

February 13-17						
<b>13 Monday</b> <i>Everybody Loves Everybody Week</i> <b>Youth Truth Student Survey in English classes</b> <b>Department Chair Meeting (lunch)</b> Room 101 <a href="#">Agenda</a>	<b>14 Tuesday</b> <i>Everybody Loves Everybody Week</i> <b>Physics of the Universe PD</b> 8:30-4 PM District Boardroom	<b>15 Wednesday</b> Tutorial Period 4 <i>Everybody Loves Everybody Week</i>	<b>16 Thursday</b> <i>Everybody Loves Everybody Week</i> <b>Secondary Curriculum Council Mtg</b> 4-5:15 PM (coverage: Inman) PIQE (virtual <a href="#">Eng/Spanish</a> )	<b>17 Friday</b> Tutorial Period 5 <i>Everybody Loves Everybody Week</i> Staff Window for Youth Truth Survey Closes	<b>18 Saturday</b> Mid-Winter Break Begins 2/20-2/24	

Emergency subs for the week of February 13-17:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
	Lawrence	Thomson	Teakle	Oropallo	Reid	Posada

**Communications**

Staff Youth Truth Survey Link: [ysurvey.org/terralinstaff23](https://ysurvey.org/terralinstaff23)

[Principal’s Update for 2/2/23](#)

[February CCC Newsletter](#)

Attendance Letters Sent (Week February 6-10): 102

**February’s Wednesday Meeting Schedule**

Wednesday, February 15: No Meeting

Wednesday, February 22: Mid-winter Break

**Everybody Loves Everybody Week**

Each day at break, ASB will host a table in the Student Commons courtyard giving out safety pins with that day's color bead; students will give that pin to someone with the objective!

Monday: Yellow - someone that brightens your day

Tuesday: Pink - someone you love

Wednesday: Red - someone that makes you laugh

Thursday: Green - someone who has helped you grow

Friday: Blue - a staff member that makes you want to come to school

**SRFT Updates (Meet & Confer Site & District Feedback) Repeat info from 2/8 email**

DVD Players: Earlier in the year SRFT surveyed their membership about technology needs. SRFT had 20 members express an interest in having a DVD player connected to their tech setup. That is likely an undercount, as not everyone completes the survey. The Information Technology (IT) Department currently has 10 - 15 DVD players in stock and available for deployment. IT is also preparing a quote for another 25 and will process it so that they have a few more on hand. If you would like a DVD player to be connected to your projector, please submit a ticket to [tsupport@srcs.org](mailto:tsupport@srcs.org).

Docking Stations: 200 docking stations have arrived, so any teacher that would like to be hard wired that may have been waiting on equipment can now submit a ticket to TL Support to request a docking station and set up.

Printers: Printers were ordered based on this [TL 2022-23 Printer Needs](#) information that was collected earlier in the year. If you still need a printer, let me know but I think everyone was taken care of. 😊

### Master Schedule Build 2023-24

Thank you for completing the [Teacher Preferences Form](#). I have reviewed these documents and am prepared to make adjustments based on the information provided and staffing changes.

**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 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 helps us balance class sizes because afternoon courses are less desirable to upperclassmen.

We anticipate having our student tallies completed mid-April and exporting these from Aeries into Excel with tentative section allocations given to departments prior to scheduled meetings. Lauren and I will then meet with each department in late April to discuss changes. These meetings are an important part of the process because every teacher has an opportunity to share ideas. Since we are rolling the schedule we will be able to focus more closely on improvements and will hone in on concerns during these department meetings. Lauren and I have a list of questions that can help guide these conversations. We will begin making changes to the master schedule on May 8th and will have Department Chairs assist us during their prep periods and arrange for their coverage as needed. SRFT site rep will also be involved in this process. FTE allocations from the District for 2023-24 will remain relatively similar based on our student enrollment projections. At this time TL enrollment has remained the same, increasing slightly.

As always, please feel free to ask questions and share concerns. The master schedule build is a collaborative process, and the more we identify improvements ahead of time the better our product will be. Most of you know that I prefer an idea with a proposed solution, or to problem-solve together, as opposed to just complaining after everything is done and saying it could have been done better. For the master schedule-timeline and meeting dates, reference this [TL Programming Schedule](#). Lauren Inman also sent out calendar invites and Lynn is assisting us with sub coverage as needed. Questions, see me, Lauren, your Department Chair, or any SRFT representative.

