

# PUBLIC SCHOOLS OF PETOSKEY

“A special place for everyone”

## Staff News Bulletin

February 15, 2019

Number 23

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### PETOSKEY SCHOOL CALENDAR

Calendar information is provided by Nicole Morrow, Building Use.  
If you have any questions or would like to schedule an event, please contact:

- For all PSP sponsored athletic events (games/practices) contact:
  - High School Athletics - Rosanne Schaub,  
schaub.re.y@petoskeyschools.org, 231-348-2220
  - Middle School Athletics - Joel Dohm,  
dohm.jj.m@petoskeyschools.org, 231-348-2288
- For all other building/facilities use events contact:
  - Nicole Morrow  
morrow.nm.y@petoskeyschools.org, 231-348-2229

#### Friday, February 15

½ Day AM Students  
½ Day PM Staff Professional Development  
10:00AM V/ Skiing, BNC Away @ Schuss Mountain  
5:30PM FR/JV Girls' Basketball, Away @ TC West  
7:00PM V/ Girls' Basketball, Away @ TC West

#### Saturday, February 16

9:00AM V/ Wrestling, Individual Regionals Away  
10:00AM V/ Bowling, Conference Tournament Away @ Boyne City  
2:00PM V/ Hockey, Away @ Big Rapids

#### Sunday, February 17

#### Monday, February 18

4:30PM MS Girls' Basketball, Away @ Boyne City  
5:30PM JV/ Girls' Basketball, Home v Kingsley

7:00PM V/ Girls' Basketball, Home v Kingsley \*\*Parent Night\*\*

### **Tuesday, February 19**

11:00AM V/ Skiing, BNC @ Cadillac  
4:00PM MS Girls' Basketball, Home v Cadillac  
4:00PM MS Wrestling, Away @ TC West  
5:30PM FR/JV Boys' Basketball, Home v Sault  
7:00PM V/ Boys' Basketball, Home v Sault \*\*Parent Night\*\*

### **Wednesday, February 20**

Band Festivals, PMS  
4:00PM FR/ Boys' Basketball, Home v Alpena  
4:00PM FR/ Girls' Basketball, Home v TC Central  
5:30PM V/ Girls' Basketball, Home v TC Central  
5:30PM JV/ Boys' Basketball, Home v Alpena  
7:00PM Board of Education Meeting, Spitleer  
7:00PM V/ Boys' Basketball, Home v Alpena  
7:00PM JV/ Girls' Basketball, Home v TC Central  
7:00PM V/ Hockey, Away @ Gaylord

### **Thursday, February 21**

Band Festivals, PMS

### **Friday, February 22**

Band Festivals, PMS  
TBA V/ Bowling, Team Regionals @ Bay City John Glenn  
5:30PM FR/JV Boys' Basketball, Away @ TC West  
7:00PM V/ Boys' Basketball, Away @ TC West  
7:00PM V/ Hockey, Home v Cadillac \*\*Senior Night\*\*

### **Saturday, February 23**

TBA V/ Bowling, Individual Regionals @ Bay City  
12:00PM JV/ Girls' Basketball, Away @ Cheboygan  
1:30PM V/ Girls' Basketball, Away @ Cheboygan

### **Sunday, February 24**

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**Public Schools of Petoskey  
Superintendent Search  
Candidate Profile Input Opportunity**

The Public Schools of Petoskey Board of Education is beginning the search process for a new Superintendent of Schools. Dr. John Scholten has announced his retirement, effective at the end of the 2018-2019 school year.

Michigan Leadership Institute (MLI) has been selected by the board to facilitate the search process.

The Board of Education is responsible for hiring the new superintendent. The board recognizes the importance of this decision for not only the school district, but for the entire community as well. The board wishes to gather information from the public to assist in the development of a candidate profile and for the final job posting via a survey.

The Board of Education appreciates everyone's input as we continue our strong tradition with our schools as "A Special Place for Everyone."

### **Superintendent Search Survey:**

Go to [www.petoskeyschools.org](http://www.petoskeyschools.org), click on "2019 Superintendent Search"

The survey will be open from 8:00 a.m. February 12<sup>th</sup> until 4:00 p.m. on February 19<sup>th</sup>.

