



The Grapevine

Employee Newsletter of the Windsor Unified School District

SPRING 2016

VOLUME 9, ISSUE 5

DATES TO REMEMBER

May 2016:

- 27th – Last Day of School
- 30th – Memorial Day Holiday
- 31st – Alternative Teacher Workday

June 2016:

- 7th – Extended School Year (Special Education) begins

July 2016:

- 1st – Extended School Year (Special Education) ends
- 4th – Independence Day Holiday
- 5th – EL/ME Summer School begins
- 29th – EL/ME Summer School ends

August 2016:

- 9th – New Teacher Orientation
- 10th – Alternative Teacher Workday
- 12th – Staff Development Day (for all employees) – *including mandated training for specific classifications*
- 15th – Teacher Workday
- 16th – FIRST DAY OF SCHOOL!

PAYROLL NEWS

Before leaving for the summer, please make sure that your mailing address in the HR and Payroll systems is current. All payrolls after the May regular payroll dated 05-31-16, through the July 2016 supplemental dated 08-10-16, will be mailed to you. The following reminders should be helpful:

2015-16 health benefit adjustments will be made on the May regular payroll dated 05-31-16

Please turn in all time cards for payroll processing as soon as possible. May time cards will be paid on the supplemental payroll dated 06-10-16.

June time cards will be paid on the supplemental payroll dated 07-08-16. July time cards will be paid on the supplemental payroll dated 08-10-16.

Summer Arrears/DNP will be paid on 06-30-16.

Please contact Tami (Classified Payroll) at 707-837-7711 or Yvonne (Certificated Payroll) at 707-837-7710 if you have any questions.

IMPORTANT REMINDERS

Summer EMAILS:

Between June and August, please check your WUSD email inbox for important information, including in-house postings, updates, training information, school year start-up details, etc. THANK YOU!

Personal Necessity (PN)/**Compelling Personal Business (CPB) Leave:*

As we move forward from this school year to the next, we would like to clarify the Personal Necessity Leave components for all employees:

- *Personal Necessity Leave is a classification of leave within employees' sick leave days accumulated. Personal Necessity Leave does not accrue (in other words, if an employee uses 5 out of the allowable 7 days of PN/CPB leave this year, the remaining 2 days that were unused **do not** carry over for next year. The next year's allowance for PN/CPB leave is still 7 days, not 9). Again, it is a classification/way to describe more specifically how sick leave was used. Sick leave still accrues as usual.*
- *Up to seven (7) days of accumulated sick leave may be used by an employee, at his/her election, in cases of compelling personal necessity. Personal Necessity Leave shall be taken for reasons that employees cannot reasonably be expected to ignore and cannot be dealt with outside of the regular workday. One example of what **WOULD** be considered as a PN/CPB day would be a day taken to address a home repair or service that could not be done outside of the work day. One example of what **WOULD NOT** be considered a PN/CPB day would be a day (or more) taken for a vacation.*
- *Employees shall not be required to secure advance permission for leave taken for a) death or serious illness of a member of his/her immediate family (as defined in the collective bargaining agreements) or b) accident, involving his/her person, property or a member of the immediate family.*
- *All other Personal Necessity Leave requests shall be made at least 48 hours prior (except in unusual circumstances) to the effective date of the request.*
- *Personal Necessity Leave is for instances of personal and professional need, and as such, a stated reason for the Personal Necessity Leave will not be required.*
- *Personal Necessity Leave shall not be used solely as an extension of a local, state or federal holiday.*

**Compelling Personal Business (CPB) is the term used on the Employee Absence Request/Reporting Form for Certificated Employees (but is referenced in the Agreement Between WUSD and WDEA as Personal Necessity Leave).*



CONGRATULATIONS, RETIREES!



At the meeting of the Board of Education, held on May 3, 2016, the following Windsor Unified School District retirees were recognized:

Mary Allison, Speech & Language Therapist
Beth Borck, Teacher – Windsor Middle School
Kathy Hansen, Teacher – Mattie Washburn Elementary
Jeff Reed, Teacher – Windsor High School
Joanne Collins, Teacher – North County Consortium
Marcy Cook, Teacher – Mattie Washburn Elementary
Joan Dockter, Registrar – Windsor High School
Dennis Dahlstedt, Bus Driver – Transportation
Mary Gaitan, Bus Driver – Transportation
Marylou Sierra, Paraeducator – Windsor Middle School

Collectively, these wonderful members of the WUSD family represent 202 years of experience in our district. We greatly appreciate the amazing contributions that each of our retirees have given to WUSD and to the students who they have served and/or supported and celebrate them on their new journeys!

“Congratulations! Today is your day. You’re off to great places! You’re off and away! You have brains in your head. You have feet in your shoes. You can steer yourself any direction you choose. You’re on your own. And you know what you know. And YOU are the guy (or gal) who’ll decide where to go...”

-Dr. Seuss
(from Oh the Places You’ll Go!)

TEACHER RECOGNITION

Rotary Club of Windsor



The Rotary Club of Windsor recently honored District teachers during the 2016 Teacher of the Year recognition breakfast. The following teachers have given “Service Above Self” in their schools and in the Windsor community. Their enthusiasm and thoughtfulness towards youth is an inspiration to all of us! Please join

us in congratulating this year’s Rotary Club recipients.

“Teachers effect eternity, they can never tell where their influence stops” --- Henry Brooks Adams

Mattie Washburn Elementary
Marcy Cook

Windsor creek elementary
Jessica BrEnk

Brooks elementary school
Patti Dearth

Cali Calmécac language academy
Annette Zucconi-montez

Windsor middle school
Amie lands

Windsor high School
Sean Vezino

Windsor oaks academy
Diana rudesill

North county consortium
KAREN LINDQUIST

CONGRATULATIONS TO ALL FOR REPRESENTING THE AWESOME WORK BEING DONE FOR STUDENTS WITHIN THE WINDSOR UNIFIED SCHOOL DISTRICT!

