

# District Office Monthly

November 2009

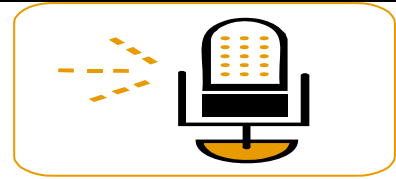
## Tahoe Truckee Unified School District

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## *Information from the Superintendent's Desk*

*Stephen A. Jennings*

The TTUSD Board of Trustee's recently conducted a workshop on communication. When I came to the district one of the most common themes I heard from all segments was the need to provide better communication with the staff, parents and community. This monthly District Office Newsletter to the staff is one of the tools we are using to address this. We hope you will find it informative and helpful. I would like to take this opportunity to highlight some of the other communication efforts that have taken place this past year:

***Quarterly Parent E Newsletters*** – Editions were sent out to the email addresses of all parents last spring and in the fall. Another is planned prior to the holidays. These newsletters include items of interest and information for parents. Advertisers are being secured to defray the cost.

***Sierra Sun Life and Learning Column*** – At least once a week an article highlighting interesting and positive district programs and accomplishments are published in the Sierra Sun. ***Human Interest and Parent Information*** – Articles have been created and distributed through a variety of venues such as the website, newspaper, email blasts, student Friday folders, etc. Some of the areas covered were bus pass information, food service changes, back to school orientations/parent meetings, H1N1 updates, how to be a great parent volunteer, etc.

***Upgraded Website*** – More information is being provided on the district website. The Business Department has added an abundance of reports/material.

***Media Outlet Connections*** – Connections have been made with a variety of media outlets in order to increase our outreach. TTUSD news has been in Moonshine Ink, Truckee Times, Reno

Gazette Journal, KRNV, NPR/Capitol Public Ratio, KTKE, Tahoe Ticker.com, Pure TahoeNorth.com and others.

***Connect Ed*** – This system is being used increasingly to spread word about TTUSD.

***TTCTV*** – All school board meetings are now streamed by TTCTV in addition to delayed broadcast on Channel 24. District staff has also made video clips that will be available on the website.

***Advisory Groups*** – Advisory groups that are now in place include the Assistant Superintendent – Financial Services Community Budget Committee, Superintendent Parent Advisory Council and Superintendent Business Advisory Council. These groups meet on a monthly basis.

These are some of the communication tools that are in use by TTUSD. Suggestions for other modes of communication are always welcome.

## *Financial Services Department*

*Steve Dickinson*

In last month's newsletter I explained a particular school finance issue. This month I want to describe a few ways that our employees and community can find school finance information on their own. First, is the budget page of the district's website ([www.ttusd.org/budget](http://www.ttusd.org/budget)). On this page we post current and historic documents such as the current budget, past years' budgets and interim reports, and past years' unaudited actual and final audit reports. We also post supportive documents that have been used in presentations. Most of the budget documents currently posted are in the very detailed legal format, so please give me a call or email if you have any questions. We're working on a less detailed user-

friendly budget format that should be posted soon. At a few recent workshop meetings I've used a whiteboard to help explain school finance issues and have received positive feedback that in turn helps individuals to understand the issues to see it visually. With the help of Eric Matlock and Rory O'Farrell at TTCTV, we recorded a few segments of "School Finance 101" where I did condensed versions of these whiteboard illustrations. Hopefully you'll see them playing on our TTCTV station and posted on our budget webpage soon.

A quick State budget update: There are signs of an improving State economy, but the real revenue increases that will help balance the State's budget will take a while. It's very

likely that the State will soon announce a mid-year budget deficit, as several of the budget reductions the State tried to implement are running into legal problems and actual revenue collections continue to come in below projections. The short term good news is that the sentiment seems to be that there will not be mid-year cuts; the longer term bad news is that this will increase the chances of larger cuts for the 2010-11 budget.

It's the month of Thanksgiving! Don't forget to take some time and appreciate all of the great things we have as individuals, families and as a great organization.

## *Curriculum Department*

*Dave Curry*

*Welcome Nicole Sayegh to the Curriculum Department*

### *English Learner Program Coordinator*

I am excited to be on board as the English Learner Program Coordinator for the district. I will be working closely with all the new EL Site Coordinators to help each school meet the needs of all 944 English Learners in TTUSD. I am eager to visit sites to find out how I can be a resource to all staff.

I am based out of the Curriculum and Ed. Services department at SMCEC, but plan to be out at sites frequently. I can be reached at 582-2552 or [nsayegh@ttusd.org](mailto:nsayegh@ttusd.org). I look forward to working with all of you!

