on the TRC, and the district's current report card expectations that students must place at a minimal leveled reader level to be considered on grade level for

reading, we should probably plan for supplementing instruction if leveled readers will continue to be used next year to determine student progress. Perhaps we can take some time during our upcoming planning meeting on May 4th to discuss this.

In the meantime, please feel free to reach out to me with any questions or concerns about the documents.

Looking forward to seeing you again next week,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Travers, Paul](#)
Cc: [Cantey, Joy T](#); [Harvey, Howard](#); [Schultz, Brian](#); [Oakley, Whitney W](#)
Subject: Fwd: CKLA Coaching at Washington Montessori School
Date: Wednesday, August 15, 2018 5:14:24 PM
Attachments: [PastedGraphic-5.png](#)

Greetings, Mr. Travers,

I just got off of the phone with Ms. Cantey. Ms. Sluder had reached out to me last week with concerns about the number of teachers who still require training because they were unable to attend the previous two training sessions. Did she have a chance to discuss the suggested options within the email below with you? I know that last week was an extremely busy one for the school, so it's possible that there wasn't enough time to consult with you yet.

I understand that some of the teachers who had attended the Kindergarten session have since been reassigned to a different grade level. If none of the options listed below seem workable for the school, we'll figure something else out. Perhaps we could schedule a quick phone call to discuss? What time would work best for you?

Best regards,
Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



Begin forwarded message:

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Subject: Re: CKLA Coaching at Washington Montessori School
Date: August 7, 2018 at 4:46:03 PM PDT
To: "Sluder, Mary S" <sluderm@gcsnc.com>
Cc: "Thompson, Shayla R" <thompss3@gcsnc.com>

Thank you for Ms. Thompson's contact information. I'm looking forward to meeting everyone in person.

Washington's extended school year does create a bit of a disadvantage in terms of the impact it has summer professional development. I certainly wouldn't want to have teachers miss the first week of school. Yet we really need to have all K-2 teachers who are implementing CKLA this year attend the 2-day training session at some point (even if it's not their specific grade level's session) since the teachers are being asked to implement several different techniques than what they used last year with CKLA.

Unfortunately, there isn't a way to comprehensively train the teachers on the two days' content during one day's site coaching visit. In a worst case scenario, we could use the first site visit to train the teachers instead of conducting coaching, but then you'd still need substitute teachers to cover their classes. I've found in the past that teachers tend to get called back to their class (or just wander back to their class) to check in on how things are going, so the training's effect isn't as strong as when the teachers attend in a location where the students aren't present. Since only one teacher from your first and second grade teams attended training thus far, that's a lot of teachers who would require subs at the same time. But I'll leave that call up to you.

Washington's Kindergarten team was well represented at the previous two training sessions. The following teachers have already attended training:

Kindergarten session:

Tamelia Pankey
Tiffany Hinson
Shelby Edmonds
Gillian Hill
Torva Felton
Lelia Womack

1st grade session:

None

2nd grade session:

Erika Wilson

Sara Maiden was shown as registered for the 2nd grade training session held yesterday and today, but she did not attend. I've been told that some staff have been moved to different positions since the registration sheet was printed.

Laura Holt registered to attend the 1st grade session held tomorrow and Thursday, but since tomorrow is the first day of school, I was thinking that may have been in error.

Having an entire grade level out of the building during the same 2-day period doesn't work well. So, here are a few additional options to consider:

1. Split the 1st grade and 2nd grade teams up and have half of each team attend the upcoming K-1 session on 8/23-8/24. This would ensure that you have at least some teachers in 1st and 2nd grades remaining in the building. The sessions are essentially the same in content, so I could differentiate at appropriate points for the 2nd grade teachers. If you went with this option, I would send the teachers who tend to take the lead among their grade level peers and have the potential for strong implementation so we can at least get some of the classes within a grade level started with using the formats. Then send the other half of the grade level teams to the 2nd grade session on 9/19-9/20 - again, I could differentiate the sessions to ensure that the first grade teachers' needs are met.

2. Ms. Thompson could attend the K-1 session on 8/23-8/24 with some 1st and 2nd grade teachers. She could then work with the remainder of the teachers needing training prior to the first coaching visit to get them started with letter sounds and word reading formats. Additional training could be extended over a period of consecutive CPTs.

3. Focus on ensuring all K and 1 teachers are trained for now. Send half of the first grade teachers to the 8/23-8/24 session and the other half to the 9/19-9/20 session (again, ensuring the stronger teachers within the team are sent to the first session). We could gradually phase in formats with the 2nd grade team, but just note that those students will not enter 3rd grade nearly as strong with decoding skills as they would be if they started the formats at the beginning of the year. If the students are already entering 2nd grade below grade level, then the likelihood of the teachers being able to remediate the gaps without using the formats on a consistent basis is pretty slim.

You may want to consult with some of the Kindergarten teachers who attended one of the training sessions, so they could fill you in on what they thought about their 2-day session and the reality of duplicating the experience via CPTs at school.

Let me know your thoughts on what would work best (or you may even have another idea that would be a better fit). I'll pass on a suggestion to the district that there be some earlier options for summer PD next year so the teachers have at least two choices for sessions that don't coincide with the start of school.

Thanks again,
Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Aug 7, 2018, at 10:28 AM, Sluder, Mary S
<sluderm@gcsnc.com> wrote:

Hi Ms. Parker,
Our new CF is Shayla Thompson—I have copied her on this email. We are excited about our five CKLA coaching visits this year. You mentioned an initial two day training. Our students return tomorrow, so we are concerned about the potential for teachers being out for two days. Does that training apply only to new K-2 staff or all K-2 staff?

Mary Sluder
Assistant Principal

Washington Montessori Elementary School
1110 East Washington Street
Greensboro, NC 27401
(336) 370-8290 Phone
(336) 370-8963 Fax
sluderm@gcsnc.com
www.gcsnc.com
<image001.png>

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From: [Tiffany Parker](#)
To: [Williams, Joanne C](#)
Cc: [Cantey, Joy T](#); [Oakley, Whitney W](#)
Subject: Re: Purchase Order
Date: Thursday, September 20, 2018 12:34:25 PM

Great, thank you. I thought that perhaps the delay was due to something we hadn't completed/submitted. I appreciate your assistance!

