
Pay Voucher Announcements - October 21, 2013

Parent Teacher Conferences

I need to change the date of our evening parent teacher conference. It was originally scheduled for Thursday, October 24 from 4:00 p.m. - 8:00 p.m. Due to a scheduling conflict (which we tried to change), the number of staff members directly involved, and the importance of parent teacher conferences, we are going to move our evening parent teacher conference from October 24 to October 22. Therefore, our 2013-2014 Fall Parent-Teacher Conferences will be:

- Tuesday, October 22 from 3:30 p.m. - 5:00 p.m. and 6:00 p.m. - 8:00 p.m.
- Friday, October 25 from 8:00 a.m. - 12:00 p.m.

The elementary conferences are scheduled and are by appointment only. The junior/senior high conferences are a walk-in format; however, can be scheduled at the parent's request.

My Beliefs About Parent Teacher Conferences

Include the student. How can we work as a team if the key player is not there? Avoid education jargon. Avoid acronyms and terms that might confuse non-educators. Have a meeting agenda prepared. Have a game plan. And communicate this agenda with the parent at the beginning of the meeting. Don't get into your opinion. State the facts. Give your expert advice...but stay away from your opinions. There is a difference. You can NEVER go wrong being classier than the people you are dealing with. Put yourself in the parent's shoes. Two people can say the same words and it be perceived totally different. Be careful. You are the professional. Act like the professional and demand you are treated like the professional.

Compliance Trainings

Please complete your required trainings by the required deadlines. This includes bus drivers, cooks, maintenance, etc. The first deadline is November 21, 2013. If you have questions or need help, please contact the district office and we will take care of you.

Supply Budgets for 2013-2014

All supply budgets received a 20% cut. Mrs. Knorr has provided you with your supply line item budgets. It is important everyone stays within their budgeted amounts. If there is a situation which will cause you to overspend, I need to know.

PowerPoint Thoughts

Research at the University of New South Wales in Australia says PowerPoint presentations that simply repeat the words being spoken are not effective. That's because the mind cannot process spoken and written words at the same time. The effort of trying to do so limits our ability to comprehend and retain information. Therefore, to be effective, display images, and diagrams that illustrate the point you are making verbally - and avoid using verbatim words that are on the screen.

Employee Calendars

Below you will find a couple of reminders about the Employee Calendars. You can find the actual Employee Calendars on our school website under "Staff."

10.5 Month	<ul style="list-style-type: none">• 210 Days.• Do not work emergency days.
12 Month	<ul style="list-style-type: none">• 240 Days.• Maintenance will work 4 hours on emergency days.• Will work one day of their choice during Christmas break.
Bus Drivers	<ul style="list-style-type: none">• 176 Days.

	<ul style="list-style-type: none"> • Will not work emergency days.
Cooks	<ul style="list-style-type: none"> • 180 Days. • Will not work emergency days.
Paraprofessionals	<ul style="list-style-type: none"> • 179 Days (includes 4 teacher institute days). • Will not work during parent teacher conferences. • Work until 12:30 on school improvement days.
Teachers	<ul style="list-style-type: none"> • 180 Days. • 8 Holidays and 13 not in attendance days.

Making A Mistake

We know that if we make a mistake, the best course of action is to admit our error without trying to minimize or justify it to students. What we often overlook is that our admission should be direct and to the point - and never lengthy, regardless of our desire to explain. We can follow up with a short statement regarding why we faltered. The key is to be brief, brief, brief - without overstating or overemphasizing anything.

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