

## **Certificated Personnel Newsletter**

### **June, 2009**

#### **Master Schedule**

In May your department chair received 2009/10 staffing information from your principal and held a department meeting. At that time your colleagues developed a department plan (course allocations) **by consensus**. Your principal has allocated classrooms and prep periods, and developed the actual master schedule according to student needs. You will be notified during the summer if any changes have been made to the tentative master schedule.

#### **Payroll**

June 30 paychecks will be available for employees (or adult family member with a note and picture ID) – and may be picked up in the Large Boardroom, in the District Office between 9 A.M. - 1 P.M. Do you have questions about direct deposit or reading your paycheck information on line? Payroll staff will be very glad to help you.

Checks will be delivered to CCA and LCC for employees who are teaching summer school.

#### **Benefits**

A reminder for continuing employees: Your current benefits continue through December 31, 2009. Our Benefits Open Enrollment will be held in late October for 2010 benefits.

#### **Summer School**

Contracts have been offered for confirmed summer school teaching positions. Summer school offerings are greatly reduced due to reduced funding; however, we will contact interested teachers to offer additional sections if the need arises.

#### **August Staff Development Days**

During the summer you will receive information regarding the schedule for the **August 27 and 28** inservice days. Please note that the inservice days are required as part of the certificated employees' work year. **Personal Business** absence may not be taken on these state-funded Staff Development Days.

## **Enjoy your summer vacation!**