On Sep 20, 2018, at 10:54 AM, Williams, Joanne C <williaj6@gcsnc.com> wrote:

Good morning,

The PO's are in the process of being finalized. As of this morning they are on the CFO'S desk, which is the final step.

Thank you,
Joanne

Joanne Williams
Office Support
Secondary Curriculum & Instruction
501 W. Washington St.
Greensboro, NC 27401
336-370-8904

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Thursday, September 20, 2018 10:52 AM
To: Williams, Joanne C <williaj6@gcsnc.com>
Subject: Re: Purchase Order

Good morning, Joanne,

I'm just checking in to see if POs have been generated for the two contracts.

Thanks,
Tiffany

On Sep 17, 2018, at 8:01 AM, Williams, Joanne C <williaj6@gcsnc.com> wrote:

Will do- I've checked this morning and they are still in process. I'll keep an eye out for them.

Joanne

Joanne Williams
Office Support

Secondary Curriculum & Instruction
501 W. Washington St.
Greensboro, NC 27401
336-370-8904

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Thursday, September 13, 2018 10:36 PM
To: Williams, Joanne C <williaj6@gcsnc.com>
Cc: Cantey, Joy T <canteyj@gcsnc.com>
Subject: Re: Purchase Order

Thanks, Joanne. Would it be possible to have a copy of the two POs emailed to me once they're issued? I'm afraid that if we wait until they're received by mail we won't meet the invoicing deadline.

Thank you for your assistance,
Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<image001.png>

On Sep 13, 2018, at 12:11 PM, Williams, Joanne C
<williaj6@gcsnc.com> wrote:

Good Afternoon

Both are in the purchasing system, awaiting to be assigned a
PO number.

Thank you
Joanne

Joanne Williams
Office Support
Secondary Curriculum & Instruction
501 W. Washington St.
Greensboro, NC 27401
336-370-8904

From: Cantey, Joy T
Sent: Thursday, September 13, 2018 3:08 PM
To: Williams, Joanne C <williaj6@gcsnc.com>

Cc: Tiffany Parker <tparker@crosswalkeducationonline.com>
Subject: FW: Purchase Order

From: Tiffany Parker
<tparker@crosswalkeducationonline.com>
Sent: Thursday, September 13, 2018 11:30 AM
To: Cantey, Joy T <canteyj@gcsnc.com>
Subject: Re: Purchase Order

Thanks. Did you mean to copy her on the email below?

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<image001.png>

On Sep 13, 2018, at 8:04 AM, Cantey, Joy T
<canteyj@gcsnc.com> wrote:

Good morning, Tiffany.

I am copying Joanne Williams so she can
give us an update on the Crosswalk PO. I
feel pretty confident everything was
completed yesterday.

Joy

Sent from my iPhone

On Sep 13, 2018, at 10:47 AM, Tiffany
Parker
<tparker@crosswalkeducationonline.com>
wrote:

Good morning,

I'm just checking in on the
status of the purchase orders.
Do you know if they've been
generated yet?

Thanks,
Tiffany Parker
Educational Services Director

<PastedGraphic-5.png>

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From: [Tiffany Parker](#)
To: [Williams, Joanne C](#)
Cc: [Cantey, Joy T](#); [Oakley, Whitney W](#)
Subject: Re: Invoices
Date: Friday, September 28, 2018 1:14:00 PM
Attachments: [image001.png](#)

Thanks, Joanne. Once they come in do you prefer I resend the two invoices with the POs added or would it be easier on your end to just write them in on what I already sent?

I appreciate your help,
Tiffany

On Sep 28, 2018, at 8:22 AM, Williams, Joanne C <williaj6@gcsnc.com> wrote:

Good Morning Tiffany,

I have checked on your Purchase Orders, and they are awaiting final approval from the CFO. I apologize for the delay, and am trying to get them moved along.
I hope to have a number for you soon.

Sincerely,

Joanne

Joanne Williams
Office Support
Secondary Curriculum & Instruction
501 W. Washington St.
Greensboro, NC 27401
336-370-8904

\

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Thursday, September 27, 2018 8:00 PM
To: Cantey, Joy T <canteyj@gcsnc.com>
Subject: Invoices

Hi, Joy,

We've had a productive coaching week. The principals at Cone, Oak View, and Northwood shadowed most classroom sessions, which was wonderful support for the teachers. I didn't see Fairview's principal during Monday's visit because his SSO was meeting with him. Tomorrow's visit is at Hampton. Principal Kennedy

attended my summer session, so I'm sure she'll be very involved in the visit.

Even though I haven't received POs yet, I am submitting the invoices for the two contracts to you in order to meet the requirements that final invoices be submitted no later than September 30th. A blank space has been left to write in the appropriate PO number at the top of each invoice.

Do you have any updates about the issuance of the purchase order numbers?

I hope your week hasn't been too hectic,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<image001.png>

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Cc: [Cantey, Joy T](#)
Subject: Re: additional coaching support
Date: Sunday, October 7, 2018 8:37:08 PM
Attachments: [PastedGraphic-5.png](#)

Sorry we couldn't connect on Friday. There are a couple of options that I wanted to discuss with you. I'll be at Montlieu tomorrow - do you have time around 3:30 or 4:00 to talk?

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Oct 4, 2018, at 2:25 PM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Yes, we have principal meeting today which is where this came up, but I will give you a call either early evening or tomorrow morning.

Thanks,
Whitney

Sent from [Mail](#) for Windows 10

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Thursday, October 4, 2018 2:25:00 PM
To: Oakley, Whitney W
Cc: Cantey, Joy T
Subject: Re: additional coaching support

Hi Whitney,

I just left a message for you. Could you call me at your convenience?

