

January						
9 Monday	10 Tuesday	11 Wednesday	12 Thursday	13 Friday	14 Saturday	
<p>Department Chair Mtg 12:30-1:00 PM (Room 101)</p> <p>Board Meeting 6 PM</p>	<p>SRFT Negotiations 8 AM - 4 PM</p> <p>Admin/Counselor Meeting 10 AM</p> <p>District PD Plan Feedback Session 4 - 6 PM</p> <p>Basketball: TL vs Archie Williams (at AW) 6/ 7:30 PM <u>Coverage:</u> Dunlap</p>	<p><i>Tutorial Period 2</i></p> <p>Hatching Results PD <i>Counselors to Attend</i> (8:30 AM - 4 PM)</p> <p>Department Meetings 3:15 - 4:15 PM <i>Katy & Lauren attend Math Admin Team & PE meet abt Gym usage & Norms</i></p> <p>Winter Concert, 7pm <i>Wind Ensemble, Jazz Band, Orchestra</i> <i>Performance Hall</i> <u>Coverage:</u> Tinnel</p>	<p>Supt Hogeboom & Dunlap Meeting & Class Visits 8:15 - 9:15 AM</p> <p>MCAL Board of Managers 9 - 11 AM</p> <p>Teacher Leadership Team 4-5:30 PM</p> <p>Basketball: TL vs MC @ TL 6/ 7:30pm <u>Coverage:</u> Tinnel</p>	<p><i>Tutorial Period 3</i></p> <p>Academic Excellence Mtg 8:30-9:3- AM</p> <p>Mayor Kate and Councilmember Hill’s Tour at TLHS 3 - 6 PM <u>Coverage:</u> Dunlap</p>	<p>Basketball: TL vs Novato @ Novato 4:30/ 6pm <u>Coverage:</u> Chapman</p>	

Emergency subs for the week of January 9-13:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Cavanagh	Hartwell	Barkley	Bernheim	Krupp	Baker	Moore

Thank you

Thank you to all staff for the tremendous love and compassion you showed **students and one another** this past week as we transitioned back to school after winter break and grieved the tragic loss of Jamison Zamlich. The effects of the Marin county car accident resulting in two deaths and three student injuries will be long-lasting, and emotions will continue to surface throughout the year. Our Wellness Center will remain a supportive environment for our students to access and I encourage you to reach out to any of us if you have any questions or need assistance.

A big thanks to the administrative team and in particular **Lauren Inman** who led in my absence last week and provided me the opportunity to reset and recharge. As a leader, one of my greatest flaws is my inability to “shut down” and slow down. When leading a high school there are so many different hats one needs to wear, and to be effective I have always believed it is essential to understand all aspects of the school community and be intimately involved in the day to day operations. While this can at times appear as micromanaging, good decisions rely on knowledge, prior experience, and input. Meaning that unless you are “on the ground and involved”, you really don’t know what needs to be improved and why. Another thing that is very important to me is responding to folks and creating solutions. Working in school environments for years I have always struggled with the mentality that we have too many students, too many demands, and not enough resources to do our jobs well. I hear lots of excuses, and therefore I try to model saying “YES” more than “NO” - thus being solution oriented. Trust me it is a lot easier to just not respond and follow through, but you all know nothing drives me crazier! However, reflection in leadership is key and I am very aware that trying to please everyone and do everything requested of me is not healthy and leaves me exhausted and not always at my best.

This past week I had the opportunity to attend a Wellness Retreat in Arizona with my older sister, Audrey (she is two years older than me and an attorney for a private client and has a very stressful position managing a large team). At the retreat I had the opportunity to receive coaching in individualized areas while also participating in challenging experiences with my sister. I stepped outside my comfort zone, visiting a beehive, practicing archery, climbing a ropes course, and doing a tandem jump. I learned about breathwork, sleep, and stress management. I received daily spa treatments and ate dairy-free, gluten free, plant-based meals that were incredible. And best of all, I was in a device free environment for the week with only 45 minutes daily for quick phone calls or emails.

