

## Terra Linda High – Principal's Welcome Back Staff Memo

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August 2022

I hope everyone has been enjoying summertime. It is my hope that you were able to unwind and recharge this summer! Personally, I had a great summer spending time with my family before Lauren heads off to college on the east coast in September. I hope your break was full of fun times, family, travel, and of course - the usual home improvement projects! I can't wait to catch up with you all! Please enjoy this last week of summer before returning on Monday, August 15th.

Recently I supported newly appointed TLHS Assistant Principal **Casey Shannon's** return to the SRHS campus to assist the SR Administrative Team. To ensure the administrative team at TL functions at a high level, after posting the position, **Maria Tinnel** was appointed Assistant Principal of Student Services. As a veteran TLHS teacher, AVID Coordinator, Instructional Coach, and former English Department Chair, I am confident that Maria will bring tremendous energy, dedication, and new ideas to our administrative team and am extremely grateful that she accepted the position.

Over the summer we have also had a number of other staffing changes. **Ray McClintock** was appointed Assistant Principal at Petaluma Junior High School. Ray sent a moving [Letter to our MSEL Students & Families](#) in which he described how much he has enjoyed working at TL. Ray had a tremendous impact at our school and he will be greatly missed. In other changes within the Social Science Department, **Steve Coleman** accepted a two-year position as a Teacher on Special Assignment (TOSA) working with students struggling academically. Steve will be coordinating Tutoring Services, overseeing Credit recovery, and providing targeted outreach to students struggling post-pandemic.

Just recently, **Carmen Puga** accepted the Administrative Assistant Senior position in San Rafael City Schools' Maintenance and Operations department. Carmen has been at TL for 18 years and her extensive knowledge of how things work in our District combined with her attention to detail have contributed to significant improvements on our campus. Carmen has always been the first person in the school Spanish speaking families go to. Carmen has an attitude of "doing whatever it takes" to ensure success. In the front office, she was always pulled in many directions on a daily basis and was the ultimate multi-tasker managing a rotation of visitors, with emergencies happening frequently and chaos being the norm. While we will not see her in the front office every day, I can promise you that she will be advocating daily for our students, staff and campus in addition to all sites in SRCS. We are very lucky to have Carmen's leadership at a District-level!

Another familiar face to everyone at Terra Linda and throughout the City of San Rafael is **John Thibodeaux (JT)**. Last week, JT accepted a position in campus security at Mill Valley Middle School. JT attended Terra Linda High as a student, graduating in 1969, and has spent over 20 years making our campus safe for all students. JT is passionate about helping students feel welcome at TLHS, and has been a strong advocate for our students of color. Over the years I have heard JT share many stories with students about the prejudice he encountered as a black student at TL in the 60's, and he has been instrumental in teaching all of us how to stand up to any and all acts of hatred. To say JT knows everyone is not an exaggeration, and there is also not an investigation he forgets. He truly is like the mayor of TL and I hate thinking of our campus without him. Our students and staff have benefitted from his years of service and I know all of you join me in wishing JT well at Mill Valley Middle School. JT will enjoy the change in pace at Mill Valley, and I know we will continue to see him in San Rafael for years to come. There is no slowing down JT!



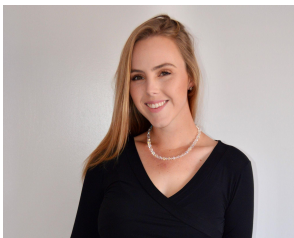
I want to update staff regarding a challenging health journey Kendra Rose and her family are on. At the start of summer, Kendra faced news that no parent ever wants to hear; her son, Louis was diagnosed with brain cancer. He had to undergo emergency surgery and while the doctors believe that they have removed all of the tumor, Louis has a long road to recovery. As part of his treatment, Louis will receive proton radiation and chemotherapy through August and then transition to chemotherapy one week out of each month for six months. Kendra, her husband, Evan, their daughter Lydia, and most importantly, Louis appreciate the Terra Linda Community rallying around their family right now and sending healing thoughts their way. Kendra, Library Specialist Melanie Tyrell, and TOSA Steve Coleman will continue to ensure our students have access to the incredible resources she has provided our students and staff members since becoming our librarian. Lauren Inman has been in regular contact with Kendra and acting as a liaison between our school and her family. She will share with staff how you can support Kendra during this time.