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<[PastedGraphic-5.png](#)>

On Oct 4, 2018, at 11:20 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Hi Tiffany,

We have some schools that you are serving that want to use federal funds to purchase additional coaching days. At this point, your daily rate of \$3600 is too far

beyond the TNTP coaching rate of \$2165 for purchasing to allow them to contract with you for additional days. I realize the issues that could arise with more than one support person in the building but want to be transparent with you on our fiscal responsibilities side in terms of audit exceptions. Let me know if you have input before we communicate back with these schools.

Thanks so much,
Whitney

Whitney Oakley, Ed.D.
Assistant Superintendent
Teaching, Learning, and Professional Development
Guilford County Schools

Sent from [Mail](#) for Windows 10

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Cc: [Cantey, Joy T](#)
Subject: Re: additional coaching support
Date: Thursday, October 4, 2018 2:26:40 PM
Attachments: [PastedGraphic-5.png](#)

Thanks.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Oct 4, 2018, at 11:25 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Yes, we have principal meeting today which is where this came up, but I will give you a call either early evening or tomorrow morning.

Thanks,
Whitney

Sent from [Mail](#) for Windows 10

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Thursday, October 4, 2018 2:25:00 PM
To: Oakley, Whitney W
Cc: Cantey, Joy T
Subject: Re: additional coaching support

Hi Whitney,

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Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<[PastedGraphic-5.png](#)>

On Oct 4, 2018, at 11:20 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Hi Tiffany,

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Thanks so much,
Whitney

Whitney Oakley, Ed.D.
Assistant Superintendent
Teaching, Learning, and Professional Development
Guilford County Schools

Sent from [Mail](#) for Windows 10

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Cc: [Cantey, Joy T](#)
Subject: Re: additional coaching support
Date: Thursday, October 4, 2018 2:25:06 PM
Attachments: [PastedGraphic-5.png](#)

Hi Whitney,

I just left a message for you. Could you call me at your convenience?

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Oct 4, 2018, at 11:20 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Hi Tiffany,

We have some schools that you are serving that want to use federal funds to purchase additional coaching days. At this point, your daily rate of \$3600 is too far beyond the TNTP coaching rate of \$2165 for purchasing to allow them to contract with you for additional days. I realize the issues that could arise with more than one support person in the building but want to be transparent with you on our fiscal responsibilities side in terms of audit exceptions. Let me know if you have input before we communicate back with these schools.

Thanks so much,
Whitney

Whitney Oakley, Ed.D.
Assistant Superintendent
Teaching, Learning, and Professional Development
Guilford County Schools

Sent from [Mail](#) for Windows 10

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Restart School Support Plan[20860].pptx
Date: Wednesday, October 24, 2018 7:50:26 PM
Attachments: [PastedGraphic-5.png](#)

Thanks for sending the SSO meeting information - it was very helpful. I'll just need the following specific information for each elementary school to get started:

- Number of regular ed classroom allocations for each grade level
- Number of self-contained classroom allocations (if any), and the grade levels served for each class
- Allocations for PE, music, and art teachers and days assigned to the building
- Information about current requirements for the specials (such as students must have PE twice a week, art once a week and music twice a week; students must have 30 minutes for PE but 45 minutes for art; K-2 students must have art twice a week, but 3-5 students are only required to have it once a week - basically anything that I need to know about in terms of what students are required by policy to have in terms of minutes per week and number of classes per week, if there are any requirements)
- Current lunch blocks in each elementary school (i.e. lunch is served from 10:30 to 1:30, with 30 minutes required for lunch and 15 minutes required for recess) and if there is flexibility in adjusting the cafeteria block of time (I know there is by grade level, but sometimes it helps to start serving a little later or earlier, but some schools can't due to when food is delivered or for staffing reasons).
- It would also be helpful if I could see each elementary school's most recent schedule, if the SSOs have a copy.

Thanks!

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Oct 24, 2018, at 10:54 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Hi Tiffany,

The schools in yellow are currently working on Restart Plans:
<image001.jpg>

Attached is a presentation we shared last week with the School Support Officers of

these schools. More can be found here: https://gcsnccom-my.sharepoint.com/:f:/g/personal/nevelc_gcsnc_com/EnrLp5a1ditKozPfxpwpqxQB2nWq5WuaE5DSUWfNU6gxAw?e=QWnYXF

I've requested specials allotments from HR and will pass those along as soon as I receive. Thanks for any thoughts/proposals you have on next steps, specifically around the elementary master scheduling piece.

Thanks,

Whitney

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Restart Information Meeting
Date: Thursday, November 8, 2018 5:25:05 PM
Attachments: [PastedGraphic-5.png](#)

Thanks, Whitney. I've been thinking about your goal of getting this completed this month. I'm getting a little panicky because I'm leaving Wednesday, and it's a 2-week trip, so I'm not back until the 28th. Are you ok if the schedules come in a little closer to early December? I was thinking when you originally inquired about it that I'd have the time to finish this prior to the cruise, but it looks like it's taking a bit longer to get the information needed than I originally anticipated.

I'm back in Greensboro December 3rd-December 14th. It's a 2-week trip so I can make up some of the hurricane days and then get in Cone's added days sooner vs. later. I can meet with you any day around your schedule after the school visits. Just let me know what works best for you.

I already have some follow up questions based on what was sent:

- 1. I need to know which days each specialist is assigned to each school. Since they're typically shared with other buildings, I need to work within those parameters.**
- 2. Are all specials 45 minutes long? Or are some shorter/longer? Do the specialists require a 5-minute prep time in between classes or are the classes scheduled back to back?**
- 3. I want to confirm that schedules can't be assigned back to back, which would mean that the teacher might go 2 days without specials. At the bottom of the Excel worksheet it states that students must have 4 specials per week. I'm interpreting this as the specials must be spread out over 4 days and that we can't schedule 2 specials on one day. Is this correct?**
- 4. I'll need to know what time lunch is served in each building and how long each lunch/recess period must be (i.e. 30 minutes total for lunch/recess or 45 minutes total). I may have asked this before, I just can't remember.**

Thanks!

