# Staffformation

*Information Bulletin for Faculty and Staff of Flowing Wells Schools*

## December Support Staff Employee of the Month : Jennifer Ascarate

Jennifer Ascarate, a graduate of the Flowing Wells School District, has worked at the Junior High since August of 2005. Since being recruited to the reading lab in 2008, Jennifer has demonstrated superior natural teaching qualities and has subsequently begun a quest for a bachelor's degree in mathematics, her true love.

Each day, Jennifer maintains the structure and integrity of the program. She makes meaningful contributions while eagerly seeking new classroom management techniques and novel ways to coach struggling teens in reading. Jennifer makes coming to work each day a positive experience for everyone with her soft-spoken voice, calmness and patience with even the most challenging students.

Jennifer is valuable, reliable and stable, which makes the reading lab a safe place for students to take risks and learn.

We are proud to honor Jennifer Ascarate as the Employee of the Month.

***Wishing you and yours a Wonderful Holiday Season!***

## Flowing Wells Junior High School Outstanding Volunteer of the Year: Marie Daily

Flowing Wells Junior High is pleased to announce Mrs. Marie Daily as the Outstanding Volunteer of the Year.

Marie is mom to Katie, 7th grader at the Junior High, Eric, freshman at the High School and Alex, 4th grader at Walter Douglas.

Marie is a smiling face at the Junior High, whom the staff looks forward to seeing, as she comes on our campus every week to help in Mr. Jewett's "Getting All Mustangs Exceeding Standards" class. Mrs. Daily is instrumental in the success of this class because she is always willing to tutor students who need extra help or help students remember a math formula. She is always willing to go on field trips and volunteer in the IMC. Actually, Marie will help out anywhere she is asked.

She is an active member of the Flowing Wells Junior High Site Council. If there is a parent event or an activity at school, we know we can count on Marie for her support. Her enthusiastic personality adds energy to the Junior High campus.

The students, staff and administration of Flowing Wells Junior High are proud to recognize Mrs. Marie Daily as our Outstanding Volunteer of the year!

# Building Blocks for Character Adults For the Month of December

## December Support Staff Employee of the Month: Jennifer Ascarate

## FWJHS Outstanding Volunteer of the Year: Marie Daily

## FWJHS Teacher of the Year: Julie Stapleton

# BUILDING BLOCKS FOR CHARACTER STUDENTS
# FOR THE MONTH OF DECEMBER

| | | |
|---|---|---|
| CENTENNIAL | TRE MEYER | 5TH GRADE |
| DAVIS | SAMANTHA JATCZAK | 6TH GRADE |
| DOUGLAS | ANNETH CABRALES | 3RD GRADE |
| HENDRICKS | MALIA MOULINET | 6TH GRADE |
| LAGUNA | JONATHON COWLS | 2ND GRADE |
| RICHARDSON | JASMINE COE | 1ST GRADE |
| FWJHS | REBEKAH OQUENDO | 7TH GRADE |
| FWHS | MARIO BRACAMONTE | 10TH GRADE |
| SPHS | JESUS LOPEZ-PORTILLO | 12TH GRADE |

# Fingerprint Dates for Spring 2012

**January 10th and 24th**
**February 7th and 28th**
**March 13th and 27th**
**April 10th and 24th**
**May 8th and 22nd**

**We do fingerprinting at 2:30p.m. in Human Resources.**
**Please call ahead to reserve your spot.**
**Teachers please keep an eye on your fingerprint cards for expiration dates.**

**Congratulations to the Flowing Wells Junior High Hydra Robotics Team**

On Saturday, December 3, our Flowing Wells Junior High Hydra Robotics Team competed in the AZ Regional Lego Championship hosted by FWHS. In true Mustang fashion, our Hydra Robotics Team won the Teamwork Award! **Way to go!**

**Ribbon Cutting/Grand Opening of Sentinel Peak**

Please join us for the Ribbon Cutting and Grand Opening Ceremony of our new Sentinel Peak campus on December 20 at 9:00 a.m. The new campus is located at 4125 W. Regency Plaza (near Ina and Thornydale). This will be a great opportunity for you to see our beautiful new building and take a moment to thank our school board for helping us make a difference in the lives of our students.

# From the Business Office

## IMPORTANT INFORMATION REGARDING 12-29-11 PAYCHECKS

Please remember it is **very important to keep your December 29th Paycheck or Direct Deposit Stub**. You will need some of the information listed on it for completing your 2011 Tax Return.

Also, please check your **name** and **address** on your **check/direct deposit slip**. This is what will appear on your W2. If this is not correct, please correct by logging onto the Munis Employee Self Service (ESS) website.

**Checks may be picked up in the Payroll office on December 29th between 8:00 a.m. and 2:00 p.m.** . You must provide a note to be given to Payroll if you want someone (spouse, parent, child, etc) to pick up your paycheck. You may send a self-addressed, stamped envelope to the Payroll office by December 28th and we will be happy to mail your check to you. Please include a note with your employee identification number and the location where you normally receive your check. The Business Office will be closed December 30th and January 2nd. Paychecks and direct deposit slips not picked up on December 29th, will be sent to the regular locations on Tuesday, January 3rd.

