

January						
2 Monday	3 Tuesday	4 Wednesday	5 Thursday	6 Friday	7 Saturday	
<p><i>Student & Staff Counseling available from 10 AM - 2 PM in the Gym</i></p> <p>Holiday</p>	<p><i>Student & Staff Counseling available from 10 AM - 2 PM in the Gym</i></p> <p>Teacher Work-Day</p> <p>Small Group Meeting 9:00 AM (Conference Room New Gym) <i>Teachers: Frack, Millerick, Bedford, Robins, Sanderson, Gatlin</i> <i>Support Staff: Inman, Janson, Miller</i></p> <p>Coffee & Pastries 9:30 AM <i>Students Commons</i></p> <p>Department Meetings 10 - 11 AM <i>English: Room 303 (Tinnel, Abby Costello)</i> <i>Math: Room 101 (Inman, Hingsbergen)</i> <i>Modern Lang: Room 402 (Janson, Tinnel)</i> <i>PE: Library (Chapman & Schwerin @ 10:15)</i> <i>Science: Room 212 (Inman & Lisa Miller)</i> <i>Social Science: Room 411 (Inman & Schwerin)</i> <i>SPED: Room 16 (Akram & Gallardo)</i> <i>VPA: Room 14 (Tinnel & Janson @ 10:15)</i></p> <p>Fall Semester Grades Due</p> <p>Basketball: TL vs TAM (at TAM) 6/ 7:30 PM <i>Game Coverage: Tinnel (entire games) & Inman (6:45 - 8 PM)</i></p>	<p>Traditional Day</p> <p><i>Student & Staff Counseling available from 10 AM - 2 PM in the Gym and/or Wellness Center</i></p> <p>CTE Site Meeting 3:15 PM <i>Room 307</i></p> <p>Superintendent Student Advisory Meeting 6 - 7:30 PM <i>District Office Board Room</i></p>	<p>A Day Schedule</p> <p><i>Student & Staff Counseling available from 10 AM - 2 PM in the Gym and/or Wellness Center</i></p> <p>Basketball: TL vs SR @ TL 6/ 7:30pm Remembrance of Jameson Zamlich <i>Coverage: Inman & Chapman</i></p>	<p>B Day Schedule Tutorial Period 1</p> <p><i>Student & Staff Counseling available from 10 AM - 2 PM in the Gym and/or Wellness Center</i></p>	<p>Basketball: TL vs Redwood @ Redwood 4:30/ 6pm <i>Coverage: Chapman</i></p>	

Emergency subs for the week of January 2-6:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Newton	Hayes	McCarthy	Madden	Mendoza	White	Robins

Communications

[Sad News Regarding TLHS Student Death in Car Accident](#)

[TLHS Staff Discussion Guidelines](#) *Note: This document is a guide for TLHS staff to utilize both in the classroom and in small group settings. Administration and Mental Health Clinicians will be available to guide discussions as needed.*

[Teacher Preferences Form](#) (Master Schedule 2023-24) ★

[CCC December Newsletter](#)

[TL Library Report](#)

January Wednesday Meetings Schedule

Tuesday, January 3: Department Meetings 10-11:00 AM

Wednesday, January 11: Department Meeting

Wednesday, January 18: [Early Release PD](#) 1:30-3:30 PM

Wednesday, January 25: Faculty PD Meeting (Department Collaboration)

Intent to Separate

The District and SRFT have agreed to offer an intent to separate bonus to permanent bargaining unit members who plan to retire or resign in June 2023 and notify the District by **January 17, 2023**. Bargaining unit members who meet this deadline will receive a one-time bonus of \$3,000 in their June paycheck.

First Semester Grading Tips

SYNCING

The best way to avoid any last-minute sync issues and allow time for troubleshooting is to do the following:

1. Enter all your grades into Canvas *as soon as possible*.
2. Sync to Aeries - Here are the [instructions](#) if you need a refresher.
3. **Note one change in the Sync to Aeries instructions - the options have changed. You now have the choice of Sync to Sis or Sync to Aeries. Use Sync to Sis.**
4. Compare your two grade books to ensure Canvas is properly synced to Aeries and **grades from each gradebook match**.
5. Seek help ASAP if there is an issue.

AERIES - Loading Grades from the Gradebook

It is easy to load 2nd quarter and 1st semester grades from your Aeries gradebook. We suggest you enter the final grade, but it is not required. Check out the instructions below.

Instructions:

1. In Aeries, go to *Grades*, select your class period, & click on *Load Grades from Gradebook*
2. Click on the drop-down *Import to Which Mark* and choose the grading period.
3. If you would like to load your final grade, select *Exam Final*, and enter the date of the final in the assignment range. Of course, you may also enter your final grades manually.