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Nov 8, 2018, at 12:01 PM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Tiffany,

See attached Restart staffing allotment information. Also working to send master schedules in a separate file. Happy Cruising! Send me a few dates when you will be here next, and we will pencil in some longer debrief time. I'm also open to an evening meeting if that helps.

Thanks,
Whitney

Sent from [Mail](#) for Windows 10

From: Laclair, Michael P
Sent: Wednesday, November 7, 2018 8:02:55 AM
To: Oakley, Whitney W
Subject: Re: Restart Information Meeting

Whitney,

I've attached information regarding staffing at Restart schools. I included teachers in the current staffing plan using PowerSchool data. I did this to be sure to include teachers that the school may currently have from all allotment sources (i.e. Title I). I've also included specials with the percentage of employment at the school and percentage represented in terms of days. I made a note of scheduling guidelines for specials teachers at elementary.

Let me know if this is what you needed or if you have any questions. I'd be happy to revise or add as needed.

Thanks,

Michael LaClair

Executive Director - HR Operations
Guilford County Schools
712 North Eugene Street
Greensboro, NC 27401
Email: laclaim@gcsnc.com
P [336-378-8822](tel:336-378-8822)
F [336-370-8398](tel:336-370-8398)

<Outlook-cubh2mfl.jpg>

From: Oakley, Whitney W
Sent: Monday, October 29, 2018 8:49:38 AM
To: Laclair, Michael P
Subject: RE: Restart Information Meeting

Whenever you can get it. Schools are including some schedule changes in Restart plans and I want to be sure they are maximizing allotments.

Sent from [Mail](#) for Windows 10

From: Laclair, Michael P
Sent: Monday, October 29, 2018 8:47:38 AM
To: Oakley, Whitney W
Subject: Re: Restart Information Meeting

Yes, I can get that together for you. How soon do you need it?

Michael LaClair

Executive Director - HR Operations

Guilford County Schools

712 North Eugene Street

Greensboro, NC 27401

Email: laclaim@gcsnc.com

P [336-378-8822](tel:336-378-8822)

F [336-370-8398](tel:336-370-8398)

<Outlook-wz1pjtd5.jpg>

From: Oakley, Whitney W

Sent: Monday, October 29, 2018 8:43:24 AM

To: Laclair, Michael P

Subject: Restart Information Meeting

Michael,

Is there a way to get this information for the schools in yellow below?

<9DEC347508B744AA85D8C82918242AF5.jpg>

- Number of regular ed classroom allocations for each grade level
- Number of self-contained classroom allocations (if any), and the grade levels served for each class
- Allocations for PE, music, and art teachers and days assigned to the building
- Information about current requirements for the specials (such as students must have PE twice a week, art once a week and music twice a week; students must have 30 minutes for PE but 45 minutes for art; K-2 students must have art twice a week, but 3-5 students are only required to have it once a week - basically anything that I need to know about in terms of what students are required by policy to have in terms of minutes per week and number of classes per week, if there are any requirements)

Sent from [Mail](#) for Windows 10

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Schedules
Date: Wednesday, December 5, 2018 6:31:53 PM
Attachments: [PastedGraphic-5.png](#)

Ugh! This has just been quite the year for weather disruptions. Thanks for the heads up. Maybe I'll just look into rescheduling. I feel bad because 3 of next week's visits were actually make ups from the hurricane cancellations. But I haven't had a lot of luck with Mother Nature this year, so it may be for the best to just push the dates to a different week.

Thanks for letting me know about the scheduling. That will work well.

Have a good evening,
Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Dec 5, 2018, at 6:21 PM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Oh no!!! Not the cruise story i wanted to hear. I am waiting for finalized restart plans and think creative master scheduling may be more beneficial March-June in preparation for 19-20. I'll give you a call Friday and we can touch base. My two cents-if snow forecast holds, lots of coaching next week will need to be rescheduled.

Whitney

Sent from my iPhone

On Dec 5, 2018, at 2:52 PM, Tiffany Parker
<tparker@crosswalkeducationonline.com> wrote:

Hello,

I hope your Thanksgiving holiday was a peaceful one with some time to enjoy being with your family. Ours didn't quite go as expected. We were on Day 3 of our 10-day cruise when the captain made an announcement that the cruise was cancelled and we'd have to disembark so they could tow the ship back to Miami. The propeller system stopped working (what they didn't announce, but we found out later, was that the ship had run aground on the previous itinerary, which caused the issue). So we got to know Puerto Rico's

convention center pretty well before they flew us home.

I just tried calling you to check in about the status of the scheduling. I haven't received some of the requested information that I need in order to start the process. I was thinking that maybe there's been a change in plans and that you needed to proceed in a different direction, but I didn't want to wait any longer to start the process in the event that you still need assistance.

I'll be in town this week and next, if you'd like to meet at some point. Otherwise, just let me know at your convenience if you'd like me to proceed. In order to get started, I need to know the specific days each specialist is assigned to each building (if they're assigned there less than 100% of the time) and see a mastery copy of each school's schedule.

Safe travels back,
Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

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<PastedGraphic-5.png>

From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Schedules
Date: Wednesday, December 5, 2018 2:52:41 PM
Attachments: [PastedGraphic-5.png](#)

Hello,

I hope your Thanksgiving holiday was a peaceful one with some time to enjoy being with your family. Ours didn't quite go as expected. We were on Day 3 of our 10-day cruise when the captain made an announcement that the cruise was cancelled and we'd have to disembark so they could tow the ship back to Miami. The propeller system stopped working (what they didn't announce, but we found out later, was that the ship had run aground on the previous itinerary, which caused the issue). So we got to know Puerto Rico's convention center pretty well before they flew us home.

I just tried calling you to check in about the status of the scheduling. I haven't received some of the requested information that I need in order to start the process. I was thinking that maybe there's been a change in plans and that you needed to proceed in a different direction, but I didn't want to wait any longer to start the process in the event that you still need assistance.

I'll be in town this week and next, if you'd like to meet at some point. Otherwise, just let me know at your convenience if you'd like me to proceed. In order to get started, I need to know the specific days each specialist is assigned to each building (if they're assigned there less than 100% of the time) and see a mastery copy of each school's schedule.

