

March 20-24						
20 Monday	21 Tuesday	22 Wednesday	23 Thursday	24 Friday	25 Saturday	
Hatching Results PD (Counselors)	3rd Quarter Grades Due 9:59 PM <i>ELA Smarter Balanced Assessment</i> (11th Grade English Classrooms) <i>CA Science Test</i> (12th Grade Econ/Gov Classrooms)	Tutorial Period 5 <i>ELA Smarter Balanced Assessment</i> (11th Grade English Classrooms) <i>CA Science Test</i> (12th Grade Econ/Gov Classrooms) Collaboration Meetings 3:15-4:15 PM	 <i>ELA Smarter Balanced Assessment</i> (11th Grade English Classrooms) <i>CA Science Test</i> (12th Grade Econ/Gov Classrooms) District Curriculum Council (SCAC) VIRTUAL 4 - 5 PM	Tutorial Period 6 <i>ELA Smarter Balanced Assessment</i> (11th Grade English Classrooms) <i>CA Science Test</i> (12th Grade Econ/Gov Classrooms)	Spring Musical: Chicago TLHS Performance Hall 7:30 PM	Spring Musical: Chicago TLHS Performance Hall 7:30 PM

Emergency subs for the week of March 20 - 24:

Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7
Newton	Otero	Meusel	Madden	Luong	White	Robins

Communications

Attendance Letters Sent (March 13-17): 43

March Wednesday Meeting Schedule

Wednesday, March 29: No Meeting (Select Staff Optional Elevation Training - Paid)

3rd Quarter Grades Due Tuesday

3rd Quarter grades are due this Tuesday, March 21st by 9:59 PM. Comment codes are available in the pull down menu and provide both students and parents with additional details about their academic progress. 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. To avoid confusing parents and students with different grades in Canvas and Aeries, compare your two grade books to ensure Canvas is properly synced to Aeries. Canvas and Aeries grades must match.
4. Seek help ASAP if there is an issue.

As always, reach out to a coach if you need help, **but please do it early**. Three quarters down, only one to go!

State Testing Begins

The English portion of the Smarter Balanced Assessment (11th graders) and the California Science Test (12th graders) begins this week in junior English and senior Econ/Gov classes. Proctors received a [refresher training](#) this past week and will receive their testing boxes with all necessary materials on Monday, March 20th. While testing has little impact on the majority of the school, we ask that you keep bathroom passes and traffic in the hallways to a minimum so that students have a quiet testing environment.

Boy's State Representative

Please join me in congratulating Brian Carvalho today. Brian was selected to be Terra Linda's Boys State representative this summer during a week-long program. For those of you who don't know, the American Legion California Boys State Program offers a hands-on, realistic experience in civic responsibility to young men prior to entering their senior year of high school.

Marin Women's PAC

Tess Waddy and Sarah Mondesir will join Maria Tinnel at the MWPAC's Annual Elected Women's Luncheon on Friday, March 24th. Speakers will share their experiences and inspire women of all ages who want to run for office to get involved in the political system, and be more active locally.

Staffing Update

The following positions are currently advertised:

- 1) Spanish (1.0 FTE)
- 2) Math (1.0 FTE)
- 3) SPED -Counseling Enriched Classroom (1.0 FTE): Interviews being held March 21st.
- 4) PE (1.0)/ 2 positions - Interviews will be scheduled for early April.

Student Work Spotlight



In preparation for the second poetry unit, AP Literature students in Karen Arcangelo's class reviewed poetic devices and then were asked to choose a word expressing a tone, a central emotion, or physical state. With their chosen word, they created graphic organizers using their individual artistic flare. Each sentence is an example of a poetic device using the specific feeling chosen by the group.

If you have studentwork you would like to highlight in a future Weekly Memo, please email Lauren Inman.

Master Schedule Planning 2023-24

Counselors held registration activities and course selections during February. We anticipate having our student tallies completed early April and exporting these from Aeries into Excel with tentative section allocations given to departments prior to scheduled meetings in April. Lauren and I will then meet with each department in late April to discuss changes to section allocations based on sign ups and teacher placement recommendations. These meetings are always 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. 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 representatives 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 a District, we will be expanding the Bridge Program which is housed at Madrone and will accommodate approximately 160 ELD students ages 16+.

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](#). Questions, see me, Lauren, your Department Chair, or any SRFT representative.

Summer Construction Planning

This summer we will again have a substantial amount of construction occurring on campus. As I often share, it is in our best interest to get as much work done on campus over the summer and to leave the M & O team and construction crews alone. The more we are in their way, the less work that gets done. Every time we interrupt them about parking, accessing an area, etc we pull them away from real work. So please, plan ahead for school being closed after Friday, June 23rd at 4 PM.

Teachers, Counselors, Clerical Staff and Administrators will not have access to their classrooms/workspaces after 4 PM on Friday, June 23rd thru Monday, July 31st. Terra Linda High School will open on Tuesday, August 1st at 8:00 AM.

For more detailed information on summer construction, Capital Facilities Interim Director Bill Savidge will provide a summary of projects shortly, however in the meantime here are a few tidbits from me:

- 1) Staff/District Parking Lot: Over the summer the East Parking Lot (ie. Staff & District Lot) will be totally inaccessible beginning June 23 at 4 PM through Early October (date of completion TBD). This means that if you are accessing campus or the District you can only park in front of the gym or in the Student Lot. We will have a parking plan in place for the first 2 months of school to assist with this complication. Stay tuned!
- 2) CTE Shade Structure (Back Parking Lot Behind District): A CTE Shade Structure for the new CTE Center will be installed over the summer. This area won't be accessible to park in because you cant access it through the front staff lot in the first place, but regardless, even if it were accessible this whole area will be under construction with the CTE project. Therefore Auto and Woodshop facilities are closed too and should not be accessed through campus during this timeline (6/23 - 8/1).
- 3) Ceramics Courtyard (Area Between Ceramics Building and Engineering Tech Building): This area will also be under construction and not accessible.
- 4) Summer School will not be held on site at TLHS, and the MCOE special education class in room 25 will be relocated.
- 5) Campus Signage will be installed over the summer and in place when we start school on August 17th.

ASB Prom Pop Up Shop

ASB will host its first ever Prom Pop Up Shop this spring. We are looking for new, like new, or gently used dresses or prom attire. Donations can be brought to Maria Tinnel in the Main office, through April 7th. ASB will then host a "Private Shopping Experience" for those who would like to shop with us.

Career Technical Education Fair *(March 31st 9 AM-1:30 PM)*

We will be holding our annual **Career Technical Education Fair on Friday, March 31st, from 9am-1:30pm**. This fair provides students with the opportunity to meet with presenters from various local organizations and industries in order to learn about postsecondary opportunities, summer jobs, internships and apprenticeship opportunities.

This year, we are excited to announce that the CTE Fair will be held in the new quad area between the new competition gym and the weightlifting gym. Students will be flowing through the fair in large numbers throughout the day. As part of the fair, designated senior and junior classes will be able to visit the fair during 2nd and 4th period. Carol will send out a schedule this coming week that will show which teachers/classes will come during which period. If you have any prior tests or projects scheduled on that day and would like to not have your 2nd or 4th period class called to the fair, please let Carol know in advance.

Additionally, seeing as we will be there during the tutorial period, this is a great opportunity to have any freshman or sophomore classes come check out the fair and speak with the presenters during that time. Please let Carol know in advance if you would like to bring your tutorial class.