Looking forward, we have so many things to both celebrate and continue improving. We have strong site leadership teams in place (administration, coaches, department chairs and professional development) and our counseling, teaching and support staff are 100% devoted to creating the very best learning opportunities for our students. I am particularly excited about the expansion of our Professional Development Team thanks to additional Covid funding provided by the Education Services department under Tyler Graff's leadership. You can learn more about our Instructional Coaches and Coordinators by reviewing their roles [here](#). Your hard work is appreciated by many; students and parents alike continue to share positive feedback about teaching and learning at TL. Please join me in welcoming our newest employees to Terra Linda who will further strengthen our school community.

## Welcome New Staff



**Mackenzie Bedford** - Previously a *San Marin High School* English teacher, Mackenzie is excited to join our English Department next year as an AP Language and English 10 teacher. She attended UC Berkeley, where she received her BA in Anthropology with a minor in English. Following that, she pursued an ELA credential from SSU, M.A. in Education with an emphasis on Equity & Social Justice. Mackenzie is excited to meet new students, engage in thought provoking discussions, and have a great year! She believes that everyone should read like a writer and write like a reader.



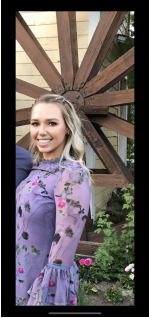
**Emily Lichty** - Also from *San Marin High School*, Emily has returned to Terra Linda. Emily student-taught at Terra Linda during COVID and we are excited to welcome her back to an in-person teaching experience. Emily holds a Psychology degree from Cal State San Marcos and a Masters in Science in Education & Teaching Credential from Dominican University of California. The highlight of teaching for Emily is building relationships with the students. They make her job rewarding. Fun fact about Emily is that she played collegiate golf at Cal State San Marcos. They were a top 10 nationally ranked team in Division II athletics!



**Kaj Kibak** - Having previously taught both middle and high school, Kaj has a full range of 6-12 teaching experiences. At TL, Kaj will be joining our English department and will be teaching sophomore English, as well as our 11/12 Short Fiction course. Kaj is looking forward to working with and getting to know the students, parents, and faculty at Terra Linda High School. He has two children, Eloise (Five) and Toby (Two-and-a-half).



**William Luong** - William hails to us from *San Marin High School* and will be joining our Math Department this year. William is credentialed in Math and Biology and will be teaching Algebra B, Geometry and ASB. He is very excited to join the TL Math Department and also teach ASB this year. A fun fact about William is that he plays Super Smash Bros religiously and has competed and won gaming tournaments.



**Casey Citek** - Casey will be joining our Physical Education Department this year. She holds a kinesiology degree from Chico State University. Casey is excited about Coaching water polo in the upcoming school year and soaking up the San Rafael sunny days.



**Brandon Righetti-Marweg** - We are keeping it in the family and welcoming Brandon Righetti-Marweg to the TL Team. Brandon is Caitlin's brother, but he will be teaching in our science department, not math. Brandon attended UCLA, where he received his B.S. Neuroscience and then pursued his Single Subject Credential in Physics and Chemistry from Sonoma State. Brandon joins us from Novato High School. He is most looking forward to meeting all his new students, working with and learning from my new colleagues, and to continuing to improve as an educator. Brandon has always been very involved in athletics his whole life, and would love to get back into coaching sometime soon!



**Oscar Gomez** - Although not new to Terra Linda, Oscar is transitioning from a Student Teacher and Longterm Sub on our campus to a fulltime Terra Linda Staff Member. With a degree in Political Science from San Francisco State, Oscar is excited to join our Social Science Team. Having graduated from Terra Linda High, Oscar will be returning to his roots and teaching our incoming AVID freshmen as well as our new Ethnic Studies course. In his free time, Oscar enjoys attending Bay Area Sporting events.



**Emily Bittner** - Emily Bittner attended Bowling Green State University where she received her degree in Art Education. Her focus was on Ceramics and Glass Blowing. Emily is most proud of how she uses Ceramics and Making to inspire students to learn about all other subjects. Students soon realize how Art can be found in their world and how important of a role it plays. When Ms. Bittner is not in the studio, she is traveling to learn about different cultures and explore their art forms and new ways to express creative thoughts.



**Marie Cavanagh** - Joining us from *Novato High School*, Maria will be stepping into our CDC classroom this year. Marie comes to us with a B.A. in Theater Arts from Emerson College and holds a Education Specialist Teaching Credential from San Francisco State University and a Masters in Divinity, Earlham College. This year, Marie is most excited to get to know her students and help them to grow, learn, and discover new things about themselves! Fun fact about Marie is that she loves dogs and has a 4 year old Golden Retriever.



