

April 2024
Volume 2, Issue 5

Dear Staff,

Within the month of April, we honor staff and also the resilience and uniqueness of individual students. Paraprofessional Appreciation Day and Autism Awareness Day, two occasions that remind us of the profound impact of inclusivity and support.

On Paraprofessional Appreciation Day, we extend our heartfelt gratitude to the paraprofessionals who serve within our classrooms. Their dedication and commitment to nurturing the academic and emotional growth of our students are truly commendable.

Simultaneously, Autism Awareness Day allows us to shine a spotlight on the diverse perspectives and talents of individuals on the autism spectrum. It's a moment for us to foster understanding, acceptance, and empathy within our school community, ensuring that every student feels valued, respected, and included.

Throughout April, let us come together to celebrate the unique strengths and contributions of every member of our school community. Whether it's through raising awareness, fostering inclusivity, or simply expressing gratitude, each one of us has the power to make a positive difference in the lives of others.

Thank you for your ongoing dedication, passion, and commitment to our District's mission.

Warm regards,

Nancy

Waterford Public Schools
Human Resources
15 Rope Ferry Road, 2nd Floor

Nancy Sudhoff, Director
x 1864

Michelle Crandall, HR Specialist
x 1866

Juliane Halliwell, Executive Secretary
x 1863

Questions can be emailed to:
hr@waterfordschools.org





Congratulations to our Health Fair Raffle Winners!

Laura Nigro
Judy Beebe
Chris Boots
Guian Kaminski
Amy Saad
Fran Sweeney
Dianne Houlihan
Jess Pollastrone Herrera
Jessica Fedor
Jackie Bono
Ruth Roselund

Thank you to Tom Thurlow and the Custodial Team and Dianne Houlihan and the Food Services Team. Your help was invaluable!

A big thank you to WHS for hosting this year's event!

~Click the links for more information on the health fair vendors~

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|---|
| AAA of Old Saybrook and Waterford |
| Ocean Community YMCA |
| Waterford Ambulance |
| Whitmour Farms |
| Ledge Light Health District |
| Healthy Ever After |
| Wellness By Katie |
| Total Balance Life Choice |
| Waterford Public Library |
| Corporate Fitness & Health |
| Solutions EAP |
| Hartford Health Care |
| Anthem Health Insurance |

All suggestions Welcome...

Please let us know if you have a suggestion for the Staff Health and Wellness Fair.

Wellness



Introductions

Welcome Back Kim Spader!
Administrative Assistant, Quaker Hill Elementary

Kim lives with her family in Mystic.

For fun, Kim loves watching her boys play their favorite sports (even in rainy, cold New England;-)).

Why Waterford? Kim states, “When the opportunity came up, to return “home” to Quaker Hill, I couldn’t think of anywhere I wanted to be. The students, staff, and parents have made my return so welcoming and I could not be happier!”



Employee Handbook

AWOP - Absence without pay - Page 12

Absences without pay ([AWOP](#)) must be submitted to the Superintendent or designee for prior approval unless the absence is associated with an already approved Family and Medical Leave of Absence ([FMLA](#)). This step is required for employees who are not substitutes or working on a part-time basis. Failure to do so could result in an unapproved absence and lead to disciplinary action. Absences requiring Superintendent approval will require the completion of an online absence request form submitted through our online forms system Script. Please use the following links for absence request submittals – [CERTIFIED STAFF ABSENCE REQUEST](#) and [NON-CERTIFIED ABSENCE REQUEST](#)

The Waterford Public Schools Employee Handbook is located in your Paycom account under *My Documents*.

Did You Know?

What is the history of Paraprofessional Appreciation Day?

In the 1960s, paraprofessionals were hired to work in schools thanks to an anti-poverty program implemented by President Lyndon B. Johnson. It wasn't until the 1970s that the impact of paraprofessionals began to take shape. Through the 1970s, the role of paraprofessional transformed. It is believed that the idea of honoring paraprofessionals came a little later when the governor of Missouri decided to celebrate the work of paraprofessionals in the education sector. Since then, Paraprofessional Appreciation Day has spread across the country, with many districts taking the first Wednesday in April as a chance to say "thanks."

Click on the picture, then click *open*.



For more information on becoming a Paraeducator, visit the [State of Connecticut website](#).

Frequently Asked Questions

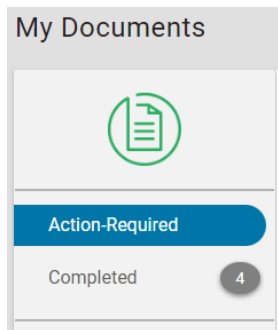
DEADLINE TO RESPOND May 1st



Some staff receive a letter annually that provides notice of assurance of continued employment for the following school year. In previous years, these letters which were printed on green paper were mailed home.

A response is needed by May 1st from the following groups of employees for the 2024/25 school year: **Tutors, Van Drivers, Monitors, Substitute Custodians, Substitute Food Service, Substitute Paraprofessionals, Substitute Teachers, Building Substitutes, Substitute Couriers, Substitute Van Driver, Substitute Secretary, Substitute Library Assistant, ISS.**

These letters are now available to sign in the Documents section of Paycom.