### **Superintendent Search Timeline:**

January 29, 2019	Presentation to Board of Education
February 1, 2019	Initial Posting of Superintendent Vacancy to Various Sites
February 15, 2019	Input Gathered from Board of Education Due
February 12-19, 2019	Input Gathered via Website from Public
February 19, 2019	Focus Group Meetings for Input for Board to Develop Profile
February 25, 2019	Electronic Brochure added to Posting/Profile
March 22, 2019	Posting Closes at 4:00 pm
April 1, 2019	Special School Board Meeting:

	Presentation of Candidates to Board – 3:00 pm
April 8, 9, 10, 2019	Special School Board Meeting: First Round Interviews – 4:00 pm and 5:30 pm
April 15, 16, 2019	Special School Board Meeting: Final Interviews – 4:00 pm and 5:30 pm
April 18, 2019	Regular School Board Meeting
April 2019	Special Board Meeting to hire new Superintendent – Date to be determined

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## **JOB POSTINGS**

INTERNAL CANDIDATES: Please send letter of interest to the building principal.

For questions, please contact Lori Lewis @ 231-348-2355 or [lewis.la.y@petoskeyschools.org](mailto:lewis.la.y@petoskeyschools.org).

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### **Para-Professionals (Health Care/31a)**

- Ottawa Elementary

Deadline for the following position: February 22, 2019 at 4:00 p.m. (E.O.E.)

Final candidates will work with students offering extra assistance (academically, health or other) as required, during the school year. Qualified candidates must have at least 60 college credits.

This third-party contracted position will begin upon completion of new hire paperwork, 6.75 hours per day at \$12.82 per hour. Benefits available for purchase through EDUStaff services.

### **Coaching Positions**

8<sup>th</sup> grade Football Coach (2 positions)  
7<sup>th</sup> grade Football Coach (2 positions)

Deadline: Open until filled (E.O.E.)

If interested, please contact Joel Dohm at 231-348-2288 or [dohm.jj.m@petoskeyschools.org](mailto:dohm.jj.m@petoskeyschools.org).

### **Coaching Position**

- Varsity Volleyball Coach

Deadline: Open until filled (E.O.E.)

If interested, please contact Dave Smith at 231-348-2104 or [smith.dm.m@petoskeyschools.org](mailto:smith.dm.m@petoskeyschools.org).

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## **2019/2020 KINDERGARTEN REGISTRATION**



Kindergarten Registration forms are now being accepted. Forms are available on-line, at the Spitler Administration office, or in any elementary school office. The online forms can be found on the district website under the tab "Info". When you click on this tab, you'll see enrollment information. Click on enrollment information, scroll down a little on the page and you'll find a link for Kindergarten Registration. Complete this form and drop it off at any elementary school, or our district office located on Howard Street. Remember, students must be five years of age on or before September 1st, 2019.

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## **14<sup>TH</sup> ANNUAL NORTHMEN NIGHT** *(see flyer at end of bulletin)*

- Saturday, March 2, 2019
- 6:00 – 10:00pm
- Stafford's Perry Hotel
- Tickets are \$50 in advance (by Feb 25)
- Hearty hors D'oeuvres, Entertainment, Silent and Live Auction

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## **HOUSEKEEPING**

**NEW: BACKGROUND CHECKS / DRIVERS CHECKS**

Staff members are responsible to check and make sure that all chaperones have the correct approvals.

All secretaries have the links to the approved background check list and the approved driver's check list.

Once you have your list of chaperones you can compare it to the approved lists. Any person not on the list can be given the appropriate form or click on the links below for the appropriate form. Once the forms are complete and signed they can be turned in to the Spitler Building. All forms should be received by the Spitler Building at least 48 hours before the scheduled trip or they may not be processed in time.

