

HUMAN RESOURCES

- Terry King x5566
Associate Superintendent-HR
- Rick Labib-Wood x5543
Director of Classified Personnel
- Sue Koehnen x5511
Director of Human Resources
- Debbie Rowe x5506
Executive Assistant
- Kathleen Margiotta x5626
HR Benefits Analyst
- Cristina Gamino x5501
HR Technician
- Tina Peterson x5660
HR Technician
- Kathy Potter x5519
HR Technician
- Linn Willhite x5503
HR Technician

BOARD OF TRUSTEES

- Joyce Dalessandro
- Linda Friedman
- Barbara Groth
- Beth Hergesheimer
- Deanna Rich

SUPERINTENDENT

Ken Noah

PERSONNEL COMMISSION

- William Berrier
- David Holmerud
- Susan Mickey

Recruitment Recap

Current Recruitment:

Direct your questions about recruitment and testing to Kathy Potter, extension 5519, or Rick Labib-Wood, extension 5543. Application materials and interest cards are available in the Classified Personnel Office.

Transitions : 08/31/10—09/30/10

Retirements

Denise Sanchez, CCA, Campus Supervisor (14 years)

Hires, Promotions, Reinstatements, Transfers

- CCA Rolando Boado, Custodian**
Jeremy Sewell, Theater Technician
- CV Ubaldo Ibarra, Custodian**
- DÑO Trudy Abdipour, Custodian**
Mike Hill, Campus Supervisor
- TP Steve Orr, Campus Supervisor**
Jorie Rankin, Administrative Secretary
- ROP Loveena Bhagwat, Secretary**

Benefits

QUESTIONS? Call Kathleen Margiotta, HR Benefits Analyst x5626

OPEN ENROLLMENT. Personalized information will be distributed to eligible Classified employees the week of September 27th. Two Pre-Open Enrollment Meetings are scheduled: one on Thursday, September 30th at Canyon Crest Academy Media Center 3:30-5:00; the other on Tuesday, October 5th in the DO Large Boardroom 3:30-5:00. VEBA Representatives will present information regarding the 2011 benefits as well as assist with a Question and Answer session. No action is necessary for employees currently enrolled in Kaiser who choose to stay with Kaiser. The POS plan will be eliminated, so those employees need to make an appointment to elect new coverage. Employees not currently in the desired HMO Network will need to make an appointment to choose a new network. Appointments are available with Kathleen Margiotta in the Benefits Office on October 6, 7, 11, 12, 13, and 14, 2010. Those without an appointment will be assisted on a first-come, first-served basis.

NEW DENTAL FLEX STARTS SEPTEMBER. Classified unit members whose contract time is for 20 hours per week, or more, now receive a Dental flex payment of \$54.50 tenthly (\$545.00 per year) to cover the employee dental insurance premium. This is a separate line item on your pay stub. Go online at the District web site under the link to Teachers & Staff . . . Employee Access to find directions for on-line pay stubs.

FLU IMMUNIZATIONS will be offered free of charge to employees only on Monday, October 4, 2010 from 8:00 am - 5:00 pm in the Large Board Room at the District Office. The Swine/H1N1 Flu strain will be included as one of the three strains in this year's shot. Pneumonia vaccines, with a charge, will also be available.

CLASSIFIED CONNECTIONS

Departments Train for Fall Activities



Departments prepare for the new school year with job-related training sessions in all areas of operations. *Above left:* Transportation Department employees prepare for the arrival of students during a training session at the District Office. *Above right:* Staff members from middle school and high school counseling offices share techniques and skills to support students and counselors at the sites during a job alike session at the Technology Computer Lab.



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San Dieguito Gets Performance Center

Construction is underway for a performing arts center at San Dieguito Academy. The project had been proposed back in 2006, and after several delays, State funding was finalized earlier this year. State construction funds are appropriated separately from the funding used to pay for annual school operations. The San Dieguito Academy Foundation is also raising funds to help pay for the new center.

of a massive, surprise object unearthed during the present construction project at San Dieguito and that did not appear on any of the old plans for the site.

The project's Construction Manager believes that it is either a cistern left over from the days when the land was used for agriculture, or it is an old septic tank, possibly constructed for the high school and long ago out of use. The massive rectangular structure is 30 feet by 25 feet by 8 feet deep and made of concrete with heavy steel rebar reinforcement.

Below left is a view from around 1936 during the original construction of San Dieguito High School. Below right is part



Are you contracted for 20 hours a week or more?

