



January 11, 2019

Good Afternoon SD 308 Family!

Each Friday we will provide you with a quick list of important announcements, personnel information, awards, and shout outs! You can review past editions on the intranet under the Communications tab. **Thank you for sending in article ideas...**submit content for future Friday Updates to: communications@sd308.org.

Communities vs. Cancer Hoops for Hope

Mark your calendar for the annual Communities vs. Cancer event hosted by Oswego High School, featuring games between Oswego and Yorkville High Schools, raffles, bake sale, silent auction, games and activities, a blood drive, and more. The event is January 26, 9am-6pm at Oswego High School. For more information, [click here](#).

Ignite 308 - Call for Presenters

Interested in leading a workshop session for this year's Ignite 308 conference? We are looking to showcase the talent and leadership we have within our district of either individuals or teams to present topics they are passionate about. Presenters will receive: an event t-shirt for the day, a name badge, hourly curriculum payment of \$30/hour for up to two (2) hours of planning/preparation time for each workshop, reserved parking, and separate check-in area. All proposed workshops will be considered. Deadline to submit workshop information is Monday, Feb. 4. Please fill out a [presenter form](#) to create and submit your workshop for consideration. If you have any questions, please contact Heidi Podjasek at hpodjasek@sd308.org or x3667.

PRIDE Nominations are Open for January!

Take a few minutes to nominate a teacher, staff member, or volunteer that is making a positive difference in our district. All nominees receive a certificate, winners are surprised by Dr. Sparlin, provided gifts from district partners, and recognized at a board meeting. Nominations are accepted now through January 14, [click here](#).

SD 308 Stationery Templates

SD 308 Templates for Letterhead, Fax Cover sheets, Memos, and Powerpoint/Google Slide Presentations have been added to the Communications tab on the intranet for your convenience and use, [click here](#).

Google Docs - Keyboard Shortcuts

Alt + Shift + 5 Strikethrough
Ctrl + Shift + > Increase font size
Ctrl + Shift + < Decrease font size

Website Accessibility - Write Plainly

Accessible writing is good writing. It makes your content easier for everyone to consume. Documentation is only as good as what people can get out of it. If the writing is too

complicated, people won't be able to use it. Plain language improves accessibility. Keep sentences short (20-25 words at most). Use words or combinations of words with 1-2 syllables when possible. For example, use "to" instead of "in order to". Contractions are acceptable to use. Use the [Hemmingway Editor](#) to measure the readability of your text. The Web Content Accessibility Guidelines (WCAG) standard is to aim for a readability level of grade 8 and lower.

Food for Thought

"Many highly intelligent people are poor thinkers. Many people of average intelligence are skilled thinkers. The power of the car is separate from the way the car is driven."

Edward De Bono