Safe travels back,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Bare, Heather](#)
Cc: [Cantey, Joy T](#); [Sheehan, Meg](#); [Oakley, Whitney W](#); [Rives, Megan B](#); [Cayton, Todd](#); [Sullivan, Doria D](#)
Subject: Re: CKLA Coaching at Oak View
Date: Friday, January 18, 2019 4:01:51 PM
Attachments: [PastedGraphic-5.png](#)

Hello, Mrs. Bare,

I just left a message on your voicemail. I'd like to thank you for your flexibility and understanding. Adam Heywood will be the consultant working onsite with Oak View for the duration of this school year. Based on feedback from the other schools he's worked with over the last several years, I think you're going to find the transition to be seamless and a very positive experience for the teachers. I've worked with Adam a little over ten years now, and he's very knowledgeable about the explicit instructional enhancements that we're using with CKLA. He also has a strong background in working with students with exceptional needs and teachers of various experience levels. He has a talent for providing direct feedback in a positive and supportive manner.

In working with Mr. Heywood's existing commitments, I had to make adjustments to Oak View's last two onsite visits for the year. Mr. Heywood is scheduled to be there on:

**Tuesday, February 5th and
Monday, March 11th**

Will those dates work on your end? I know that we had some virtual coaching scheduled for the first week of February, but since your fourth onsite visit was moved up, I'll work with Mrs. Morales to find a more conducive date for the virtual coaching. I'll still be the consultant providing feedback during the virtual coaching sessions with the teachers, and I'll be working closely with Mr. Heywood and Mrs. Morales to ensure that the teachers are well supported in their implementation of CKLA.

I'm sorry for the midyear change, but I do believe it's in the best interest of the school to ensure that teachers receive timely support. I appreciate your understanding and look forward to continuing our collaboration, with Mr. Heywood now on board.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Jan 18, 2019, at 12:00 PM, Cantey, Joy T <canteyj@gcsnc.com> wrote:

Good afternoon,

It was nice speaking with both of you. I just wanted to send a follow-up email with what

we discussed. As you know, due to unforeseen circumstances, Tiffany Parker, from Crosswalk Education, is going to assign a different consultant to Oak View for the remaining coaching days this school year. You will continue to receive the same level of support regarding instructional routines because we want to make the transition as smooth as possible. Tiffany will be reaching out soon to provide additional information about the replacement coach and logistics for upcoming visits. Thank you for your openness to this change at this point in the school year.

Joy Cantey

Director of K-12 Literacy

Guilford County Schools

501 W. Washington St.

Greensboro, NC 27401

Office: (336) 370-8904

Mobile: (336) 279-4197

Twitter: @enJOYliteracy

canteyj@gcsnc.com

www.gcsnc.com

<image003.png>

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From: [Tiffany Parker](#)
To: [Scott, Kimberly N](#)
Cc: [Cantey, Joy T](#); [Sheehan, Meg](#); [Oakley, Whitney W](#); [Rives, Megan B](#); [Cayton, Todd](#); [Sullivan, Doria D](#)
Subject: Re: CKLA Coach at Montlieu
Date: Friday, January 18, 2019 4:12:42 PM
Attachments: [PastedGraphic-5.png](#)

Greetings, Principal Scott,

I left a message on your voicemail this afternoon. I hope your IEP meeting was productive. I'd like to thank you for your flexibility and understanding. Adam Heywood will be the consultant working onsite with Montlieu for the duration of this school year. Based on feedback from the other schools he's worked with over the last several years, I think you're going to find the transition to be seamless and a very positive experience for the teachers. I've worked with Adam a little over ten years now, and he's very knowledgeable about the explicit instructional enhancements that we're using with CKLA. He also has a strong background in working with students with exceptional needs and teachers of various experience levels. He has a talent for providing direct feedback in a positive and supportive manner.

In working with Mr. Heywood's existing commitments, I had to make adjustments to Montlieu's last three onsite visits for the year. Mr. Heywood is scheduled to be there on:

Friday, February 1st

Monday, February 4th

Tuesday, March 12th

Will those dates work on your end? Because we're already running late with the third onsite visit due to the hurricane and snow day cancellations, I scheduled back to back days at the first possible opportunity so we could not only focus on decodable student reader procedures but it would also allow Mr. Heywood to spend a little more time with your new teachers to fine tune their instructional procedures for word attack (and the timing is perfect as it comes right after the training I'll be conducting).

I'll still be the consultant providing feedback during the virtual coaching sessions with the teachers, and I'll be working closely with Mr. Heywood and Ms. Johnson to ensure that the teachers are well supported in their implementation of CKLA.

I'm sorry for the midyear change, but I do believe it's in the best interest of the school to ensure that teachers receive timely support. I appreciate your understanding and look forward to continuing our collaboration, with Mr. Heywood now on board.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On Jan 18, 2019, at 8:48 AM, Cantey, Joy T <canteyj@gcsnc.com> wrote:

Good morning,

It was nice speaking with both of you this morning. I just wanted to send a follow-up email with what we discussed. As you know due to unforeseen circumstances, Tiffany Parker, from Crosswalk Education, is going to assign a different consultant to Montlieu for the remaining coaching days this school year. You will continue to receive the same level of support regarding instructional routines because we want to make the transition as smooth as possible. Tiffany will be reaching out soon to provide additional information about the replacement coach and logistics for upcoming visits. Thank you for your openness to this change, as I know you have really enjoyed working with Tiffany.