**Marta Posada** - We are excited to welcome Marta Posada to our counseling team next year. Marta will provide comprehensive counseling services to our Newcomer and EL students, complementing and teaming up with our staff, counselors, psychologists, administration, district, and community based organizations to offer our students on-site services and focused support. Marta is an immigrant, LatinX, bilingual in English and Spanish, with an M.A. and PPS in Counseling Psychology; and, a M.A. in Education with an Administrative Credential with 10+ years of Ed experience in Sonoma and Marin Counties.



**Caroline McNally** - Caroline was born and raised in Marin County and graduated from Redwood High School. Previously at *San Marin High School*, she received a BA in Journalism from Chapman University and worked as a freelance journalist and social media manager for a few years before becoming a substitute in multiple districts in the county. She did her credential program on Zoom, and thankfully survived. Caroline will be teaching English 9 and English 10. She enjoys creative projects such as sewing and embroidery in her free time. Her favorite genre to read for fun is mystery/thriller, but she will read just about anything.



**Karen Madden** - Karen is also a Marin native! She received her Bachelor's degree in Human Development from UC Davis, her Multiple Subject credential from St. Mary's College, her MA and Administrative credential through San Francisco State, and most recently has been a teacher at Mary Silveira Elementary. Karen is joining our incredible MSEL program, one that she is quite familiar with. All 3 of her children are Trojans! She is most excited about working with high school students and joining our dynamic school community.



**Joshua Rosenberg** - Joshua is a TL graduate, class of 1999! He received his undergraduate degree at San Diego State and his credential from Dominican University. Josh will join our Social Studies department and will teach World History and US History. He is the proud father of his 2 daughters, Myla and Remi, and he looks forward to getting to know his students and the TL community.

**Professional Development 8/10 - 8/11**

In response to the district-sponsored survey regarding professional development needs late spring, the TL Instructional Coaches have planned a productive two-day workshop, August 10th and 11th that focuses on our diverse learners: *How can we design and implement units and lessons that will meet the needs of all of our students?*

**If you would still like to attend our PD, please email Maria Tinnel, [mtinnel@srcs.org](mailto:mtinnel@srcs.org).** Please plan to meet in the TLHS Library at 9am on August 10th. Join us a few minutes early each day for coffee and breakfast treats. We will wrap up our work at 2pm. A Preview can be found here: [Agenda](#) [Digital Resources](#)

## Helpful Documents for Teachers

### [2022-23 Master Schedule](#)

Due to staffing changes related to our Assistant Principal vacancy, Lisa Coyne has picked up a section of coaching that she had previously interviewed for and a few English courses have been added to minimize class sizes and teacher preps. In addition, the recent vacancies created in social science by McClintock and Coleman, along with our Dean of Students choosing to remain 80% thus resulting in the reassignment of Restorative Practices from a class to a club, a few changes have been made to the master schedule. All changes have been communicated to affected individuals. Questions, see Lauren or I.

### [Master Schedule Overages Form](#)

A reminder that all teachers must complete this form in regards to overages should any occur during this school year. Please only submit the form as a hard copy and do not submit electronically. Protocols are in place to ensure a process is closely followed during the year should an emergency situation arise.

### [Bell Schedule](#) and [Condensed Version of all 2022-23 Bell Schedules](#)

A reminder that the bell schedule was adjusted slightly this year as a result of the addition of four early release days as part of a Districtwide professional development schedule. We have laminated copies of the 2022-23 Bell Schedule for all classrooms and posted them across campus.

### [TLHS Calendar at a Glance](#)

Lauren annually creates this one-page calendar that outlines weekly staff meetings. In designing the master calendar this year, we attempt, to the best of our ability, to follow a consistent rotation with a Faculty Meeting beginning the month, followed by Department and then Collaboration Meetings. New this year are the addition of four early release days as part of a Districtwide professional development schedule. As a result of these days, Department Chair Meetings will shift to Mondays during lunch. Similar to Faculty meetings, all Department and Collaboration Meetings will be held during the Wednesday allotted time of 3:15 – 4:15 PM in a designated location. This will allow our admin team to support teachers in various capacities.

### [TL Master Calendar \(Full Year\) All Activities, Meetings and Holidays](#)

Lauren Inman updates this regularly. It is not a document that can be edited by staff. We highly recommend you refer to this live link with regularity – perhaps consider bookmarking this.

