

THE BUZZ

MEET OUR EXECUTIVE SECRETARIES

Our Staff Services Executive Secretaries are Patsy Munch and Christine Wright. Between the two, they bring over 25 years of experience to the District.

A true Florida native, Patsy was born and raised in Putnam County. Her mother is a true Floridian as well, who married a North Carolina tar heel, thus Patsy's southern drawl. As the Executive Secretary in our department, she assists the Director in planning, initiating and carrying to completion clerical, secretarial and administrative activities. In her spare time, she loves to be outside, mostly at the beach or curled up with a good book. Her favorite food is Mexican and she is a big Peanuts fan.



Christine Wright grew up on Long Island, New York, but currently resides on a lake in Melrose. She has been employed with the District over 11 years. She is happily married with two great children who are currently in college. Christine enjoys getting together with friends and family. She takes care of Employee Management in Skyward. You can reach her at 386-329-0547.





Saturday, May 7, 2016

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

Memorial Parkway (Riverfront 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 (staff & students) will win \$500.00 for their school.

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.*

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.



Questions & Answers...

Have an HR question?
 Please submit questions to
staffservices@my.putnamschools.org
 Look for the answer in the next newsletter...

Check online forms
 through employee
 access



HELLO MARCH!

Please be good to me...



Principal's Meeting
10



Assistant Principal's Mtg.
17



Daylight Savings Time
13



St. Patrick's Day
17



Spring Break
March 21-24



Good Friday
25



Easter
27



Executive Secretary
30

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. Turn in all forms to your executive secretary



SCHOOL BOARD MEETING

The District School Board of Putnam County will meet in the Board Meeting Room March 1 and March 15, 2016 at 3:30pm.

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