Joy Cantey

Director of K-12 Literacy

Guilford County Schools

501 W. Washington St.

Greensboro, NC 27401

Office: (336) 370-8904

Mobile: (336) 279-4197

Twitter: @enJOYliteracy

canteyj@gcsnc.com

www.gcsnc.com

<image001.png>

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From: [Tiffany Parker](#)
To: [Washington, Lei](#)
Cc: [Cantey, Joy T](#); [Harvey, Howard](#); [Oakley, Whitney W](#); [Sullivan, Doria D](#); [Rives, Megan B](#); [Cayton, Todd](#)
Subject: CKLA Coaching at Gillespie Park
Date: Tuesday, January 22, 2019 3:07:53 PM
Attachments: [PastedGraphic-5.png](#)

Good afternoon, Principal Washington,

I just left a message on your voicemail. I'd like to thank you for your flexibility and understanding. Adam Heywood will be the consultant working onsite with Gillespie Park for the duration of this school year. Based on feedback from the other schools he's worked with over the last several years, I think you're going to find the transition to be seamless and a very positive experience for the teachers. I've worked with Adam a little over ten years now, and he's very knowledgeable about the explicit instructional enhancements that we're using with CKLA. He also has a strong background in working with students with exceptional needs and teachers of various experience levels. He has a talent for providing direct feedback in a positive and supportive manner.

In working with Mr. Heywood's existing commitments, I had to make adjustments to Gillespie Park's last three onsite visits for the year. Mr. Heywood is now scheduled to be there on:

Thursday, January 31st (originally scheduled for Tuesday, January 29th)

Wednesday, February 6th (no change)

Wednesday, March 13th (originally scheduled for Friday, March 15th)

Will those dates work on your end? I'll still be the consultant providing feedback during the virtual coaching sessions with the teachers, and I'll be working closely with Mr. Heywood and Mrs. Bracy to ensure that the teachers are well supported in their implementation of CKLA.

I'm sorry for the midyear change, but I do believe it's in the best interest of the school to ensure that teachers receive timely support. I appreciate your understanding and look forward to continuing our collaboration, with Mr. Heywood now on board.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Cantey, Joy T](#)
Cc: [Sullivan, Doria D](#); [Rives, Megan B](#); [Cayton, Todd](#); [Oakley, Whitney W](#)
Subject: Updated Onsite Schedule
Date: Friday, January 25, 2019 10:41:06 AM
Attachments: [PastedGraphic-5.png](#)
[Coaching Schedule REV 1 21 19.xlsx](#)

Good afternoon,

Here is the updated onsite coaching schedule that shows the new reassignments and date revisions.

Thank you for all of your efforts and support over the past week,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Cantey, Joy T](#); [Oakley, Whitney W](#)
Subject: Planning for Next Year
Date: Wednesday, February 20, 2019 10:47:06 AM
Attachments: [PastedGraphic-5.png](#)

Good morning,

Do you have any available time next week after school to meet with me to discuss your plans for next year's CKLA implementation? I'll be in town coaching. If next week is not a good time, I will also be returning the week of March 11th.

Hoping all is well...

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Cc: [Cantey, Joy T](#); [McWherter, Sean M](#)
Subject: Re: Contract Request
Date: Wednesday, April 3, 2019 10:55:33 PM
Attachments: [PastedGraphic-5.png](#)

Thanks for the advanced notice. I look forward to meeting and working with Dr. McWherter, as well as the principals of the highlighted schools. I'll send in a proposal once Dr. McWherter and I are able to discuss the logistics.

Tiffany Parker
 Educational Services Director

Crosswalk Education
 815.566.9997 m



On Apr 3, 2019, at 11:24 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Hi Tiffany,

Dr. Contreras has requested your support in master scheduling with new principals of Restart Schools. Dr. Sean McWherter is our Restart Director and can probably help align this work as principals finalize their Opportunity Culture staffing plans (Dr. Contreras would like you to be a part of this when they get to the last phase). I think the best place to start is to have you draft a proposal for a certain number of schools for master scheduling support and build in time to participate in the Opportunity Culture staff plans (Dr. McWherter can provide more detail on these logistics, dates of these meetings, time, etc.)

The highlighted Restart Schools have principals in their first or second year that could certainly benefit from this support. I'll keep you informed as I get more details but wanted you to have the heads up on this.

Restart/Opportunity Culture (R) (Public Impact Group)	Principal	Learning Area	SSO	SSO Email
Bessemer ES (R, CSI)	Chelsea Smith	Area 3	Chris Tolliver	tollivc2@gcsnc.com
Cone ES - C2 (R, P, TRI, L, CE, NL)	Shannon Peebles	Area 2	Kendra March	marchk@gcsnc.com
Falkener ES (R, L, CE, CSI)	Angela Draper	Area 3	Chris Tolliver	tollivc2@gcsnc.com
Ferndale MS	Qunicy Williams	Area 11	Leigh Jones	jonesl7@gcsnc.com
Foust ES	Merrie Conaway	Area 5	Laurie Carr	carrl@gcsnc.com
Hairston MS (R, L, CSI)	Calvin Freeman	Area 10	Fabby Williams	williaf2@gcsnc.com
Hampton ES (R, L, CSI, ST)	LaToy Kennedy	Area 3	Chris Tolliver	tollivc2@gcsnc.com
Jackson MS (R, P, CSI)	KaTrinka Brown	Area 8	Charity Bell	bellc3@gcsnc.com
Wiley ES (R, P, ST)	Tavy Fields	Area 5	Laurie Carr	carrl@gcsnc.com

Additional 2018-19 Application Schools:	Principal	Learning Area	SSO	SSO Email
Fairview ES -C1 (R, TRI, L, CE, NL, CSI)	Abe Hege	Area 6	Weaver Walden	waldenw@gcsnc.com
Frazier ES - C2 (R, TRI)	Nicole Hill Avery	Area 5	Laurie Carr	carrl@gcsnc.com
Northeast Middle C1 (R, TRI)	Jamie King	Area 9	Marshall Matson	matsonw@gcsnc.com
Vandalia ES (R, TRI, CSI)	Stephanie Rakes	Area 5	Laurie Carr	carrl@gcsnc.com
Washington ES -C2 (TRI, L, CE, NL)	Paul Travers	Area 4	Howard Harvey	harveyh@gcsnc.com
Welborn MS (R, P, TRI, L, CSI)	Ashauna Harris	Area 11	Leigh Jones	jonesl7@gcsnc.com

Thanks,
Whitney
Whitney Oakley, Ed.D.
Assistant Superintendent
Teaching, Learning & Professional Development
Guilford County Schools
501 W. Washington Street
Greensboro, NC 27401
Phone: 336.370.2311
Fax: 336.370.4207
www.gcsnc.com
<image001.jpg>

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Pilot Schools Price Quote
Date: Friday, May 17, 2019 11:44:47 AM
Attachments: [PastedGraphic-5.png](#)
[Year 1 Schools 2019~2020.pdf](#)

I've attached the price quote for the 3 pilot schools that includes onsite and virtual coaching. Let me know if any modifications are needed.