### Become an AP Exam Reader - Paid PD Opportunity

Carolyn Quinby was just approved to be an AP Exam Reader this summer (June 11-19) for her tenth year. Congrats Carolyn! She would be happy to talk to anyone about the process. We cannot stress enough how helpful this opportunity is for AP teachers, and it's paid (hotel, airfare, transportation to/from airports, all meals, plus about \$1700)! There are units available if you need them as well. Applications are accepted year-round, but spots are limited. All AP course authorized high school teachers who are currently teaching their AP subject are welcome to apply regardless of years of experience. Find all you need to know about applicant requirements and documentation to apply [here](#) or ask Carolyn!

### ELPAC Group Testing begins February 13

ELPAC Group Testing will begin February 13 and continue throughout the week. This assessment is utilized to determine the English language proficiency of students whose primary language is other than English. Students will take the assessment in their ELD and SPED classrooms. Students NOT enrolled in ELD or SPED will test in smaller groups. Please send these students to the assigned location at the time designated on their bright pink call slip. ELD and SPED teachers received their Proctor Instructions, rosters, and headphones on Monday, February 6. See Maria Tinnel for more information.

### Youth Truth- STUDENT Survey in English classes

Students will complete the Youth Truth survey in their English classes this week. English teachers have received the link via email and a calendar invite. The survey script was distributed on Wednesday, February 8. See Maria Tinnel for more info.

### COMPASS Fieldtrip\_2/16

The following COMPASS Students will be attending a field trip to College of Marin on Thursday, February 16th. They will miss classes for this school day.

Calderon	Leonardo
Campos Martinez	Cinthia
Chan Escobar	Josue
Escobar	Saily
Escobar Maldonado	Wily
Fuentes Perez	Brian
Gonzalez	Quirino
Hernandez	Dorothy
Hernandez	Nixon
Maldonado	Mynor
Martinez	Alexandra
Mendieta	Lizveth
Velazquez	Alejandro

### Walker Creek

Our next round of Walker Creek Cabin Leader dates are coming up. A reminder that Walker Creek Outdoor Ranch School serves as a unique opportunity Terra Linda serves as cabin leaders, role models, and friends for 5th grade classes within San Rafael City Schools and the Miller Creek School District. They learn to own responsibility and be patient, while at the same time getting to connect with nature for a few consecutive days. For these upcoming dates, [MarinSEL sophomores and juniors](#) will be attending as Cabin Leaders. More specific lists for each week will be shared next week.

**Week of March 6th-9th** (Miller Creek)

**Week of April 18th=21st** (Miller Creek)

### MarinSEL Exploration Day



A big thank you to Lead Teacher, Karen Madden for coordinating and leading the MarinSEL Exploration Days this weekend and Emily Lichty, Sara Frack and MSEL Students for volunteering their time. Prospective MarinSEL students for the 2023-24 school year engaged in a variety of activities that demonstrate the four C's: Collaboration, Critical Thinking, Communication and Creativity.

## Welcome Baby Edmundo



Congratulations to Mental Health Clinician Tess Roholt! Tess and her husband welcomed baby Edmundo Souza Roholt on 1/26/23. He was a healthy 9lbs and 2 ounces. Welcome to the Trojan Family Edmundo!

## Travel & Conference Update *Repeat info from 2/8 email*

The [SRCS Travel and Conference Form](#) has been updated. Here is a brief summary I prepared for staff with some of the primary changes:

- Employees are expected to exercise economy and prudence while planning and making reservations for travel and should plan ahead and register using “early bird” rates for conference registration fees, economy flights, and standard single room rates using group, state, or government-rate hotel rooms.
- All expense reimbursement claims including per-diem shall be submitted on the SRCS Travel Reimbursement Request Form within 10 business days of your return from the conference.
- Shuttle/Cab/RideShare: Original receipts for transportation are limited to and from the airport, hotel, and conference location only. Travel arrangements to and from dinners and or any other “experiences” are no longer eligible for reimbursement.
- Airfare: Basic economy only will be reimbursed. No preferred seating, economy plus, etc.
- Meals/Per Diem: The per-diem allowance set forth by the District is \$75 per conference day where no meals are provided by the conference and \$35 per day for travel days that occur on days the conference is not in session. This per diem is offered for overnight travel only and will be paid after the return from the conference. Per-diem requests must be made via a Travel Reimbursement Form. No meal receipts will need to be submitted. Note that on conference days where meals are provided, the \$75 per-diem allocation will be reduced by the reimbursable rate of the meal which was provided: Breakfast \$15, Lunch \$25, and Dinner \$30. The per-diem includes \$5 for incidental expenses incurred while attending the conference.
- Biggest Change: Employees cannot be reimbursed for meal expenses incurred by other employees. Per-diems cannot be given for meals paid for by other district employees.

Thanks for all you do to support growing as educators and learning from others outside our daily network. The TL Staff is so innovative and I attribute it to your passion for learning and trying new things!