

APPENDIX V – 41



Tucson Unified is where
 Students love to Learn
 Teachers love to Teach
 and People love to Work
 We are Team TUSD



LEADERSHIP CONNECTION NEWSLETTER

*From the offices of Elementary and Secondary Leadership Dr. Abel Morado and Mr. Mark Alvarez (Interim)
 Friday, December 16, 2016*

Message from Elementary/K-8 Leadership & Secondary Leadership:

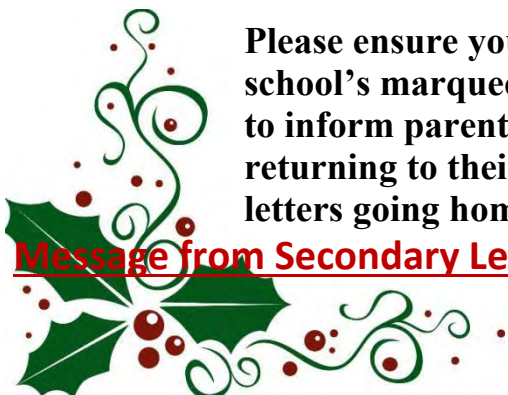
Important Dates to Remember	
Task	Date
Site Monthly Discipline Reports	1/12/2017
Deadline to submit Intent to Separate for ELI members (Article 9)	1/15/2017
Deadline to submit Intent to Separate for Exempt Admin members (Article 9)	1/15/2017
Deadline to submit Intent to separate at year end for MBUs (Article 24.1)	2/1/2017
Deadline for all eligible MBUs separating at the end of the year must submit request for unused sick leave payout	2/1/2017
Letters of Intent to Re-employ issued to Temporary Contract MBUs (Article 7.5 A)	2/1/2017
MBUs submit written preference of assignment for following school year (Art. 6.5)	2/1/2017
MBU vacancies shall be advertised for the following school year (Article 7.5 B)	2/15/2017

Winter Break Closures:

Principals should be adhering to the End of Semester letter sent by Mark Alvarez and Abel Morado. It is attached to this email for your convenience.

Please ensure you have building closure dates clearly advertised on your school’s marquee, voicemails and computer ‘out of office’ messages are set to inform parents of dates of closure and when the employee will be returning to their site and add info to your announcements and/or parent letters going home.

Message from Secondary Leadership:



Principals: Please share with your teachers!!

Phoenix Desert Summer Institute registration is attached flyer on registration information from



now open!! Please see ALE Department.

Secondary Principals: As you head into the last week of first semester, I wanted to provide you with several reminders and a couple upcoming, 2nd semester, items.