Thanks!

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Title I Proposal
Date: Friday, May 17, 2019 11:58:52 AM
Attachments: [PastedGraphic-5.png](#)
[Title I Schools Price Quote.pdf](#)

See attached.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Revised Quote
Date: Friday, May 17, 2019 3:49:29 PM
Attachments: [PastedGraphic-5.png](#)
[GCPS Elementary Content Delivery 05 17 19.pdf](#)

Please see the attached revised quote.

Have a good weekend,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: updated scheduling support
Date: Monday, May 20, 2019 4:59:29 PM
Attachments: [PastedGraphic-5.png](#)

Perfect, thank you.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On May 20, 2019, at 1:05 PM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Hi Tiffany,

All SSOs have been contacted and here is where we are:

Confirmed Schools (SSOs approved/suggested)

Rankin
Brightwood
Falkener
Bessemer
Bluford/Peeler
Gillespie Park
Sedgefield
Triangle Lake
Kirkman Park
Parkview

Already Supporting (I do think Vandalia/Frazier probably needs a face to face with the SSO)

Fairview
Washington
Vandalia
Frazier

Pending SSO approval/support

Wiley
Peck

Sumner

I will email the principals and copy the SSOs tomorrow afternoon. You can move forward with communication Wednesday. Let me know if you have any questions.

Thanks,
Whitney

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Master Scheduling Support
Date: Wednesday, May 22, 2019 10:12:40 AM
Attachments: [PastedGraphic-5.png](#)

Thanks for sending this. I'm hoping to get all calls of introduction made today.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On May 22, 2019, at 7:11 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Master Scheduling Support
Date: Wednesday, May 22, 2019 10:43:54 AM
Attachments: [PastedGraphic-5.png](#)

Oneeka Lockhart is still currently at Bluford, right? Is Johnita Readus at another school right now? I'll call her at that location.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On May 22, 2019, at 7:16 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Updated List:

-

Confirmed Schools (SSOs approved/suggested)

Rankin, Kendral Flowers
Brightwood, Latrice Stokes
Falkener, Angela Draper
Bessemer, Chelsea Smith
Bluford/Peeler, Johnita Readus
Gillespie Park, Lei Washington
Sedgefield, Kathy Acevedo
Triangle Lake, Pamela Ford
Kirkman Park, Jamal Crawford
Parkview, Crystal Gregory
Guilford, Lamont McMillan
Jefferson, Sue Villarubia
Wiley, LaToy Kennedy
Sumner, new principal to be named at next BOE meeting

Already Supporting (I do think Vandalia/Frazier probably needs a face to face with the SSO)

Fairview
Washington
Vandalia
Frazier

From: Tiffany Parker <tparker@crosswalkeducationonline.com>

Sent: Wednesday, May 22, 2019 10:13 AM

To: Oakley, Whitney W <oakleyw@gcsnc.com>

Subject: Re: Master Scheduling Support

Thanks for sending this. I'm hoping to get all calls of introduction made today.

Tiffany Parker
Educational Services Director

Crosswalk Education
[815.566.9997](tel:815.566.9997) m

<image001.png>

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27401; 336-370-2323

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Master Scheduling Support
Date: Wednesday, May 22, 2019 10:47:35 AM
Attachments: [PastedGraphic-5.png](#)

I see. I didn't realize that Gradesa had already moved to Hairston. Thanks.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On May 22, 2019, at 7:46 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Gradesa Lockhart moved to Hairston Middle. Johnita Readus (at Sumner now) will be at Bluford/Peeler.

Sent from [Mail](#) for Windows 10

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Wednesday, May 22, 2019 10:43:49 AM
To: Oakley, Whitney W
Subject: Re: Master Scheduling Support

Oneeka Lockhart is still currently at Bluford, right? Is Johnita Readus at another school right now? I'll call her at that location.

Tiffany Parker
Educational Services Director

Crosswalk Education
[815.566.9997](tel:815.566.9997) m

<[PastedGraphic-5.png](#)>

On May 22, 2019, at 7:16 AM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Updated List:

-

Confirmed Schools (SSOs approved/suggested)

Rankin, Kendral Flowers
Brightwood, Latrice Stokes
Falkener, Angela Draper
Bessemer, Chelsea Smith
Bluford/Peeler, Johnita Readus
Gillespie Park, Lei Washington

Sedgefield , Kathy Acevedo
Triangle Lake, Pamela Ford
Kirkman Park, Jamal Crawford
Parkview, Crystal Gregory
Guilford , Lamont McMillan
Jefferson, Sue Villarubia
Wiley, LaToy Kennedy
Sumner, new principal to be named at next BOE meeting

Already Supporting (I do think Vandalia/Frazier probably needs a face to face with the SSO)

Fairview
Washington
Vandalia
Frazier

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Wednesday, May 22, 2019 10:13 AM
To: Oakley, Whitney W <oakleyw@gcsnc.com>
Subject: Re: Master Scheduling Support

Thanks for sending this. I'm hoping to get all calls of introduction made today.

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<image001.png>

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Please let me know if you have questions or need additional information.

Thanks,
Whitney

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From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Fwd: Master Scheduling
Date: Thursday, May 23, 2019 6:53:51 PM
Attachments: [PastedGraphic-5.png](#)

Just wanted to provide a quick update -

Yesterday I placed calls to every school and left voicemails for the principals who were unavailable. I also followed up with the email below to the principals I was unable to speak with. As of this evening, most principals have called me back so I'm able to get started.