### *Aeries User Group News:*

New on the horizon is AERIES.net. AERIES.net is another component of our AERIES software. It is web-based and is designed to give

school and district administrators and staff easy access to student information without having to have specialized software installed. If internet access is available then AERIES.net is available. AERIES.net has a security system that will allow support staff to update and access student information as their permissions allow. Most reports that are available in AERIES are available with AERIES.net including query capability. We are hoping to

be able to start implementation of this program sometime in

Jan/Feb. Please look for flyers in support of training

and implementation timelines.

## ***Personnel/HR Department***

*David Inns*

### **Safe Schools Courses Online!**

Over the past several years the district has offered various courses for our staff via the internet. These courses include training for emergency management, environmental hazards and task awareness, safety, health, harassment and discrimination prevention and other topics. During the 2008-09 school year there were many distractions and the service was not well used. Knowing that in the past many of our employees completed these courses and that we received positive feedback regarding the topics and their importance, the district has renewed our subscription for another year.

This type of training fulfills our obligations for mandated trainings in a very convenient as well as efficient and effective manner without taking time from the important work occurring at your job sites. In the upcoming months you will be receiving opportunities for optional and mandated courses. You are asked to complete any mandated courses (usually about 20 minutes in length though a few are longer) and to check out the optional

courses which have proven popular and beneficial. Thank you for your support.

Please take a few minutes to provide feedback to the district office regarding any courses you complete this year. Feedback of this type will help us make future determinations about sustaining this service for the district staff. Send your comments to [bcrsmith@ttusd.org](mailto:bcrsmith@ttusd.org).

### **Benefits Information Reminders!**

This is just a reminder that there was a letter included in with your paycheck or check stub for October regarding the changes in benefit payments that occurred for our district staff several years ago. Everyone is encouraged to take a few minutes to read the letter so that you are better informed about how our benefit payments are scheduled and how it impacts our employees who take leaves or terminate service with our district. The more you know, the better you are able to deal with changes in your life or your employment. Check it out!

### **One more reminder!!**

Aflac's Flex One Program is being offered in our district. You received a flyer recently regarding Aflac

representatives availability at various campuses in the district in November. These representatives will explain about the options offered to TTUSD employees through various savings and tax deferred programs. These types of savings programs are especially helpful to younger and mid career staff, as well as staff at the higher earnings levels. You can stop by and speak with an Aflac representative at the following campuses and times:

November 4<sup>th</sup> - 8AM to 4 PM - Truckee High School  
November 6<sup>th</sup> - 8 AM to 11 AM - Kings Beach Elementary School  
November 6<sup>th</sup> - 12 to 4 PM - North Tahoe High School

### **Recognition for Years of Service**

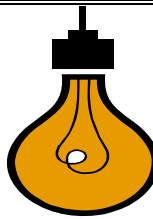
The Human Resources Department is recognizing staff members for their years of faithful service in our school district. This month we are highlighting staff achieving their 15 year anniversary with TTUSD. Each of those listed will be provided with a 15 year service pin. If you work with one of these dedicated staff members or if you just see them in passing, please congratulate them! The 15 year service recognition recipients are:

***CLASSIFIED STAFF***

Saraceno	Danita	9/16/1993	15
Smith	Renee	9/16/1993	15
Winchester	Dennis	3/8/1994	15

***CERTIFICATED STAFF***

Arlington	Renee	8/26/1994	15
Ashbaugh	Gail	9/10/1993	15
Bates	Elaine	11/1/1993	15
Bowden	Kathryn	8/26/1994	15
Casper	Nancy	8/26/1994	15
Fahrner	Eileen	1/24/1994	15
Hurt	Dana	8/26/1994	15
Lujan	Cynthia	8/26/1994	15
McHugh	Kathleen	10/12/1993	15
Shaffer	Robert	8/26/1994	15
Shimmon	Susan	8/26/1994	15
Valentino	Ann	11/1/1993	15
Ward	Janell	8/26/1994	15
Wernette	Jean	8/26/1994	15



**November Board Meetings:**

**Regular Board Meeting  
December 9, 2009  
5:30 p.m.  
Sierra Mountain Community  
Education Center**

**Board Workshop Meeting  
School Site Plans -Elementary  
November 23, 2009  
5:00 p.m.  
Tahoe Lake Elementary**

**Board Workshop Meeting  
School Site Plans - Secondary  
November 30, 2009  
5:00 p.m.  
Sierra Mountain Community  
Education Center**