- **1st Semester Grades & Final Exams:** It is imperative that as you start off and continue through the week, you are keeping abreast of teachers that may have difficulty inputting and verifying their grades by noon on Friday. Please check in with your teachers and find out if any anticipate not submitting grades by noon. If you do have teachers that are struggling (or have struggled in the past), please utilize your TTLs to provide direct assistance so they can meet the deadline. As soon as they turn in grades on Friday, they are free to kick off their Winter Break.
 - o **Check-ins:** On Wednesday and Thursday, as final exams are occurring, please visit your classrooms and determine if there are staff that need more assistance and/or nudging. This is also an opportune time to check and make sure that your teachers are providing meaningful assessments. If you haven't already done so, please remind your staff that final exam days are for assessments, not for end-of-semester student potlucks or showing non-instructional movies. These events can result in disrupting the testing environments of neighboring classes.
 - o **Report Cards:** The Mail Room will be open till **5p.m. on Friday** and will be open from **9a.m. – 12p.m. on Tuesday, December 27th**. Report cards **must** be delivered to the Mail Room no later than **noon** on Tuesday. After your report cards are picked up on Friday or dropped on Tuesday, please text me and let me know.
- **Winter Graduation:** Please make sure your counselors and registrar frequently check for any last minute seniors who complete their graduation requirements and could participate in the Winter Graduation ceremony. There should not, by this point, be any surprises. Keep in mind that only registrars can verify and post final grades to transcripts. Please work with your registrar to see if they would be willing to stay a little late on Thursday to post any last minute grades. If you do have any last minute additions, please let Merry Portillo know immediately.
 - o **Winter Graduation Ceremony:** If you haven't confirmed with Merry Portillo who will accompany you to the Winter Graduation ceremony, please do so today.
 - o **Principal Protocols:**
 - § **Graduates:** Please make sure that your winter graduates report to Catalina's Little Theater between 5 – 5:15p.m., remind them that traffic will be a factor and they need to budget their time accordingly. Make sure they have their cap/gown ready and let them know that we will provide information on pictures prior to the ceremony.
 - § **Principal Introductions/Speeches:** Similar to previous years' events, principals will not be giving speeches, you just need to introduce yourself and any colleagues that will be helping present students with their diplomas.
 - § **Principal Report Time:** Principals will report to Catalina's little theater between 5 – 5:15p.m. so they can account for their winter grads who are or are not present. At that time, Chuck and I will go over a few last minute items and then we will begin the ceremony.
- **Winter Break:** I have attached the End of First Semester memo that Dr. Morado and Mr. Alvarez reviewed in the December 1st ILA Business meeting, please make sure that your staff know what is necessary and expected prior to leaving on Friday. It is critical that all staff are **vigilant, vocal** and **visible** throughout this week. As you prepare to shut your site down for the Winter Break, please keep in mind the following:
 - o **Campus Monitors/Security:** Please make sure that all campus monitors/security are highly visible throughout the school day, checking restrooms, monitoring hallway traffic and reporting any concerns.
 - o **Grounds and Buildings:** Please work with your grounds man, engineer and custodians to make sure that the building and grounds are cleaned and ready to go as if school were going to resume on the 26th. Be sure that your leads (grounds and custodian) check to make sure all faucets are off and work with your engineer to address any leaks in irrigation.
 - o **Building Security:** As your custodians are cleaning and taking out the trash throughout the week, please have them check all exterior windows to make sure they are secured. If there are any concerns, please work with your engineer and **Daryl Warner**, in Facilities, to address those issues.

- o **Out-of-Office / Building Closure Messages:** Make sure that you and your administrative team and, if possible, your entire staff, have an automatic “Out of Office” message for incoming emails. Additionally, please make sure that your website and marquee include a message on building being shutdown till January 9th, except for varsity practices and/or tournaments.
 - o **Emergency Purchases:** I have attached the Purchasing Department’s guidelines on making any emergency purchases over Winter Break. Please use these guidelines if any emergency purchases need to be made over Winter Break.
 - o **Building Check-in:** Over the course of Winter Break, please stop by your site and make sure there haven’t been any water leaks, vandalism, etc. On Friday, January 6th, TUSD Facilities will begin turning on HVAC systems, please take a moment to stop by and make sure they are working properly.
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- **Mandatory Report Presentation:** If you haven’t already reviewed the Mandatory Report PowerPoint with your staff, this must be done on the first Wednesday of the new semester. The presentation must be provided to all staff, certified, classified and coaching staff.
 - **Office Staff Audit:** Next semester, principals will be provided with an Office Audit protocol. Principals need to conduct a review of their office staff, how they work together, identifying areas of strength and opportunities for enhancement, and review how critical office duties are completed. Once we kick off the new semester, I will provide you with additional information.
 - **Registration & Course Selection:** At the **Thursday, January 12th** ILA Business meeting, there will be a brief, one hour meeting in Duffy’s computer lab from **4 – 5p.m.** to review registration and course selection protocols. I strongly suggest you have your lead counselor and assistant principal who will oversee registration, attend the meeting.

THANK YOU for your diligence and I look forward to visiting with you throughout the week and please make it a point to join us at the Viscount Hotel on Wednesday for the end of semester gathering.



