

## Announcements

### Evaluation Check-In

To make sure your evaluation is on schedule for the year, here is a quick note for what should occur by the end of first quarter.

All evaluations:

- Orientation to the evaluation system (All district video)
- Development of a Professional Growth Plan – should include at least one SMART goal aligned to the District's Business Plan
- Completion of a self-evaluation to help inform your initial Goals Conference (not required to be shared, but helps with the facilitation of the conference)
- A scheduled initial Goals Conference

In addition, Probationary Staff members should have one documented observation (30 minute minimum)

### Final Sick Leave Bank Reminder

The number of hours in the Sick Leave Bank has fallen below the minimum required level. **All employees who wish to remain a member of the bank must submit a completed enrollment form.** Every year we have people who need extended paid leave for health reasons and run into financial difficulty because they did not participate in the Sick Leave Bank. We highly recommend that you participate in this voluntary employee benefit. For deadline information or if you have any questions about this, please contact Human Resources at 520-2169 or Jessica Bell at 520-2185.

## Articles

As we increasingly communicate electronically with parents about our students, it is helpful to have some suggestions and guidelines on how to have productive email communications. [This article](#) provides some very helpful tips and techniques.

## Events

### Happy Hour With The Extension

Thursday, September 25, 3:30 - 6      Dublin House

Back by popular demand...Happy Hour With The Extension! Once again we're happy to invite you to join The Extension for an afternoon of companionship and spending time with fellow educators. No RSVP is necessary; just stop in and enjoy the time together.

### Political Activity

Saturday, October 18, morning      Location to be announced

CSEA members will be invited to participate in an event to support pro-education candidates for the State Legislature. Information will be provided to members as the time comes closer. This activity will be coordinated with other affiliates of the Colorado Education Association and members statewide will be supporting candidates in their region on the same day. Mark your calendar now to help elect candidates who will support public education in Colorado.

### Oktoberfest

Saturday, October 18,      CSEA/PPEA Building 2520 North Tejon

Following the political event, join us to celebrate the beginning of fall! This fun-filled annual party is a great time to gather with friends and fellow educators. Members and their significant others are invited to come and enjoy the afternoon with live music and adult beverages (IDs will be checked.) We'll have food trucks in the street for purchasing food. Mark your calendar now.

### Support Arts in District 11 Schools

Have you seen the beautiful butterfly sculptures throughout downtown Colorado Springs and wondered what they're all about? "Butterflies & Friends is an annual community service initiative created by the Rotary Club of Colorado Springs to raise awareness and funds to serve children and promote the arts in schools. Last year, Butterflies & Friends raised more than \$130,000 for D11 school arts programs and the Rotary Club's Service Fund." CSEA is proud to be a sponsor in this project which supports the arts in our District's schools, and invites you to [learn more](#). If you're interested in buying a raffle ticket for \$10 to win one of the butterflies, you can do so on their website. Who knows, maybe you'll be the lucky winner of your very own butterfly!

