



SD 308 Family! We Got This!

Please submit content for Friday Updates to: communications@sd308.org.....*thank you!*

Aug 7, 2020

Welcome Back!! This is undoubtedly a most unusual and in many ways difficult start to the school year. We have confidence in your ability to make it great, knowing we're all in this together.

Pass It On!Has Gone VIRTUAL!

Thank you to all those who sent a note of gratitude, a shout out, or a thank you to a SD 308 staff member. Our staff members sent out over 1900 notes to each other during the 2019-20 school year! We look forward to keeping this electronic platform going and sending out even more during the 2020-21 school year!!! To send a Pass It On!....please [click here](#) or visit the Communication's tab on the Intranet.

Central Registration

Central Registration currently is receiving 100+ voicemails during a 24-48hour period. Calls that go to voicemail are responded to as quickly as possible when there are no appointments being handled.

Instant Message (IM) through email is a great resource/tool for quick questions that can also be utilized.**New Central Registration Info:** Phone: 630-608-5090 / Fax: 630-608-5093

Please direct questions to: Tashana Walton (5033), Administrative Assistant for Student Services.

District Registrars: Danielle Carragher (5028); TBA

Please Note: Kim O'Hara and Yari Corral are now part of the Educational Services Department (ESD).

Immunization and Physical Requirements

The district is not enforcing First Day Exclusion for submission of proof of immunizations and physicals. The deadline will be early October unless the State pushes it back. Watch for more information.

Tyler SIS 2020-2021 School Year

The 2021 school year is now Active. When you log into Tyler SIS, you will see both **1920** and **SS20** have turned red, and **2021 is now gray**. Students have been rolled to 2021. We will not be rolling any additional students. Please start working on student enrollment in 2021.

Please [click here](#) for information regarding withdrawing students during the school year as compared to during the summer. Please read through the difference in the process as they are different from prior years.

Elementary courses from 1920 have been rolled to 2021 and are available for scheduling.

Additional information will be coming soon regarding learning options soon.

Welcome to the District

Peter Meismer, Assistant Principal at Hunt Club Elementary School

Shanell Lawson, Assistant Principal at Murphy Junior High School

Kenneth C. Spranger, Assistant Principal at Traughber Junior High School

Nicole Poynton, Assistant Principal at Old Post Elementary School

Tony Millard, Athletic Director of Oswego East High School

For a complete, updated listing of staff and administrator phone numbers throughout the school year, please [click here](#).

Departments and Programs that Moved in SD308

In an effort to provide the Pathways Transition Center with the space it needs for its students, various departments from the District Administration Center (DAC) have been relocated.

The Pathways Transition Center will now be housed at 4175 Route 71, Oswego in the District Administration Center, allowing the additional space which was needed to efficiently run the program. The **Central Registration Department**, **Student Services Department**, **Health Services Department**, and **Communications Department** have all relocated to: 1008 Douglas Road, Oswego (*Mason Square Executive Center*), which previously housed the Transition Center. The **Finance Department** has moved to: 71 Stonehill Road, Oswego joining the Operations Department.

Employee Intranet Top 5

When you log into the Intranet, you will notice we have added: "[Employee Intranet Top 5](#)".

Underneath the heading are links to take you to the "Top 5" resources on the Intranet: **Absence Management**, **Board Policies** (Including Administrative Procedures), **Insurance Benefits**, **iVisions** (Employee Self Service Portal), and **Tyler Portal**.

Employee Self Service (ESS) Portal (iVisions)

If you need to do any of the following: view/print direct deposit receipts or pay stubs for current and past pay periods beginning with January 15, 2020; use the Pay Check calculator feature for planning purposes; view your W-4 information and submit changes as needed; view your leave balances and history; view/change contact and emergency information, then [click here](#) to be directed to the Employee Self Service (ESS) portal within iVisions, as the Employee Access Center (EAC) will be disabled. [Click here](#) for a flyer.

COVID - SD 308 Reporting

It is necessary for case(s) of COVID-19 in our district (student or staff) to be reported. Additionally, information regarding direct exposure to COVID-19 (within the student/staff household) should also be submitted by completing the COVID-19 Case/Exposure (Internal Reporting) Form, which can be found [here](#). Once you have submitted the form, you must **ALSO call or text**: Debbie Miller (630-244-6394), Theresa Komitas (630-383-9287) or Val Patterson (630-229-7671) for further guidance on next steps as it relates to notification of others, quarantine requirements and cleaning protocols. Debbie, Theresa or Val will be responsible for reporting to the health department. Additionally, staff should contact Ken Miller in H.R. to discuss the absence and leave options. Please understand that guidance is still fluid and evolving and no concrete plan is available to be shared.

Kids Connection in Remote for All

The Oswegoland Park District offers child care to our community and to our District staff through their Kid's Connection program. District staff whose children attend our schools are eligible for a 50% discount of the enrollment fees. District staff whose children do not attend our schools may also enroll in this program, however there is no discount.

Masks & Shields Provided

ISBE has supplied a face mask and shield for each District 308 employee. These will be delivered to your buildings for distribution. We also have received masks for students which will be distributed closer to the date when school reopens. As a reminder a face covering is required while inside a school building!

Facebook...Do you Follow?

Do you follow the district's Facebook page? The page is updated with many great stories, pictures, videos, announcements and information during urgent situations. It's a great way to stay up to date with the happening around SD 308! Like the [Community Unit School District 308](#) page on Facebook!

BOE Meeting: The next Board of Education Meeting will be held on Monday, Aug. 10 at 7pm. You can live stream the meetings from home, just visit www.sd308.org.

As a reminder - All Friday Updates can be found on the Intranet under the Communications Tab

"Every day may not be good....but there's something good in every day" Alice Morse Earle