If yes, does your September on-line pay stub include the new tenthly Dental Flex of \$54.50?

CLASSIFIED TECHNOLOGY TRAINING OPPORTUNITIES



The Classified Training Calendar offers a variety of training opportunities for all classified staff. The following is a list of the October technology work shops. All trainings will be held in the new District Office Computer Lab. If you would like to attend, please email Sue Koehnen or call her at ext. 5511 one week prior to the training. **RSVP early as space is limited.** Thank You!

10/14/10 2:00—3:30 p.m.	Intro to AERIES.NET	A demonstration of the web-based Aeries will be presented. Topics include current and planned features of the system. This workshop is suitable for all Aeries users.
10/19/10 1:30—2:30 p.m. or 3:00—4:00 p.m.	Microsoft Word	The Word class is an Open Forum. Please submit what topics you would like help on when you email Sue to register. Tabs and Tables will also be covered.
10/21/10 1:30—2:30 p.m. or 3:00—4:00 p.m.	File Management	Learn to manage, reorganize, share, recover, zip, files and more. If you have any specific topic on Windows you'd like addressed, let us know.
10/26/10 1:30—2:30 p.m. or 3:00—4:00 p.m.	Microsoft Excel 1:30 Basic Beginner Class 3:00 Intermediate Class	Beginner Class will cover basics of a spreadsheet and simple formulas. Intermediate Class will be Open Forum. Please let us know what you want covered when you rsvp. Thanks!

OCTOBER JOB-ALIKE MEETINGS

10/20/10 8:00—9:30 a.m. DO Large Board Room	FS-Direct Facilities Schedulers	Transitioning from sites to Facilities. What's next? Russ Thornton and Cherie Denevers will host this meeting.
10/25/10 2:00—3:30 p.m. DO Large Board Room	ASB Accounting Assistants Admin Secretaries—Middle School	John Addlemen and Delores Perley will be discussing cash handling procedures and interest revenue reporting.
10/27/10 7:30—9:30 a.m. DO Large Board Room	Lead Library Media Technicians	Topics to include guidance and assistance techniques regarding digital citizenship and information literacy skills to students and staff.
10/28/10 2:00—3:30 p.m. DO Small Board Room	Health Technicians	Topics include food allergy myth busters, glycogen yearly in-service and brain injury handout.

WORK SMARTER...NOT HARDER! TOP 10 STREAMLINING TIPS

1. Look at position profiles.

Position profiles are a list of your responsibilities. These differ from a job description. Making a list of duties enables you to see the big picture all at one time and can help you and your supervisor determine if some functions can be streamlined or done in a different way.

2. Automate manual components of the job.

Many of our manual systems can be performed in either Word, Excel, Groupwise, Aeries, etc. If you have a task that is not computerized yet...talk to your supervisor to see if all the steps you are doing need to be done manually or can be computerized.

3. Determine the number of times you manipulate data.

A quick tip to streamlining is to ask yourself if the data you are working on is being handled more than two times. Generally if you are manipulating data more than twice, you can decrease the number of steps it is taking to accomplish the task.

4. Use vertical files....do not stack your work.

Stacking your work only leads you to never get to the end of the pile. When you use vertical files you can easily gain access to the information you need to work on and then put it away to keep your desk neat and tidy.

5. Take control of your Inbox.

Make use of Cabinet Files in Groupwise, Work In Progress and Reminder Notes. Reduce your junk mail by sending emails to the Junk Sender. Right click on the email and go to Junk Sender. Check your email just a few times a day. Otherwise you could spend your entire day answering and sending emails.

6. Return calls in batches.

Are you constantly on the phone? Set a schedule to return calls. This will allow you to focus on a specific task at hand without interruptions.

7. Calendar your work.

Schedule a time to plan your day and put it on your calendar. Also schedule projects for yourself and the time to complete them. Your calendar can easily become your "to do" list.

8. Prioritize your work "to-do" list by keeping 3 lists of 3.

- ◆ Need to get done today.
- ◆ Like to get done today.
- ◆ Responsibilities that need to be taken on at some point.

9. Limit the distractions.

Work Space Layouts: A simple furniture rearrangement may help limit the distractions. Discuss this with your supervisor if your furniture can be repositioned in a way that will help you get your work done.

10. Straighten desk at the end of the day and especially at the end of the week so that you can start each morning with a clear desk!

A cluttered desk can be very overwhelming and can give you the sense that you'll never get things accomplished in the manner that is acceptable to you. A fresh start each day can put a smile on your face!