I have always wanted to attend a Wellness Retreat and it was truly transformational. The skills I acquired will serve me well in my personal and professional life. I am so excited for 2023! This break was really what I needed after years of not properly addressing stress and anxiety, magnified by the recent pandemic and the toll of long hours working and commuting as an administrator. I am grateful for Lauren's leadership and TL staff - you're all so committed to our school and this allowed me to leave for a week and work on myself. In summary, here are a few fun photos from my trip and I hope that over the next few weeks you see some improvements in my leadership and overall mental health. We can always improve and do better and my goal is to embody that mentality and model continual improvement for not only staff but our students as well. Here's to 2023!



Communications

- 1) [Teacher Preferences Form](#) (Master Schedule 2023-24) ★
- 2) Crab Feed: Saturday, January 21 (6 - 11 PM at San Rafael Community Center) [Information](#)
- 3) Communications Related to Student Car Accident:
[TLHS Community Message from Principal Dunlap 1/1/23](#), [Sad News Regarding TLHS Student Death in Car Accident](#), [TLHS Staff Discussion Guidelines](#)

January Wednesday Meetings Schedule

Monday, January 9: Department Chair Meeting (lunchtime, room 101)

Wednesday, January 11: Department Meetings

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.

Poster Supplies

Do your students need poster size paper and markers for a class project or presentation? We have ordered supplies (paper, markers, glue sticks). Please do not request these through our Art Department, as their supplies have been ordered specific to their course and department needs. See Maria Tinnel if you need these supplies.

High School Wifi & Video Content / Apple TV Challenges

Recently a meeting was held to review challenges with wifi connectivity, playing video content and Apple TV constraints and to establish potential solutions. Participants included Morgan Agnew, Kristen Wright, Hannah Cummins, Lisa Cummings, Noel Matthias, Jim Hogeboom, Bob Marcucci, Amy Baer, and Christina Perrino. Following the meeting, I can assure you that the District and Technology Department are taking the concerns of the teachers seriously. These are the short-term solutions that will take effect immediately.

1. Teachers are to ask students to turn their phones to airplane mode during class. *Note: Let's start this ASAP. Tomorrow please do this each period and we will focus on this all week. AP Maria Tinnel will send reminders and add bulletin information for students.*
2. Teachers are to submit tickets to ask to have the projector hardwired (not possible in all cases) if Apple TV is not functioning properly.
3. Teachers submit tickets to have their laptops hard-wired.
4. IT to look into TL Commons downstairs access point
5. Teachers and staff are to submit tickets when known connectivity issues come up.
6. **Teachers will be provided with DVD players if interested.** Instructions on how to use the DVD player will be provided. *Note: This week I will find out the process for this and communicate with staff so that I know who needs a DVD player.*
7. The union will communicate these short-term fixes with the staff and provide a survey to be completed by staff.

As a side note - a TL teacher has already contacted tech for hard wiring for both laptop and the projector, and tech has responded and completed the task! Together we are figuring this out and it sounds like we are moving in the right direction. Thanks everyone for your ultimate patience - and tremendous creativity over the past few years!

Teacher Preference Form - Master Schedule Planning 2023-24

A reminder to complete this [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.

California Youth Tobacco Survey- January 30, 10th and 12th Grade Social Studies Classes

The California Department of Public Health (CDPH) has partnered with the California Department of Education (CDE) and RTI International to conduct the California Youth Tobacco Survey (CYTS), previously the California Student Tobacco Survey. Our site has been randomly selected, and 10th and 12th grade students will take the survey in their World History and Gov/Econ classes. Maria Tinnel will work with Social Studies teachers to ensure a smooth administration of the survey.

Youth Truth Survey- February 13th, English Classes

The Youth Truth Survey provides students the opportunity to share feedback about their overall experiences at school in areas like belonging & peer collaboration, engagement, relationships, culture, etc. **Research shows** that student perceptions are linked to academic outcomes. YouthTruth allows educators to hear directly from students about how they are experiencing school. The feedback data can be used for strategic planning, site and district initiatives, monitoring how big changes - like new curriculum, technology, or learning models - are affecting students, and for professional development. We plan to administer this survey to students in English classes on February 13th. Maria Tinnel will work with the English department to ensure a smooth administration of the survey.