## Adjunct Duties

Adjunct duties have been reduced based on an MOU signed in June 2022 between SRFT and SRCS. All certificated staff members will have a total of 10 Adjunct Duty hours to complete, 5 of which will be completed through mandated trainings. We created this [Adjunct Duty Form 2022-23](#) for all certificated staff members to complete and **submit at the end of the year** during the check-out process.

If you are interested in serving on a committee or supervising a school event, please confirm working an event with Maria Tinnel and track it on the Adjunct Duty Form. Below is the contractual language associated with adjunct duties.

### SRCS SRFT Contractual Bargaining Agreement - Memorandum of Understanding:

*As a result of the 8 additional hours added to the work year through the Early Release Wednesdays the parties agree to the following revised structure for adjunct duties:*

*Adjunct Duties will be reduced from 25 to 18 total, with the eight additional hours added through Early Release days further reducing the requirement from 18 to 10. Of the remaining 10 hours, five hours will be allocated for Mandatory Keenan trainings (to be completed and documented by the employee). The remaining five hours may then be utilized for committee work and/or time spent writing letters of recommendation (to be completed and documented by the employee). In the event that a member spends more than five hours writing letters of recommendation, they will be paid for that time. The parties agree that members shall be credited with 30 minutes of hourly work for each letter of recommendation written. The member will be required to provide copies of the letters of recommendation to the site Principal as documentation to attach with the timesheet.*

Additional Opportunities for Adjunct Duties Beyond Letters of Recommendation include:

- Supervision of dances (Blacklight, Homecoming, Winter Formal, Spring Fling, Prom) 9 - 11 PM (except prom)
- Supervision of Drama and Music Performances 7-10 PM
- Membership in Site and District Committees (Curriculum Advisory Council, EL Task Force, Calendar Committee, Parcel Tax Committee, High School District Budget Committee, AVID Site Team, CTE District Meetings, CTE Site Team Meetings, District Technology Steering Committee, District Together 2024 Committee, TL Scholarship),
- ASB events: Karaoke Night, Club Day, Yearbook Signing,
- Rivalry Games (Bell Game - Football, Mission Game - Soccer, Homecoming Game - Football)

**Custodial & Maintenance & Operations – Classroom & Campus Cleaning**

The custodial staff has been hard at work all summer. I can honestly say that despite construction activity I have never in my 13 year tenure at Terra Linda seen our campus so clean! Custodians have shampooed all classrooms and office spaces with carpeting. In addition, every classroom has a checklist that has been completed by our site custodial team with the following actions taken:

- High Dust/Low Dust
- Windows
- Whiteboard
- Dust/Mopped
- Striped
- First Coat Wax & Second Coat Wax

The Maintenance & Operations crew have painted all the offices in the front office and painted all the handrails in the stairwells! It looks so much better.

**First Week of School**

**Monday, 8/15 (Teacher Workday) and Orientation Day:**

Student Orientations will be held while teachers prep their classrooms. A reminder that some classrooms are impacted in the morning due to ASB utilizing the rooms for sessions with our incoming freshmen. Below is the schedule. See Maria Tinnel for more information or any questions.

Grade 9: 8:30 – 11:30 AM (Innovation Hub Courtyard, Athletic Field & classrooms)

Grade 10: 9:30 – 11:00 AM (Innovation Hub Courtyard)

Grade 11: 11:00 AM – 12:00 PM (Innovation Hub Courtyard)

Grade 12: 12:00 – 12:45 PM (Innovation Hub Courtyard)

A big thank you to Alex Robins and William Luong and ASB who will be touring our incoming freshmen around and facilitating some fun getting-to-know-you activities. Our clerical staff have also be working hard to ensure students have their final schedules, planners, PE uniforms, etc.

**Tuesday 8/16 (Teacher Workday):**

8:30 - 9:30 AM Superintendent's Welcome  
*Location: San Rafael High School Quad*

9:30 - 10:00 AM Staff Gathering (Coffee and treats provided in advance of the Staff Meeting)  
*Location: Student Commons*

**10:00 - 11:00 AM Staff Meeting**  
*Location: Black Box Theater in the Student Commons Building*

11:00 AM -12:00 PM New Teacher Canvas/AERIES Support  
*Location: H2*

**Wed. 8/17 (Traditional)**

**Traditional Day (Monday)**

Period	Time
0	7:25-8:25 AM
1 <sup>st</sup>	8:30 – 9:20 AM
2 <sup>nd</sup>	9:25 – 10:15 AM
Brunch	10:15 – 10:30 AM
3 <sup>rd</sup>	10:35 – 11:30 AM*
4 <sup>th</sup>	11:35 – 12:25 PM
Lunch	12:25 - 1:05 PM
5 <sup>th</sup>	1:10 – 2:00 PM
6 <sup>th</sup>	2:05 – 2:55 PM
7 <sup>th</sup>	3:00 – 3:50 PM