Background check form:

<http://moodle.petoskeyschools.org/pluginfile.php/6866/course/section/1035/chat%20form.pdf>

Drivers check form:

<http://moodle.petoskeyschools.org/pluginfile.php/6866/course/section/1035/Volunteer%20Transportation%20in%20Private%20Vehicles.pdf>

## **W-2's ARE ONLINE! TO RETRIEVE YOUR PSP W-2**

www.petoskeyschools.org

Staff Links

Paystub

Username: the same as what you use to log on to your computer

Password: the same as what you use to log on to your computer

Pin: the last four digits of your social security number

Payroll tab

W-2

Click on the drop down to get the year you are looking for (2018)

Click View (it may take 30 seconds or so to populate)

Right click and print

Please note that EduStaff employees will access their information through the EduStaff portal. If you have questions please contact EduStaff at 877-974-6338.

## **TO RETRIEVE YOUR PSP PAYSTUB**

www.petoskeyschools.org

Staff Links

Paystub

Username: the same as what you use to log on to your computer

Password: the same as what you use to log on to your computer

Pin: the last four digits of your social security number

Payroll tab

Paystub

Click on the drop down to get the Pay date you are looking for

Click View (it may take 30 seconds or so to populate)

Right click and print

Please note that EduStaff employees will access their information through the EduStaff portal. If you have questions please contact EduStaff at 877-974-6338.

## **LEAVE TIME: MATERNITY LEAVE AND/OR FMLA LEAVE**

- Please send a completed leave request form, signed by your administrator, to the superintendent for approval.
- Note on the form that you are requesting FMLA leave and the date you anticipate the leave starting.
- Your leave request form will generate the FMLA paperwork.
- The FMLA paperwork will need to be completed and sent back for approval.
- Contact Lori Lewis with FMLA questions.
- Contact Tara Moore to discuss pay options.

## **WAGE INCREASE**

If you have completed coursework and are ready to jump to the next level (ie: move from a BA+20 to a MA) please:

- Contact Lori Lewis and request a wage increase form
- Have official transcripts with grades, pertaining to the increase, mailed to:  
Public Schools of Petoskey, H.R. Department

1130 Howard Street  
Petoskey MI 49770

## **ONLINE COURSEWORK**

Please note that, per the PEA contract, all online coursework must be approved by the Superintendent **PRIOR** to registering for the class.

- Email the link to Dr. Scholten requesting approval. Please include:
  - The link to the course
  - Name and course number of the class
  - Course Description
  - Name of the Accredited University

**IF YOU EXPERIENCE THE BELOW CHANGES** please notify Lori Lewis and Tara Moore.

- New address
- New phone number
- Last name change
- Dependent change
- Marriage/Divorce/Birth that would require an insurance change

## **DID YOU KNOW?**

- The Public Schools of Petoskey's custodial team uses the latest technology to disinfect our facilities. We have invested in the Clorox Total 360, an electrostatic sprayer paired with Clorox trusted solutions. "It provides superior coverage through proven electrostatic technology and delivers Clorox disinfectants and sanitizers onto hard-to-reach surfaces."
- Enzymes in the chemicals used by our custodial team for cleaning work better with cold water.
- Petoskey School's is always looking for sub custodians. It's a great way to earn extra income.

If you have questions or concerns please contact:

Ron Griffin  
Maintenance & Custodial Director  
Public Schools of Petoskey  
(231) 348-2344



"An apology is the superglue of life.  
It can repair just about anything."

- Lynn Johnston



Save the Date  
14<sup>th</sup> ANNUAL  
Northmen Night

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Saturday, March 2, 2019

6:00 – 10:00pm • Stafford's Perry Hotel  
Hearty hors D'oeuvres, Entertainment, Silent and Live Auction

**Tickets are \$50 in advance (by Feb 25)**

Northmen Night was started 14 years ago when funding for the athletic department was dramatically cut. The goal is to continue to offer exceptional athletic programs that our students deserve.

*Proceeds from Northmen Night have become a crucial line item in the budget for these programs and go directly to the athletic fund.*



**Please show your support in one or more of the following ways:**

- Be a sponsor of the event
- Purchase a ticket to Northmen Night & bring your friends
- Donate a prize for the live or silent auction
- Buy a \$20 raffle ticket
- Join the committee to help the fundraising efforts

Call 231.348.2220 for more information or go to  
[www.biddingforgood.com/northmennight](http://www.biddingforgood.com/northmennight)