Matt Munger

Scholarship Information to share with students/parents:

Greetings Financial Aid Team,

I'm contacting you because of a Scholarship program for Tucson Unified School District students.

The name of this scholarship is "**Furious Grill Scholarship Program**" and all the detailed information and terms of participation can be found on the scholarship page (<http://furiousgrill.com/scholarship/>).

We are running this scholarship program on an annual basis, offering a \$1000 award to the winner student.

The students who would like to participate should meet a few simple requirements by writing a 500-1000 words unique essay on the topic of "**We Are What We Eat**" and submit it to our team by following the steps mentioned on the Scholarship Page (<http://furiousgrill.com/scholarship/>).

I will appreciate if you feature our scholarship program to your Scholarship Website Page, so the TUSD students can benefit from this opportunity.

If you have any question, please let us know.

Kindest
Regards,
Kendrick
Kotter.



Kendrick C. Kotter
Scholarship Director, FuriousGrill
(252) 299-8467 |
Scholarship@Furiousgrill.com | 110 Sheila
Avenue, Kansas, 23151



TUSD Good News:

Michelle Magdanz, new math teacher at **TAP High School** won a \$5,000 award from Fiesta

Bowl Wishes for Teachers program in partnership with College Football Playoff Foundation Extra Yard for Teachers to purchase 10 laptops for TAP to loan out to students who do not have access to electronic school tools at home. She will be honored with other prize recipients for the incredible work she does for your

students at the 28th Annual Motel 6 Cactus Bowl at Chase Field over the winter break. Kudos to Michelle and keep up the good work!!

**Please Leave Computers ON and Monitors
OFF Over the Winter Break (Dec. 24-Jan.
8)**

Before leaving for the Winter Break, please leave computers ON and turn monitors OFF. Just before you leave for the break, make sure you **RESTART** all computers (see steps below) and leave computers **ON** and monitors **OFF**.

Teachers: Please be sure to **RESTART** all computers and turn **OFF** all monitors in your classroom.

Laptops: Laptop computers should be stored away as you would normally take care of them at the end of the day unless you are taking the laptop home.

C.O.W.s (Computers On Wheels) and Their Laptops Make sure C.O.W. carts and laptops are stored properly:

- The C.O.W. cart must be plugged into the wall and the power button must be on.
- All laptops belonging to the C.O.W. must be turned off and plugged into the C.O.W.

To Restart Your Computer:

1. Select Start on your taskbar.
2. Select the small arrow next to Shutdown, then select Restart.
3. Turn your MONI TOR off (press Power On/Off button).
4. Leave the COMPUTER on.

If you have questions or concerns, please contact the TS Service Desk at 225-6333. Thank you and have a safe and enjoyable break!

Pets, Plants, and Computers: Watch a fun video with important winter break information [here](#).

Please Note: ALL OF TECHNOLOGY SERVICES INCLUDING THE TS SERVICE DESK WILL BE CLOSED OVER THE WINTER BREAK. TS and the Service Desk will be available to serve you again at 7 AM on Monday, January 9.

December 1, 2016

TO: K-12
Assistant Principals

FROM: Abel Morado

RE: **Last and Semester**



Principals and

and Mark Alvarez

First Weeks of the

Greetings! We want to remind you of essential supervision practices prior to the end of the semester. It is important that matters of student supervision, at the end of first semester, and the beginning of the second semester be handled proactively and positively, with an emphasis on keeping students safe and your campus secure. We adhere to the principle of the three V's. Principals should work with their faculty and security staff to be **vigilant**, be **vocal** and be **visible**. Being vigilant mean all staff should look out for issues of student and school safety, and to make sure your protocols for visitors on campus are followed. Being vocal means to be specific with students and staff on where they need to be, to keep working on curriculum through Thursday 12/23, and to make known the protocols for the end of the semester. Being visible means having appropriate staffing on the bus lines, before and after school and that you have enough staff covering lunch periods and passing periods. It is always a best practice when teachers greet students at the door after each period.