### Monday, January 2, 2012

**School year Support Staff employees will have their normal 2 weeks off for Winter Break. On a normal schedule, the return to work (school) day would be the following Monday. This year because New Years Day is a Sunday, Monday January 2nd is a legal holiday which leaves Tuesday, January 3, 2012 as the return to work (school) day. January 2, 2012 is an unpaid day for School Year Support Staff employees. Hourly employees will have a holiday dock on their paychecks. Employees work an extra day in May to reach the total work days for the year.**

**Employees who have New Years Eve and New Years Day as paid holidays, will have Friday, December 30th (December 31st is Saturday) and Monday, January 2, 2012 as paid holidays.**

### Important Information Regarding Name Changes

Please note that when an employee changes their last name for any reason they must apply for a new social security card. Classified employees must send a copy of their new card to the Payroll Office in order for their name to be changed in our system.

**Certified Employees** must take their new social security card to the Arizona Department of Education Certification Office at 400 W. Congress, Room 118, to have their certificates updated. The updated certificate must be taken to the County School Superintendent's Office at 130 W. Congress, 4th Floor. The updated Certificate should then be brought to the Payroll Office, at which time the change will be made in our system. The County School Office will not release a payroll check for someone whose name they do not have in their records; therefore, the above steps must be completed.

Please send paperwork to the Payroll Office with the new name after the above steps have been completed.

# 19th Annual
# FESTIVAL UNDER THE STARS!
# Coming Soon! Start Planning!

## Attention all clubs, classroom teachers, PTO's, any before/ afterschool programs and yes, even school departments!!

Here's your chance to do some fundraising for your cause and help with the Flowing Wells Educational Mini-Grant program. If you host a booth at F.U.T.S. your club will earn 60% of the proceeds and 40% will go towards the Mini-Grant program. Checks will be awarded to each activity sponsor and they can spend the funds any way they see fit. Schools who sign up to work a snack bar line or cart will be working as a team but the money will be pooled together and divided at the end by the amount of schools participating and will only receive 40% of the proceeds.

**All booths need to be self sufficient, which includes table (booths), chairs, extension cords (25 ft. in length) , etc. You may submit a work order to maintenance (attn: Mike Siegert) for tables, chairs, extension cords.**

If you are interested in hosting a booth, please complete the form below and submit it to Lety Granados in HR as soon as possible.

**Mark your Calendars….Festival will be held on *Friday, April 13, 2012***

### *19th Annual Festival Under the Stars*

Activity Sign Up Form

**Contact Person:** _____ **Phone Number:** _____

**School/Club:** _____ **Name of Activity:** _____

**Description of Activity:**

_____

_____

_____

☐ **YES, I WILL NEED ELECTRICAL POWER**

☐ **NO, I WILL NOT NEED ELECTRICAL POWER**

**COST OF ACTIVITY**_____

(Remember tickets are 25¢. You can charge any multiple of 25 for your activity.

***Please return this information to Lety Granados (HR Office) by March 1, 2012.***

**Festival will be held on *Friday, April 13, 2012***

**Review of Board Action:** **November 22, 2011**

**A SUMMARY OF EVENTS AT THE F.W.U.S.D. BOARD MEETING**

**APPROVED** all consent agenda items: meeting agenda; minutes of the regular meeting of the Governing Board, November 8, 2011; presentation of District vouchers; acceptance of gifts and donations; non-resident student requests and denials; requested student trips; and district financial statements.

**RECEIVED** report from Flowing Wells Junior High School student representative Timothy Derrig on current and future events at Flowing Wells Junior High School.

**RECOGNIZED** Citizens Override Committee Board members Tim Derrig, consultant; Wendy Effing, president; and Paula Alden, treasurer.

**APPROVED** Personnel Action; Joining Catalina Foothills School District to Seek Legislative Relief This Next Session to Eliminate the Jurisdiction of Local Building Officials Over Any School District Facility Projects; and 2012-2013 School Year Calendar.

**REVIEWED** district correspondence and other miscellaneous items.

**Official minutes are available at the District Administration Center.**

**Review of Board Action:** **December 13, 2011**

**SUMMARY OF EVENTS AT THE F.W.U.S.D. BOARD MEETING**

**APPROVED** all consent agenda items: meeting agenda; minutes of the regular meeting of the Governing Board on November 22, 2011; presentation of District vouchers; requests for use of District facilities; and requested student trips.

**RECEIVED** report from Flowing Wells High School student Mario Bracamonte on current and upcoming activities; and the Flowing Wells Educational Foundation.

**RECOGNIZED** December Building Blocks for Character Students: Centennial – Tre Meyer, Davis – Samantha Jatczak, Douglas – Anneth Cabrales, Hendricks – Malia Moulinet, Laguna – Jonathon Cowles, Richardson – Jasmine Coe, Junior High – Rebekah Oquendo, High School – Mario Bracamonte, and Sentinel Peak – Jesus Lopez Portillo; December Support Staff Employee of the Month Jennifer Ascarate from Flowing Wells Junior High; Outstanding Volunteer of the Year Marie Daily from Flowing Wells Junior High; Flowing Wells Junior High Teacher of the Year Julie Stapleton; IBM for EX.I.T.E. Camp; Arizona State Division II Football Coach of the Year and Southern Arizona Division II Section II Coach of the Year Mark Brunenkant; Southern Region Thespian Teacher of the Year Emily Arnold; and Donna Youdelman, recipient of California Casualty Award for Teaching Excellence.

**APPROVED** District Personnel Actions; Lease Agreement with Tucson Electrical Joint Apprenticeship and Training Program; Environmental Access Agreement Between Arizona Department of Environmental Quality and Flowing Wells School District.

**REVIEWED** district correspondence and other miscellaneous items.

**Official minutes are available at the District Administration Center.**