1. **Parent-Teacher Conferences.  Parent-Teacher Conferences will be Thursday, March 15 and Friday, March 16.  We will have a 2:00 dismissal with conferences being 2:00-4:00.**
2. **Flex Spending Reminder:** If you took advantage of the Flex Spending Account in 2011, you have 60 days after December 31st to submit 2011 claims.  You may go to the following address to check your balance and view your claim history:  <https://www.tpabenefits.com/consociate/logon/checkpass1.asp?company=CONSOCIATETPA> or call Consociate Dansig at 800.429.5495 for assistance.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Health Insurance Premiums.  Your health insurance premium deductions will resume on January 6, 2012.**
2. **Walgreens**.  Express Scripts contract with Walgreens did expire on December 31, 2011.
3. **Route Bus Drivers**.  I have sent the information below in a separate letter to you, but I wanted to include it in the pay voucher announcements as well.

* The purpose of this letter is to explain a change in the procedure we use to report route bus driver absences.  It is not my intent to cause you additional paperwork or hardship, however, it is my intent to make sure your absences are reported accurately/fairly and your substitutes are paid in an efficient manner.
* Effective January 1, 2012, each route bus driver will be required to complete an “Absentee Form” when they are absent for any reason.  Enclosed you will find multiple copies of the “Absentee Form.”
* You will complete the following boxes:  Staff Member’s Name, Today’s Date, Type of Absence (Professional, Sick, Bereavement, Personal), Date of Absences, and Substitute Required.  These are the only boxes you are required to complete.  This is the same form all of our district employees complete when absent.
* The “Absentee Form” must be completed before or after each of your absences.  After completion, please put in Paul Henry’s mailbox.  He has one located in each building.
* This is all you have to do.  We will no longer be using the yellow cards.  We are NOT changing our procedure on extra-curricular driving.  This change only applies to our route bus drivers and out-of-district bus drivers.
* Thank you for your understanding and attention to this matter.  As always, we truly appreciate and are truly blessed to have quality bus drivers who not only transport our students safely to and from school, but who truly care about our students.