If you are a larger campus or a campus with multiple monitors and administrators, it is important that "all hands on deck" be the order of the day in matters of student supervision during these two weeks. Principals, please work collaboratively to ensure that the three V's are followed on your campus each day.

During the first week of school in January, principals should meet with staff and students to outline school rules and school practices on matters of GSRR, attendance, tardiness, expectations on campus, and to remind students of the goals for the school year at your school. These meetings are important and serve to send the right message as we begin the 2nd semester with our staff and students.

Reminders:

- Communication regarding Winter Break should already be known to your employees and to your parents. This information should be on your school's website, recorded on your school's voice mail, and if appropriate on your marquee.
- Cleaning the school.
- Securing the school.
- Plan the last week of the first semester, and the first week of the second semester with appropriate care and to make sure grades are entered and delivered on time. Elementary School principals have their own protocols and those should be followed as given to you by your leadership team.

- Mark and I will be available by phone or email over the Winter Break if needed.

We thank you for your dedicated commitment to our students. Have a restful Winter Break!!

Abel Morado, Ed.D.
Assistant Superintendent
(520) 225-6422, 225-6186 (fax)
abel.morado@tUSD1.org

Mark Alvarez
Interim Assistant Superintendent
(520) 225-6304, 225-6178 (fax)
mark.alvarez@tUSD1.org



Attention Teachers

Phoenix Desert Summer Institute

- Registration is open
 - AP COURSES: <http://www.phoenixdesertsi.com/>
 - ADVANCED/HONORS & GIFTED STRATEGIES: <http://www.pdsisummerworkshops.com/>
- AP Summer Institute Dates:
 - Tucson Session – Tuesday, June 20, 2017 to Friday, June 23, 2017
 - Phoenix Session – Monday, July 17, 2017 to Thursday, July 20, 2017
- The Advanced Learning Experiences Dept. will pay the cost of the 4 day course. When registering for your selected course, indicate “purchase order” as the method of payment. You will receive an email confirmation from the institute, please forward a copy to: Sonia.Gissart@tusd1.org.
- Upon completion of the course you will receive a certificate for 30 hours towards your AP* Professional Development or GATE Endorsement.
- **Travel and Lodging** available for qualified courses. Please go to: <http://www.phoenixdesertsi.com/> to locate and reserve a room at one of the conference hotels. Email me a copy (Sonia.Gissart@tusd1.org) of the reservation confirmation you receive from the chosen hotel to. **DO NOT** pay for the room, **only reserve** it for Sunday, July 16, 2017 thru Thursday, July 20, 2017.

Math and Science Teachers
Please consider taking advantage of the Advanced/Honors Math and Advanced/Honors Science Strategies classes at the Tucson Session. The classes are currently at low enrollment and in danger of being canceled.

- **The deadline to apply for travel expenses is APRIL 28, 2017.**

- Be advised, this is a first come, first served opportunity.

TUCSON UNIFIED
SCHOOL DISTRICT

Advanced Learning Experiences Department
2210 E. Naco Vista, Tucson, AZ 85713
P) 520.225.1330 E) sonia.gissart@tusd1.org



Raytheon Company
Missile Systems
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Raytheon Leaders in Education Awards to again recognize excellence in Pima County teaching

TUCSON, Ariz., December 12, 2016 -- Raytheon Missile Systems, in partnership with Tucson Values Teachers, is continuing its support of educators in greater Tucson by sponsoring the second annual Raytheon Leaders in Education Awards. The awards program recognizes and rewards teachers who are achieving outstanding classroom performance, demonstrating leadership in their schools and communities, and supporting their peers in a committed teacher workforce.

“People whose lives have been changed by great teachers know the power of their commitment to developing young minds,” said Dr. Taylor W. Lawrence, president, Raytheon Missile Systems. “The Raytheon Leaders in Education Awards will identify, support, and share the best practices of outstanding teachers in our community who find new ways to positively impact the lives of their students and the performance of their schools.”