Teacher Preference Form - Master Schedule Planning 2023-24

Now that we have officially entered the new year it is time to begin thinking ahead about scheduling for Fall 2023. **We need to determine what courses will be offered next year NOW, and of course this affects staffing**. Our Curriculum Guide is published in January and beginning in February, the Counseling Department will start the student course selection process with our current and incoming students. I have therefore prepared the annual, [Teacher Preferences Form](#). This is just a planning document for everyone and is certainly subject to change based on your personal interests. However, it allows me

to start planning ahead with everyone. Let's aim to have everyone complete the [Teacher Preferences Form](#) by January 17 (the same date that is set for the SRCS Intent to Separate Notification).

Similar to last year, we will again roll our master schedule over from this current year when we begin our build. This strategy is beneficial for a few reasons, the primary one being that we can make improvements to the existing schedule based on issues identified by staff and students. When we roll the schedule we maintain many priorities that are ongoing and essentially “no brainers”. These priorities include minimal teacher preps (goal generally being 2 or 3 max), contractual obligations including morning or afternoon unscheduled periods, continuity in teaching assignments, ELD courses that allow for student flexibility as language skills develop and students enter at various levels mid-year, AP/Honors courses not conflicting with one another, etc. Also important to point out is that over the past 3-4 years we have very consciously reduced the number of academic offerings for juniors and seniors during 6th and 7th periods. This really helps us with enrollment in elective courses, and also helps us balance class sizes because the afternoon courses are less desirable to upperclassmen.

Make-up Final Exams

Make-up finals will be held this Tuesday and Wednesday for those who opt to have an Assistant Principal administer them. Prior to the conclusion of finals week, please create a folder with the correct number of make-up exams clearly labeled with students' names and instructions (i.e. can use a calculator) and submit this to Maria Tinnel. Teachers preferring to administer their own exams can do so in January at their preferred times.

Per communication sent on Friday 12/9, there is no need to provide copies of your final to us unless you have a student making up their finals.

CPR Training

Teachers in California are required to learn CPR & how to use an (AED) automated external defibrillator. Terra Linda has three automated external defibrillators on our school campus: in the main gym, the front office and in the District Office. David Garcia (dgarcia@srcs.org) has already reached out to staff to initiate the steps for this training; if you have not responded, please do so this week so that we can plan for accurate numbers. For this training, staff will need to watch a short video in preparation for the after school training on Tuesday, February 7th (4-5pm).

Bond Measures

Terra Linda's campus has been transformed through the Measure C Bond and we have even more to look forward to as we begin the initial planning phase of our Measure B Bond which passed in 2022, providing an additional \$82 million for improvements at TLHS. While recently there has been tremendous community excitement around the new Aquatics Centers being planned at both comprehensive high schools (approximately \$25 million at each site), substantial classroom upgrades are also included in the scope of our next Bond. Before we get too excited planning for the new bond projects, we need to first finish up projects funded through our existing bond measure (some of which are not yet under construction).

Recently we held a TLHS Site Committee Meeting with representation from various stakeholders. At our meeting we discussed projects that are funded through the existing 2016 Bond and are slated for construction this summer 2023 and into the fall 2023, including:

- ★ Ceramics/ Kiln Room
- ★ Career Technical Education Center (primarily MCOE & community funded)
- ★ Art Courtyard Redesign
- ★ Solar Project / Shaded Structures located on Upper Fields by Basketball Courts

As we move into **Measure B Project planning**, it is important to recognize that there will be 3 phases:

Phase 1: Aquatics Center, PE Locker Rooms and Staff Area, & Classroom Furniture Replacement (*being considered*)

Phase 2: Classroom Hallways, Staff & Student Restrooms, classroom technology upgrades and LED lighting, Classroom replacement countertops and flooring, etc), Security upgrades (cameras, vape detectors, fire alarms) and more.

Phase 3: Baseball & Softball Turf Fields and Concessions

While the projects you may be mainly hearing about are HUGE in scope (ie: Student Commons, Gym, Aquatics Center) we have over \$40 million dollars that will be directed towards classroom upgrades. When we return from break in the New Year we will begin meeting with staff and students to gather input. I will update the staff regularly regarding these projects. Director of Capital Facilities, Dr. Dan Zaich, will also be invited to present at an upcoming staff meeting (likely in early February) to garner input.

Parent Institute for Quality Education (PIQE)

The Parent Institute for Quality Education (PIQE) will begin at TL on Thursday, January 19th from 6:30-8:00pm. Sessions will be held virtually and no classrooms or spaces will be impacted. These workshops have been promoted to families and include:

- Understanding The High School System
- Identifying The Classes That Form Part Of The "4 Year Plan"
- Recognizing The Importance Of Grades (GPA)
- Reviewing Other Important Requirements and Programs
- Discussing Higher Education Options
- Identifying The Different Financial Aid Option