**To: ­** SCOE GO Team

**From:** Jewelee Hotchkiss

**Date:** May 14, 2018

**Timesheets Reminder**

* The state fiscal year ends June 30th. Please make sure that subs/staff submit time sheets from June 16-30 on a separate timesheet from the July 1-15 work. Please submit June timesheets in right after the month ends.

**Case Conferencing Policy**

* There is a proposed revision to the Case conferencing Policy attached. Please send any feedback to Malerie by 5-20-18

**SCOE GO Leadership Meeting—May 23rd**

* We will have trainings on Zen Desk and COPA Roll Over. Please bring your laptop to the meeting

**Parent Surveys (CCR)**

* Please encourage all parents to complete a survey, they have been routed out to sites and should have each family’s name.
* Review and follow the attached instructions carefully
* Send completed surveys to me by Friday, June 1st.
* I have attached blank English and Spanish surveys. You may copy front to back on white paper, if needed for additional families.

**PIR Review**

* Please pull your site’s PIR(s), review for errors, make any corrections by June 8th or your last work day, if sooner
* Ensure all of your staff is reflected. Ensure their education, languages etc are correct. Send me a bulleted list of any changes you need me to make the HR section. If your staff is missing, have them complete a Staff Data Sheet
* Email the Admin team that you have completed your review

**Clarification for use of sick days for family care (Tony)**

* Please be aware of the following guidance as it relates to sick days for family care. Let your staff know that they need to keep track of this using the tools available including contacting HR for current balances.
* Employees may only use six (6) sick days to care for family per year.  Once exhausted, it is up to the employee and supervisor to determine if vacation time can be used – the employee requests the vacation and the supervisor can decide whether to accept it or not.  If no vacation is requested, it automatically becomes a payroll deduct situation.  If the employee is actually sick and they have time on the books, sick leave should be utilized - remember sick leave cannot be used for family beyond the six (6) days.
* In terms of notifying employees, they are provided somewhat of an idea of where their leave accounts stand in their monthly payroll; there is also a website employees can check that is even more up-to-date.  When all else fails, they can call HR for an update, but we don’t typically call employees to notify them they will be going in payroll deduct.



**A good teacher is like a candle - it consumes itself to light the way for others. Author Unknown**