

Waukegan Public Schools Community Unit School District #60 Superintendent's Bulletin Dr. Donaldo R. Batiste, Superintendent

Volume 1, No. 36

May 29, 2007

Superintendent's Message.....

Dear Colleague:

Summer Chores: Reflect ~ Rest ~ Refocus

As the school year draws to a close, we find ourselves giving thought to the events and activities of the past year. While it is important to bring closure to the year by accurately assessing what worked, what went well, what needs improvement, and what needs to be abandoned, this can only happen and be beneficial when we sort our many activities and put them in proper perspectives.

If we begin here, chore #1 would be to reflect. We must give priority and thought to whether or not our efforts were successful in helping our students to achieve and excel. We must also reflect deeply to consider what we may need to do differently in order to improve our support of student achievement, no matter how well we did last year. As we all know, there is **always** room for improvement.

No summer would be complete without the order for getting rest. Therefore, chore #2 would be to rest. Everyone needs to find some time to relax and enjoy the summer. Tear yourself away from the books, teacher manuals, and long-range projects long enough to enjoy lounging in the backyard, or scheduling and enjoying that special summer getaway vacation. Remember, rest is important because it will re-energize you for next year. Rest will not only give you the physical strength to begin again; but, it will also give you the stamina to creatively process your reflections about the past year into an action plan for the next year. Herein lies chore #3, which is to re-focus.

And so it is, your summer chores are all ordered—except if you are retiring or resigning to a life of luxury and fun. Reflect now, rest this summer, and re-focus for next year. As always, our motto and theme have provided guidance to us this year, and will guide us as we seek new energy and new ideas to support our students. Remember, **"A New Day, A New Way in Waukegan Public Schools! ...one pace beyond."**

Sincerely,

Donaldo R. Batiste, Ph.D.
Superintendent of Schools

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Important Dates

- Memorial Day (Legal Holiday) – **May 28, 2007**
- *Application Deadline:* Lake County Farm Bureau 2007 Educator Field Trip – **June 1, 2007**
- Waukegan High School Graduation (Weiss Field) – **June 3, 2007**
- *Deadline:* Nominations for the 2007 Freida J. Riley Teacher Award – **June 4, 2007**
- Last Day of School / End 4th Quarter (49 days) / End 2nd Semester – **June 11, 2007**
- 2nd Annual High School Challenge Conference – **June 14 - 15, 2007**
- *Application Deadline:* 2007-2008 ISBE Student Advisory Council – **June 15, 2007**

Notices

CONTRIBUTIONS

Superintendent's Bulletin is a weekly newsletter from the Superintendent, the Web Manager, and other district administrators. Please send all contributions to:

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The preferred submission method is via e-mail. **Contributions must be received by 12:00 noon on Wednesday** to be included in next week's *Bulletin*.

Human Resources

Board Policy #4405 provides for the accrual, use, and carryover of vacation days for "Central Office Administrators, Central Office Staff exempt from Union contracts, and other 12 month, certificated administrators". The section titled "Limitations on Carryover" states:

Employees are expected to utilize vacation time in the year that it is earned, absent unusual circumstances. An Employee is entitled to carry over to the next school year up to five (5) days of unused vacation time. Should workload demands necessitate job attendance such that vacation time cannot be used in the year earned, the factors and justification for the nonuse of vacation benefits should be documented by the affected Employee. In such cases, accrual of vacation time, not to exceed ten (10) days for use in the following school year may be authorized by the Superintendent. Approval of carryover of more than 10 days must be sought from the Board.

Failure to follow the foregoing requirements shall result in forfeiture of the Employee's earned and unused vacation pay.

To better assist Employees, Human Resources, and the Superintendent in carrying out Board Policy, the following procedure has been established:

1. The Employee should document the request for deferral of vacation time, including justification for the nonuse of vacation benefits, and give this request to his / her immediate supervisor for approval.
2. The Supervisor should review the request for completeness and accuracy; and, upon approval, forward the request to the appropriate Section Chief (Mr. Gaudin or Dr. Lamping).
3. Section Chiefs should review all requests and provide the entire collection to the Superintendent at one time, but not later than June 1 of each year.
4. The Superintendent will review all requests from Chiefs, authorize or deny the carryover of vacation time, and return all documentation to the Division of Human Resources.
5. Human Resources will notify the Employee of the status of his / her vacation carryover request no later than June 15, and all documentation shall be maintained in the Employee's Personnel file.

All employees covered under Union contracts should refer to the vacation policies agreed upon in the appropriate contract.

Nutrition

NOMINATIONS ACCEPTED FOR "GOLDEN CARROT AWARDS"

→ *From the Weekly Message issued by the Office of the State Superintendent*

The Physicians Committee for Responsible Medicine is seeking nominations for its fourth annual "Golden Carrot Awards" for outstanding food service professionals in both public and private schools. The award recognizes food service professionals who offer a range of healthy options, especially a variety of vegetarian foods and nondairy beverage choices.

The deadline for nominations is **Monday, June 11, 2007**. More information and nomination materials can be found online at: www.HealthySchoolLunches.org. For additional questions, contact **Edith Sodolo** at (202) 686-2210, ext. 339 or via e-mail at esodolo@pcrm.org.

Professional Development

INITIAL TRAINING COURSE IN NONVIOLENT PHYSICAL CRISIS INTERVENTION

→ *From Mike Kallison, Manager of Behavior Intervention Services*

Waukegan Public Schools offers a course on Nonviolent Physical Crisis Intervention Training a few times per year. The course will provide training on how to work with disruptive and assaultive students. This is not a cure-all, but this is a good course to take to learn how to better defend yourself and how to learn to de-escalate a potentially harmful situation. This course is limited to 30 people. This course is for Teachers (Both Regular & Special Education), Teacher Aides, Building Administrators, and Related Staff Personnel.

On June 5, 6, & 7 there will be an Initial Training Course that is 12 hours long covered over a period of 3 days. I highly encourage those of you interested to register and submit the lower portion of the registration form to me via district interoffice mail by June 1st by Noon. I have attached a training bulletin and registration form for your convenience (see [Enclosures](#)). Please do fill out the registration form and do follow the instructions for registering. The course will take place at Jack Benny Middle School. Please wear comfortable clothing and gym shoes or non-slip shoes. If you have any questions, please feel free to email me.

Enclosures

HUMAN RESOURCES

1. **New Vacancy Postings** – [VacanciesV1N36.pdf](#)
 - ⇒ Art Classroom Teacher (Waukegan High School)
 - ⇒ Certified School Nurse (Waukegan High School)
 - ⇒ Certified School Nurse (Glen Flora & Middle School Support)
 - ⇒ Certified School Nurse (Clark/Oakdale)
 - ⇒ 2007-2008 Curriculum Writing Project (**5 Writers**)
 - ⇒ Director Student Support & Community Outreach (Lincoln Center)
 - ⇒ Special Education Teacher (Hyde Park)
 - ⇒ Library Assistant (Glenwood)
 - ⇒ One-on-One Paraprofessional (Carman)
 - ⇒ Site Computer Assistant (Cooke)
 - ⇒ Director of Bilingual Education (Lincoln Center)

PROFESSIONAL DEVELOPMENT

2. **FLYER: Nonviolent Physical Crisis Intervention** – [CPIFlyerSummer2007.pdf](#)
3. **Nonviolent Physical Crisis Intervention Registration** – [CPIRegistrationSummer2007.pdf](#)

Waukegan Public Schools Administration

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Mr. Domingo "Sonny" Garza

Mrs. Patricia Jones

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