

# THE BUZZ

## MEET OUR CERTIFICATION SPECIALIST

If you have any questions about your teacher certifications, renewals, etc. our Certification Specialist will be glad to assist you. Sheri Wilkinson has been with the School District for over 32 years. It is imperative that teachers please read email, check expiration dates on certifications and check renewal requirements. Certifications usually expire at the end of June. Please check the expiration date on your certificate. Recertification can take up to two or three weeks and an expired certificate will cause a delay or non-payment of your supplement or non-renewal of your contract, so please be proactive. Sheri can be reached at (386) 329-0547.

*A "Teacher Certification" tab has been added to the Staff Services page on the PCSD website:*

*[http://www.putnamschools.org/departments/staff\\_services/teaching\\_certification/](http://www.putnamschools.org/departments/staff_services/teaching_certification/)*



Happy Holidays from Staff Services to you!



December 6  
Chanukah Begins



December 21  
Winter Begins



December 25  
Christmas Begins



December 26  
Kwanzaa Begins



December 31  
New Year's Eve



CHECK OUT THE STAFF SERVICES PAGE ON THE PCSD SITE  
FOR NEW RESOURCES AVAILABLE TO YOU!



Our long-awaited Insurance Open Enrollment is here! We are excited to offer a new portfolio of benefits and resources. We have a new benefits website with all information, online enrollment and much more.

Your Insurance Committee, comprised of over 40 of our employees, has worked tirelessly to bring you this new opportunity to better meet your family's insurance and financial needs.

Our enrollment will be December 1-11. Please visit the new Employee Benefits Center website at [MyPutnamBenefits.com](http://MyPutnamBenefits.com). The login for your benefits enrollment begins Tuesday, December 1. There are many resources for you to learn and be sure of your decisions...videos, a Benefit Guide, tutorials, decision support tools. There are various ways to complete your enrollment; online at your own pace, call-center support to walk you through enrollment and give additional help year-round and onsite support, if needed.



**Due to the holidays, payroll is due to Staff Services by noon on December 16.**

The Payroll Department will be available December 30 all day and December 31 until 11:30am for employees to pick up payroll checks. You may pick up your checks in payroll at the School Board office.



**SCHOOL BOARD MEETING**

The District School Board of Putnam County will meet on Tuesday, December 8, 2015 at 3:30pm in the Board Meeting Room located at 200 Reid Street, Palatka, Florida.

**There will only be one School Board meeting for the month of December.**

## 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