**Thursday 8/18 (A-Day)**

**A Day (Tuesday/Thursday)**

Period	Time
0	7:25-8:25 AM
1 <sup>st</sup>	8:30 – 10:00 AM
Brunch	10:00 – 10:15 AM
3 <sup>rd</sup>	10:20 - 11:55 AM*
Lunch	11:55 – 12:35 PM
5 <sup>th</sup>	12:40 – 2:10 PM
7 <sup>th</sup>	2:15 – 3:45 PM

**Friday 8/19 (B-Day)**

**B Day (Wednesday/Friday)**

Period	Time
0	7:25-8:25 AM
2 <sup>nd</sup>	8:30 – 10:00 AM
Brunch	10:00 – 10:15 AM
Tutorial	10:20 - 11:20 AM*
4 <sup>th</sup>	11:25 – 12:55 PM
Lunch	12:55 – 1:35 PM
6 <sup>th</sup>	1:40 – 3:10 PM

**Capital Facilities Improvements**

When you return to campus you will see many improvements thanks to our Bond Measure. Prior to the start of school, there is a lot that will get completed. A few things to note:

- The student parking lot will be accessible by Orientation on August 15th.
- The staff parking lot and student drop off will be similar to last year. Within the next two weeks these will be opened up again. Right now things are really torn up. Alex Chapman and I will be out at the start of school training families how to drop off in the morning and do pick up after school.
- The sidewalks along Nova Albion Way will be opened by the start of school so students can utilize these.
- The skywalk between the 200 and 400 Buildings is complete and accessible again to students and staff.
- The area between the Performance Hall and the PE Lockers and Gym is much more open now that it has been repaved and the fencing extended.



Gymnasium front view from street  
*Completion expected January 2023*



Gymnasium view from quad



Conditioning Room in Gymnasium



Quad area that is newly paved and landscaping in process



PE/ Existing Gym Area that is newly paved all the way over to the Performance Hall



Thank you Clerical, Maintenance and Counseling staff members for your summer work!

Throughout the summer we have had many folks busy at Terra Linda prepping for the start of school. Our Assistant Superintendent/CBO **Bob Marcucci** has delivered as promised our new LockBlocs. We will teach you how to use them ASAP. I am so grateful to Bob and our M & O crew who installed these across our campus and District to ensure staff and student safety in an emergency.

I would like to acknowledge our maintenance team, headed by **Dave Pedroli** (District) and **Elliot Potter-Lane** (site), for their countless hours ensuring our classrooms and offices are ready for students on day one and our amazing District Capital Facilities Office led by **Dr. Dan Zaich** who have transformed our campus.

**Terrie Baum** has been incredibly busy ensuring our master schedule is perfect! The counselors, **Eric, Sue, Matt** and **Marta** have made several adjustments to students' schedules as we balance classes. A reminder that all students in grades 9 - 10 are enrolled in a minimum of six classes, junior a minimum of five, with seniors enrolled in a minimum of four. We are unable to offer all students seven classes, as we are committed to keeping class sizes manageable while ensuring students have the courses necessary to meet graduation requirements. Counselors are very busy juggling parent and student phone calls and emails, balancing classes and trying to make it all perfect. Please be patient as they work toward these goals.

Special thanks to **Kristin Matthewson** who has ensured that everyone has their necessary classroom supplies, furniture needs and textbooks come August 15th! A big thank you to **Lynn Tremolada** who has gotten everything situated for us to safely open the doors to staff, students and parents this August. Special thanks to Athletic Director **Steve Farbstein** who has been on campus Mondays thru Fridays with our student-athletes every week since early June. A HUGE thanks to **Lauren Inman** who has been available all summer (despite being supposedly "off") and has helped tremendously with hiring, construction, professional development, and athletic issues that carry on throughout the summer. I would be lost without her and am so grateful for her dedication to TL and her calming presence. Again, I am confident that **Maria Tinnel** will transition into the role of Assistant Principal seamlessly and am extremely grateful for her eagerness to take on this new role. We are ready and set to go! A reminder that as of August 4th teachers have access to classrooms, so feel free to stop in anytime. Enjoy the last days of summer and I will see you very soon. It's going to be a great year! We all deserve it.