The Raytheon Leaders in Education Awards honors three exceptionally skilled and dedicated teachers in grades Kindergarten through 12. Awards will be in the form of monetary gifts to Pima County teachers and schools: Raytheon will award three separate \$2,500 gifts, plus an additional \$2,500 in matching gifts to each of the teachers’ respective schools, for a total of \$15,000.

Teachers selected will also receive opportunities to meet with local business and political leaders to share their success stories and find common ground in advocating for advancements in teaching, and will join the Circle of Excellence, a cadre of former Raytheon Leaders in Education Award winners.

Nominees will be teachers who have gained the respect and admiration of students, parents, and colleagues, and who inspire students of diverse backgrounds and abilities to learn more effectively. They will have distinguished themselves as leaders and play an active and useful role in their communities as well as in their schools.

To be considered for a Raytheon Leaders in Education Award, candidates must:

- Spend the majority (more than 50%) of the school day in direct instruction to students
- Currently be certified to teach in Arizona
- Have completed at least four full years as a classroom teacher at the time the application is submitted for consideration
- Teach grades Kindergarten through 12 in a school in Pima County
- Be a full-time teacher and plan to continue in active teaching status through 2017
- Be the subject of a completed application with a submission deadline of January 13, 2017

Applications with detailed instructions are being distributed to Pima County schools and can also be downloaded from the Tucson Values Teachers web site at www.tucsonvaluesteachers.org.

The cohort of teachers selected to receive a Leaders in Education Award will be honored at a Tucson Values Teachers' award celebration in 2017.

About Raytheon

Raytheon Company, with 2015 sales of \$23 billion and 61,000 employees, is a technology and innovation leader specializing in defense, civil government and cybersecurity solutions. With a history of innovation spanning 94 years, Raytheon provides state-of-the-art electronics, mission systems integration, C5I™ products and services, sensing, effects, and mission support for customers in more than 80 countries. Raytheon is headquartered in Waltham, Massachusetts. Follow us on Twitter [@Raytheon](https://twitter.com/Raytheon).

WINTER BREAK EMERGENCY PURCHASES

With the closure of school offices during Winter Break, an emergency purchase may be required to protect the health, welfare or safety of the public, Tucson Unified employees and/or students. This notification provides a step-by-step process for appropriately securing needed goods or services to address the emergency situation. Emergency procurements shall be limited to the materials, services or construction necessary to satisfy the emergency need. After notification of Security (520-584-7676), your Leadership Team and Emergency Services (if necessary) follow the steps below.

STEP 1 Contact an Authorized District Individual to provide information on the emergency purchase need and obtain direction for proceeding. Authorized District Individuals are Kevin Startt, Purchasing Director (520-258-8652), Diana Kerfoot, Purchasing Manager (520-631-1367) or, if unable to reach either Kevin or Diana, Karla Soto, Chief Financial Officer (520-223-1523).

STEP 2 The authorized District individual will provide names and contact information for contracted District vendor(s), a purchase order number to establish a payment mechanism with the vendor and any other required information.

STEP 3 Contact the District contracted vendor(s) to obtain contract pricing and terms. Proceed with the contracted vendor(s) that you determine to meet the District's emergency need in the most expedient and cost effective manner. If contracted vendors are unavailable or cannot provide service, the use of non-contracted vendors may be approved by an Authorized District Individual.

STEP 4 Oversee successful completion of all services or confirm receipt of all goods in satisfactory condition as appropriate. Obtain all associated necessary invoicing for processing.

STEP 5 Provide all documentation, including a memo describing the basis for the emergency purchase and all ensuing actions, along with purchase order number information and invoice copy to Purchasing Department, with original of invoice submitted to Accounts Payable.

Note: Existing Purchase Orders/Blanket Purchase Orders can be used to the amount they are authorized for without additional Purchasing notification in the event of an emergency. Please follow normal emergency notification procedures as required by Security and/or your Leadership Team.