

This Week in Wayne-Westland

Your weekly summary of the many important things happening in Wayne-Westland Community Schools.



SUPERINTENDENT'S OFFICE

Greetings Wayne-Westland Colleagues,

The JGHS DECA chapter sold shirts to raise money for the Autism Self Advocacy Network. All staff and students wore shirts to support autism and inclusion on April 11.



Wayne-Westland Night at The Zekelman Holocaust Center

Join us for a private event for the Wayne-Westland Community. The Zekelman Holocaust Center is hosting Wayne-Westland Night from 5:30- 7:30 p.m. on Wednesday, May 10, 2023. The event will include a guided tour, a survivor speaker and light refreshments. This event is open to all parents, students, staff and families, but due to content, students should be limited to secondary-age students. Please [register](#) for this free event.

ADMINISTRATION

Communications

This Week in Social Media

Check out the [social media posts](#) from some of our schools this week.

March Madness Winners

Stevenson Middle School held its 4th Annual March Madness Competition. Their staff chose teams to compete against each other. They earned points by completing student-focused tasks such as sending positive notes home, tutoring students after school, attending school improvement meetings, and attending athletic events. Congratulations to this year's winners from the team Never Tell Us The Odds: John Fedulchak, Brian Wagner, Ashley McDonald, Jackie Perlman, and Matt Smorch.



Peachjar

Reminder- The district can only post flyers for **FREE** community and school or district-sponsored events. If you receive a request from a community partner and their event has a cost to attend, they must set up their own Peachjar account and submit the flyer to us for approval once Peachjar approves them.

HUMAN RESOURCES AND OPERATIONS

Human Resources



Do you have a colleague who goes above and beyond? Nominate them for a **Going the Extra Mile (GEM) Award** using the nomination [form](#). Congratulations! The following have been nominated for the **Going the Extra Mile (GEM) Award** by a colleague, administrator, student, or parent in the District:

Early Childhood and Elementary Staff

*Laura Black
Sabiha Jafry
Elsbeth Schweitzer
Cheryl Kuban
Boham Ho
Amanda Simmerer
Amy Kiedrowski
Susan Preuss
Kristen Brickey
Melissa Mattison
Jean Barber*

*Alice Smith
Joel Lloyd
Bennett Tyler
Hilary Dixon
Alyssa Richmond
Jessica Clark
Adriana Chittaro
Alicia Donahee
Cailee Vojtkofsky
Beate Michael
Adrianna Chittaro*

*Erin D'Arcy
Jolyn Sawyers
Hilary Dixon
Lindsay Sislo
Ashley Cabauatan
Chelsea Janks
Jessica Tonegatto
Brandon Cox
Stacey DeRose
Susan Moutgalias
Krista Piwko*

Middle School Staff

*Regina Gray
Julie Rave*

*Sarah Ranstadle
April Miller*

*Ida Caruso
Stacie Bukosky*

High School, WWIA and Career-Technical Staff

*Toula Saratsis
Dave Daly
Jen McCollum*

*Crathman Stephens
Office Ryan Damico
Larry Lyman*

*Amanda Laidlaw
Stacey Barnard*

Central Office and Operations

*Kim Markey
Kim Pawlukiewicz
Rachel from Transportation*

*Jeanie Down
Emmett Goodspeed
Kamiya Joyner*

Brittany from Transportation

Summer Office Hours for 52 week employees please click [here](#)

Emergency Contact Information - ALL EMPLOYEES

Emergency contact information for all employees **MUST** be kept current with contact name, contact address and contact phone/cell number. Please click [here](#) and follow the e-Voucher instructions at the

bottom of the page to sign in to eEmployee. Click on the contacts tab to update emergency contact information.

Retiring W-WEA Teachers

Eligible W-WEA employees, who intend to retire at the end of the 2022-2023 school year, MUST submit a signed retirement letter to the Human Resources Department no later than April 15, 2023, to receive contractual severance pay.

Retiring?

Employees who want their effective retirement date to be the first day of the month should resign from the District on the LAST day of the previous month, and that date should be stated in their letter of resignation.

Example: *Retirement is January 1, the resignation letter should state the date of resignation is December 31. Otherwise, by using January 1 in the resignation letter, ORS could possibly not start retirement benefits until February.*

Student Teachers

Human Resources is starting to get placement requests for student teachers. If you want to be a Mentor Teacher for the upcoming semester, please complete the [Student Teacher Interest](#) form. As we receive requests, we will contact teachers to confirm placements.

BUSINESS

Purchasing

Please remember all purchases should be made through your building/department bookkeeper. We should only place a phone or email orders with approvals and account numbers. If you have any questions, please contact your building bookkeeper or the Business Office.

Employee Purchases/Reimbursements

Requests for purchase reimbursements MUST include the original receipt. Requests must be submitted within 30 days of purchase and shipped to a district building. **Purchases delivered to a home address will be denied. Reimbursement requests received beyond the 30-day due date will be denied, with no exceptions.**

Mileage Reimbursement

Staff eligible to submit mileage must use the [District Approved Mileage Chart](#) for all in-district travel. The District policy states that travel begins and ends at your assigned building. To receive reimbursement, staff must submit the [Mileage Reimbursement](#) and [Mileage Record](#) forms within 30 days of month-end. **Reimbursement Requests received beyond the 30-day due date will be denied, with no exceptions.**

Additional Classroom Grants

Any staff member that applies for an additional grant (i.e., mini-grant) should fill out the [Additional Grant Google Form](#). This form will give our Business Office the necessary information to ensure that any awarded funds get to the right person upon arrival.

Conferences

All conferences require prior approval. Conference forms must be filled out and submitted in Informed K-12. These documents are behind the staff door. [Conference Procedures](#), [Current Informed K-12 Forms](#). Please contact the Business Office if you need assistance.

CURRICULUM, INSTRUCTION AND ASSESSMENT

Assessment

Spring NWEA Testing Window

Monday, April 24, 2023, through Friday, May 19, 2023

DUE TO EVALUATION DEADLINES, THERE WILL BE NO EXTENSIONS FOR THE SPRING WINDOW.

[NWEA Testing Resources and Guidance](#)

Student Growth Measures for Evaluations – 2022-2023

We will be using the same growth measures and rubrics as 2021-2022, with the following exceptions:

- We are required to use at least three years of data **if available**. Due to the pandemic, we have lost the ability to generate three consecutive years of data, but we will progress toward that in the coming years.
- For the 2022-23 school year Local Growth Measures (NWEA and Pre/Post Tests) teachers will use the combination of their 2021-22 and 2022-23 local growth data to determine their rubric score for that category.

Professional Development & School Improvement

[Staff Perception Survey](#): Please take a few minutes to complete

[Parent Perception Survey](#): Please distribute this via all communication methods. Teachers, please share this via your class communications. This is a master list of all links, so please select the link next to your school name.

Student Perception Survey: Uploaded in DNA. There is a K-2, 3-5, and 6-12 survey. Please assign to all students the same as you would the CBAs. [Click here for directions](#).

WAYNE-WESTLAND EDUCATION FOUNDATION



Consider contributing to the WW Education Foundation!

If you would like to make a payroll deduction and help provide grants to our buildings, please complete this [FORM](#) and return to the Board of Education % Wayne-Westland Education Foundation. A few dollars per pay can make a difference!