



## **May 1, 2020**

Hello, Scottsdale Unified Employees!

We would like to start this week's briefing from the District Office with a celebration of our Principals! May 1 is National School Principal's Day. We thank all of our Principals for their commitment and leadership in our schools and the community. Thank you Principals!

May 1 is also National School Lunch Hero Day. As you have been reading each week, our Nutrition Services workers have been delivering meals to the community throughout the school closures. Read more about how we celebrate our School Lunch Heroes in this [news release](#).

Where would we be right now if it were not for the tremendous efforts of our teachers? Next week kicks off [Teacher Appreciation Week](#). We would like to also thank our teachers for the extra effort they have put into transitioning to an online learning model over the past several weeks. [Read this piece](#) for a look at how some of our teachers and Principals are feeling educating during this pandemic.

Last but certainly not least, May 4 – 8 is [National Nurses Week](#). Our school nurses have and will continue to play a vitally important role in caring for our students. We thank all of our school nurses for the care, support and concern they have for keeping students healthy and safe.

### **Evaluation Update**

On Tuesday, April 28, Human Resources met with the handbook committee to review proposed revisions to the evaluation process. Principals have provided feedback to Human Resources on these proposed revisions as well.

The proposal will be presented to the Governing Board during the regularly scheduled Governing Board meeting on Tuesday, May 5. After Board approval, updates will be sent to all employee groups on Wednesday May 6.

### **Meals for Students**

On April 29, SUSD's Nutrition Services Department served 22,060 meals in one day to local children. The free meals will be available on Wednesday, May 6 from 9 – 11 a.m. at six sites listed below for children ages 1 – 18 years. This drive-up service allows adults to pick up five breakfasts and five lunches for each child. Due to the heat, the meal service will move to 8 – 10 am on Wednesday, May 13. Locations remain the same:

- Mohave Middle School, 8490 E. Jackrabbit Rd., Scottsdale
- Navajo Elementary Oak Campus, 7501 E. Oak St., Scottsdale
- Redfield Elementary School, 9181 E. Redfield Rd., Scottsdale
- Tavan Elementary, 4610 E. Osborn Rd., Phoenix
- Tonalea K-8, 6720 E. Continental Dr., Scottsdale
- Yavapai Elementary, 701 N. Miller Rd., Scottsdale

For more information, please call Scottsdale Unified's Nutrition Services Department at 480-484-6234 and visit [www.susd.org/Meals](http://www.susd.org/Meals).

### **Time Clock for Hourly Employees**

Please follow this updated guidance on tracking time for hourly employees.

**Working at an SUSD site:** Clock in using the TCP clocks at each site, as normally done.

**Working at home (remotely):** Clock into Time Clock Plus using Single Sign-on

- Go to the [www.susd.org/Employees](http://www.susd.org/Employees) and select Single Sign-on. Click on employee apps, then click Time Clock Plus (TCP) icon
- Sign onto the app using the same username and password as the one used to sign on to Single Sign-on. The username is **not** the employee ID number.
- Use the dashboard to view hours and correct missed punches.
- The TCP app is only for hourly employees to record/view their hours. Editors cannot approve hours through the app.
- For more information, view the instructions on the I drive in the Payroll folder

**At home, but not working:** Employees that are at home due to the closure and not working will not clock-in

Please remember employees are to **only** record **actual hours worked**, whether at a District site or working remotely from home. Payroll will do an adjustment at the end of each pay period to ensure employees are paid for their scheduled hours. Hours added by Payroll will be shown as District – PTO Hourly.

### **Professional Development Update**

May 13 is a virtual professional development half day planned by the site. Teachers should work with their principals to determine expectations. May 22nd is a virtual site day. Teachers should work with their principals to determine expectations.

May 26 is a virtual professional development day, planned by the site. Teachers should work with their principals to determine expectations. May 27 is a blended/hybrid professional development day; voluntary virtual PD will be available. It will be designed as a menu and teachers can select individual short modules of their interest. Otherwise, teachers will work with their principal. More detailed information will be shared in the upcoming weeks through the Admin Inbox and Teacher Talk.

### **Class of 2020 Graduation Update**

The official graduation ceremonies across all Scottsdale Unified School District (SUSD) high schools will be delayed into the summer, until such time that it is safe to host a traditional in-person ceremony. This decision was made in conjunction with the Student Advisory Board and the responses received from the student survey they administered to the Class of 2020.

However, we did not want to let what would have been graduation day, May 21, pass without honoring the Class of 2020. All SUSD high schools will be hosting a graduation event for each campus at the originally scheduled time of graduation. This event will mimic what the traditional ceremony would look like, though it will consist of pre-recorded segments produced into a single video. The event for each high school will be personalized for each high school. The video will first be made available online at the scheduled time of graduation, and then shared more widely online.

### **8<sup>th</sup> Grade Promotion**

For our amazing 8<sup>th</sup> graders who are preparing for the next chapter in their life, please know that you are not forgotten. Your principal will share details regarding end-of-year farewell decisions.

**Gifted Parent Institute**

The Gifted Parent Institute is going virtual! In our desire to be responsive to the community, the Institute will be moving to virtual format. Presentations will be open for viewing from May 4 - 6. A Town Hall will occur on May 4 and May 5 from 4 – 5 p.m. Karen Brown will be available to respond to questions regarding programs and share strategies to support our learners during this unprecedented time. For more information, please visit [www.susd.org/Gifted](http://www.susd.org/Gifted).

**Stay Up-to-Date**

Be sure to stay up-to-date with schools and the District through our social media accounts that are all listed and linked at [www.susd.org/Connect](http://www.susd.org/Connect) and view all of our District news at [www.susd.org/News](http://www.susd.org/News).

One final reminder - we have a variety of resources in our Support Services newsletters, along with other helpful tips on how to support students and families through eLearning, available at [www.susd.org/eLearning](http://www.susd.org/eLearning).

Thank you!

Scottsdale Unified School District Cabinet