

THE BUZZ

Meet the Staff Services Director



When you hear the word education, "one skilled in teaching" you immediately think of Deborah Decubellis. Deborah has been a classroom teacher, assistant principal and principal at all grade levels. In her time with the District, "Debby" has been an integral part of the administrative team working to implement new district-wide math, literacy and character education programs. Serving for 28 years, she has taken on numerous projects which have contributed to improving the learning opportunities for all students and the professional development of instructional personnel. For the past four years, Debby has been the Director of Staff Services for the Putnam County School District. She is the Director of a department of 8 team members who seek, qualify and present educational leaders and support personnel to the administrative directors of our departments and schools.

March 2016 Appointments

Dana Beckham, JMS
 Marie Blevins, PHS
 Malcolm Brown, Maintenance
 Heather Burkes, PHS
 Catherine Byrd, CLO
 Baker Knox, Maintenance
 Sharon Lambert, IHS
 Amber Lawman, Transportation
 Alice McInnis, Information Svcs.
 Ashley Moore, IES
 Andrea Newsome, PHS
 Mechele Nunley, Staff Services
 Cathy Oyster, Curr & Instr
 Christina Peoples, QIR
 Debbie Roan, PHS
 Kristina Sassaman, Price MS
 Lillian Sermon, Miller MS
 Valerie Turner, IHS
 Laurie Valentine, IES
 Carrie Williams, CLO

March 2016 Retirees

Cindy Harper-Doughty, IES
 Nancy Mills, IHS
 Cavonna Mitchell, Elementary Ed

*"I like smiling, smiling's
my favorite!"*

Studdy the Elf
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Check online forms through Employee Access





April Fool's Day
1



School Board Meeting
5



Principal's Meeting
7

Last day to apply for Transfer
15



School Board Meeting
19



Assistant Principal's Mtg.
21



Earth Day
22



Admin. Professional's Day
27

Executive Secretary Mtg
27

FAMILY MEDICAL LEAVE


FMLA requires covered employers to provide up to 12 weeks of job protected leave to "eligible" employees for certain family and medical reasons. Family Medical Leave is unpaid leave. However, if you have available sick time, vacation time, personal time, etc., you will be required to use that leave time, along with your FMLA leave, so that you will continue to get paid. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

- Leave forms are required in addition to the Family Medical Leave Request Form.
- Please be sure to include start and end dates. Your request can not be processed without both dates – they can be amended, as necessary.
- Turn in all forms as soon as you know you will be out on leave. If possible, 30 days prior notice is requested. FMLA forms are available from your executive secretary, turn in all completed forms to your secretary as well
- Your completed FMLA forms are due to your employer within 15 calendar days

Wellness Check

Don't forget to get your wellness check by April 30, 2016. Those who get the wellness check will receive the district insurance at the current rates. If you fail to complete the 2016 Wellness Promise, in January 2017 you will become a Standard member and pay an extra \$50 per month for the 10-pay period. Complete the physical and turn in the results by April 30, 2016. Physicals back to April 30, 2015 will be accepted. New employees as of 1/1/2016, must complete their requirements within the first 90 days of their effective date

begin and end your day
with a smile. 😊



Saturday, May 7, 2016

*8:00 a.m. ~ 5K Run
*9:00 a.m. ~ 1 Mile Fun Run

Memorial Parkway (Overfront Park)
Palatka, FL 32177

Deadline for all registration form and entry fees:
Wednesday, April 27, 2016

Make checks payable to:
PCSD Food Service

Mailing Address:
200 Reid Street • Palatka, FL • 32177
NO REFUNDS!

School Competition
The school with the highest % of participation (male & students) will win \$500.00 for their school.

T-shirt Guaranteed for the first 200 entries

Packet Pickup
Friday, May 6, 2016
3:00 p.m. - 6:00 p.m.
District Office • 200 Reid Street

May Register Day of Race
Saturday, May 7, 2015
6:45 a.m. - 7:40 a.m.

*T-Shirts not guaranteed if registering day of race.

STAFF SERVICES

Deborah Decubellis, Director
Patsy Munch, Executive Secretary
Sheri Wilkinson, Certification Specialist
Christine Wright, Executive Secretary

Antoinette Deaver, Personnel Specialist
Jackie Smith, Personnel Specialist
Melissa DeRossett, Personnel Specialist
Mechele Nunley, Personnel Specialist