The following principals haven't yet returned my call:

Bluford & Sumner: Johnita Readus (I also left a message for Dr. Lockhart just to cover my bases)

Frazier: Nicole Hill (she sent me an email today requesting a June 3rd meeting, and I sent a reply explaining the situation and requesting that she give me a call - hopefully she'll be able to do so tomorrow)

Gillespie Park: Lei Washington (she emailed me to let me know that there was a death in the family and that she'd try to call me today)

Guilford: Lamont McMillan

I'll make another call to them tomorrow.

I was able to confirm onsite meeting dates with the principals I spoke with. So I'm tentatively setting the schedule for next week as follows:

Wednesday, May 29th

9:30 Brightwood

11:00 Rankin

12:30 Jefferson

2:00 Guilford

Thursday, May 30th

8:00 Sedgefield

9:30 Gillespie Park

11:00 Vandalia

12:30 Frazier

2:00 Sumner

Friday, May 31st

8:00 Bessemer

9:30 Falkener

11:00 Kirkman Park

2:00 Triangle Lake (we may push this time up to 12:30)

I'll send an email to Ms. Carr to see if she's available to join the meetings for Vandalia and Frazier.

We're going to delay the meetings for Wiley and Parkview per principal request. Dr.

Kennedy will email Wiley's schedule to me on June 19th for suggestions and feedback (which is fine). Dr. Gregory said that she is allowing the teachers to compose their grade level's master schedule because of the feedback from the school's most recent climate and culture survey. Apparently the teachers were unsatisfied with their schedules and had requested more input. They've been given the specific time requirement guidelines for each subject. She has also pre-assigned lunch and specials time for the grade levels to work around. We discussed the need to stagger instructional blocks so supplemental services don't impact the students' access to core. They're supposed to submit their suggestions to her by next Friday. Then she'll forward a tentative schedule to me for input.

So we're off and running...

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



Begin forwarded message:

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Subject: Jefferson Master Scheduling
Date: May 22, 2019 at 2:22:04 PM PDT
To: villars@gcsnc.com

Good afternoon,

I'm looking forward to collaborating with you over the next couple of weeks to provide support in the development of a master schedule that will streamline services for students receiving Tier 2 and Tier 3 instruction in reading and math. This support is customized based on what each principal feels would be most beneficial: Some principals have requested that I review something that has already been drafted and make recommendations, whereas others have requested that I create a master schedule that takes into account the specific needs of their building because they'd like a different perspective.

Earlier today I left a message on your voicemail in the hopes of speaking with you this afternoon or tomorrow to see what would best meet your needs. As a former principal myself, I'm well aware of just how busy the end of the school year can get, but I'm hoping that you can squeeze in about 5 or 10 minutes to talk so I know how best to proceed. My direct line is [\(815\) 566-9997](tel:8155669997).

Thank you for your time. I look forward to hearing from you!

Best wishes,

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



From: [Tiffany Parker](#)
To: [Flowers, Kendral M](#); [Stokes, Latrice C](#); [Draper, Angela](#); [Smith, Chelsea](#); [Britt, Robin](#); [Readus, Johnita A](#); [Washington, Lei](#); [Acevedo, Jamyle Kathy](#); [Ford, Pamela L](#); [Crawford, Jamal A](#); [Villarrubia, Susan L](#); [McMillan, Lamont G](#)
Cc: [Oakley, Whitney W](#); [Akins, Valerie R](#); [Carr, Laurie J](#); [March, Kendra](#); [Tolliver, Christopher S](#); [Sheehan, Meg](#); [Walden, Weaver K](#); [Harvey, Howard](#)
Subject: Next Week's Onsite Meetings for Master Scheduling Support
Date: Thursday, May 23, 2019 6:55:43 PM
Attachments: [PastedGraphic-5.png](#)

Good evening,

Thank you for taking time out of your busy schedules over the past two days to discuss your master scheduling support needs with me. Your overviews were very helpful, and I'm looking forward to our onsite meetings next week. The meeting time is meant to discuss master scheduling for next year to minimize pull outs during core instructional blocks and maximize the availability of content time. Because what we discuss will likely vary somewhat by school according to what you've emailed me thus far, I'm planning on about a 30-minute meeting time, but there's flexibility to meet longer than that as is needed.

I'm hoping that we can make the following schedule work:

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9:30 Brightwood

11:00 Rankin

12:30 Jefferson

2:00 Guilford

Thursday, May 30th

8:00 Sedgefield

9:30 Gillespie Park

11:00 Vandalia

12:30 Frazier

2:00 Sumner

Friday, May 31st

8:00 Bessemer

9:30 Falkener

11:00 Kirkman Park

2:00 Triangle Lake

I'll apologize in advance if you haven't had a chance to return yesterday's call and the time I've assigned won't work on your end. Given the short timeframe, I recognize that not all principals will be able to fit the requested meeting in. If that's the case, just let me know and we can substitute some virtual support or a conference call the following week. Otherwise, I'll assume that you're able to accommodate the meeting within your schedule and look forward to seeing you next week.

Best wishes,

Tiffany Parker

Educational Services Director

Crosswalk Education

From: [Tiffany Parker](#)
To: [Oakley, Whitney W](#)
Subject: Re: Master Scheduling
Date: Thursday, May 23, 2019 6:58:30 PM
Attachments: [PastedGraphic-5.png](#)

How about Thursday? 4:00?

Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m



On May 23, 2019, at 3:55 PM, Oakley, Whitney W <oakleyw@gcsnc.com> wrote:

Excellent, let me know if you need anything from me. Thanks for your quick work- let's touch base while you're in town next week. An evening meeting is fine.

Whitney

Get [Outlook for iOS](#)

From: Tiffany Parker <tparker@crosswalkeducationonline.com>
Sent: Thursday, May 23, 2019 6:53 PM
To: Oakley, Whitney W
Subject: Fwd: Master Scheduling

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Best wishes,
Tiffany Parker
Educational Services Director

Crosswalk Education
815.566.9997 m

<PastedGraphic-5.png>

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