Open Enrollment– May 2024

All eligible full-time Waterford Board of Education Employees:

Health Insurance Open-Enrollment for the 2024-2025 benefit year will begin in May for the effective date of July 1st, 2024. **Action is required only if you are requesting a change to your health benefits.**

Michelle Crandall , HR Specialist, will be in buildings to assist staff. A schedule will be announced soon.

Remember, open enrollment is your opportunity to make changes to your current status, such as add or remove dependents from your current coverage.

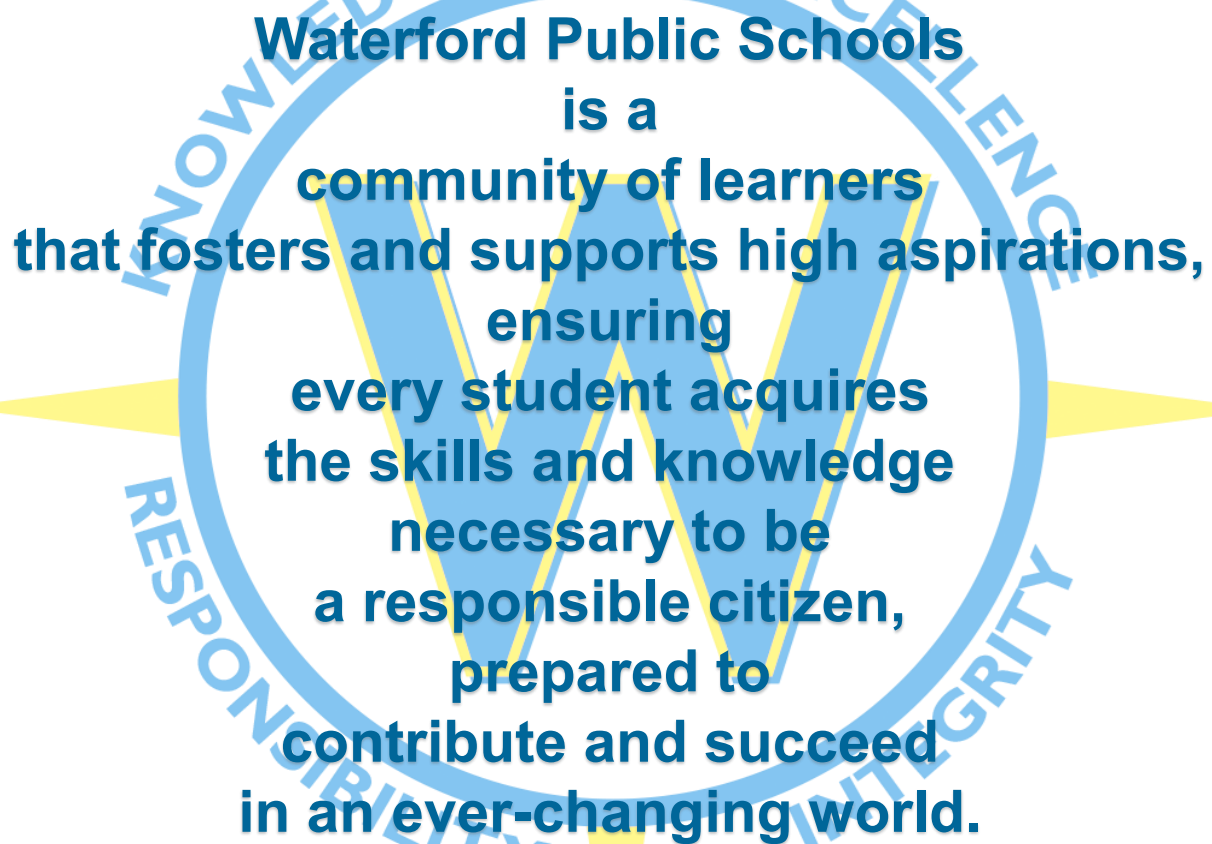
We are Hiring

If you know someone who is interested in learning about job opportunities, they can look at job postings listed via [Paycom Talent Acquisition](#).

- ***Waterford High School Sports***
 - ***Assistant WHS Indoor Track and Field Coach***
- ***Speech and Language Pathologist Assistant***
- ***Family and Consumer Science Teacher –WHS***
- ***Long-Term Substitute Family and Consumer Science Teacher-WHS***
- ***School Health Aide-OSW, GN, QH***
- ***Substitute School Health Aide-District Wide***
- ***Substitute School Nurse-District Wide***
- ***School Nurse—CLMS***
- ***Summer/ESY Paraprofessionals***
- ***Summer/ESY Substitute Teachers***
- ***Paraprofessionals***
- ***Before School Aide-QH***
- ***Van Drivers***
- ***Substitute Teachers***
- ***Substitute Paraprofessionals***
- ***Substitute Custodians***
- ***Substitute Food Service Workers***



Our Mission



**Waterford Public Schools
is a
community of learners
that fosters and supports high aspirations,
ensuring
every student acquires
the skills and knowledge
necessary to be
a responsible citizen,
prepared to
contribute and succeed
in an ever-changing world.**