

NCS D News Zone



VOLUME V

ISSUE II

SEPTEMBER 23, 2009

COMMUNITY WALKS TO SAVE LIVES

By Jennifer Schultes

The community recently gathered at the fifth annual Morning Has Broken Walk, sponsored by the Natrona County Suicide Prevention Task Force (SPTF). The walk aims to shed light on the tragedies the community has experienced in loved ones taking their own lives, in order to promote awareness and prevention.

The Natrona County School District always has supported the SPTF. This year, it has strengthened its alliance with the group in response to the tragedies of last spring, when we lost two students to a supposed suicide pact, which possibly were linked to a third suicide earlier in the year. Three other students were purportedly part of the pact but, due to awareness and intervention, their lives were saved.

In response, the district has created a curriculum for sixth-, eighth- and 10th-graders, and all

staff who interact with students are required to take a yearly compliance test regarding awareness about suicidal signs and symptoms. Community Relations has created a marketing campaign that will be refreshed at least twice per year, and Student Support/Safe Schools talks regularly with principals, counselors and school resource officers in order to remain proactive rather than reactive.

Suicide is a serious issue, and



Community members participate in the fifth annual Morning Has Broken Walk, enjoying music along the way, as they remember lost loved ones to suicide.

contrary to popular belief, talking about it will not increase the likeliness that it will happen. In fact, talking about it just may save someone's life.

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INSIDE:

READ IMPORTANT
INFORMATION ABOUT
ROUND 2 OF THE OA

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DEPARTMENT HAS
BEEN UP TO!

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CHECK OUT
INSURANCE AND
WELLNESS UPDATES!

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OA offers snapshot of district's improvement

The Natrona County School District is in the middle of its second organizational assessment this week.

Krenek Consulting is in Casper interviewing our students, our employees and our community about our district. Specifically, the assessment measures our district's systems of accountability, leadership, strategic planning and results, curriculum and teaching, stakeholder engagement, stellar people, and effective and efficient processes.

The organizational experts are asking the questions and gathering the data so that all stakeholders feel comfortable being honest, and we can be sure that our results truly reflect your input.

Our first organizational assessment was last September, and we learned a lot. One of the systems we lacked at that time was a strategic plan. In the months since last year's OA, we have not only convened a group to develop a strategic plan and mission, we also have formed goal leadership groups, begun collecting measurable data, and implemented work to start meeting our goals.

In the past year, we have improved our academic results, our graduation rate, and our literacy rate.

It is my belief – and my hope – that our culture also is improving. More kids are winning, and our district is becoming a more effective, efficient and positive place to work.

I also know we have more work to do. That's why I encourage everyone who has the opportunity to participate in this week's OA sessions. Not only will this work help us become a more effective school district on a day-to-day basis, the process also directly aligns with the state's system for granting accreditation. If we do this work well, our accreditation process will be a breeze.

Are we better than we were last year? Are we making improvements in the key areas that support our district's goals? We need your input to tell us where we are succeeding and where we need more work.

Preliminary results of the OA will be shared at 9:30 a.m. Friday, Sept. 25, in the Jefferson Room at the Central Services Facility.

All staff members are invited to attend if possible. The result presentation also will be filmed and made available on the district's Web site, www.natronaschools.org, later that day.

Thank you to everyone who took the time last year to give us feedback, and to those of you who are doing the same this week. We appreciate your time and honesty, and we want you to know that we take your input seriously.

We promise to be good stewards of this information. We will use your input to continuously improve all of our systems so that each and every child can excel, grow and be champions for their future.



9:30 a.m. Friday, Sept. 25 in the Jefferson Room at Central Services. All employees are invited to attend. For those of you who can't physically make it, the discussion will be videotaped and posted on the district's Web site later that day.

See OA, page 3

DISTRICT CONDUCTS ROUND 2 OF OA

Round 2 of the district's organizational assessment, led by Krenek Consulting, began Monday and goes through Thursday. Results will be shared at

OA, continued from page 2

All staff and community members are invited to give input, and a schedule has been made to accommodate all stakeholder groups. Please find the

Wednesday, Thursday and Friday schedules below.

If you have any questions about accessing the vidcast of the results, please contact Community Relations at 253-5297.

If you have any questions about Round 2 of the organizational assessment, please contact Michelle Wallace-Frank at 253-5222.

Wednesday, Sept. 23, 2009			
8 – 9:30 a.m.	School – Centennial	◆ Brief conversation with principal ◆ Conduct student focus group ◆ Classroom visits	
9:30 – 10 a.m.	Break/Travel		
10 – 11:30 a.m.	School – NCHS	◆ Brief conversation with principal ◆ Conduct student focus group ◆ Classroom visits	
11:30 a.m. – Noon	Break/Travel		
Noon – 1:30 p.m.	External Stakeholders	◆ 15 – 20 participants; Lunch	Jefferson Room
1:30 – 2:30 p.m.	Community Partnerships (Community Relations/Discover/Multi-Media Services)	◆ Staff only ◆ Directors, supervisors, etc. scheduled separately	Johnson Controls Bldg.
2:30 – 3:30 p.m.	Facilities/CSF Custodial Staff	◆ Staff only ◆ Directors, supervisors, etc. scheduled separately	Johnson Controls Bldg.
3:30 – 3:45 p.m.	Break		
3:45 – 4:45 p.m.	Technology Staff	◆ Staff only ◆ Directors, supervisors, etc. scheduled separately	Johnson Controls Bldg.
Thursday, Sept. 24, 2009			
8 – 9:30 a.m.	Administrators, Directors, Managers, Supervisors	◆ Anyone who supervises an individual	Johnson Controls Bldg.
9:30 – 9:45 a.m.	Break		
9:45 – 11:15 a.m.	School Support Staff	◆ Any non-teacher/principal from schools	Johnson Controls Bldg.
11:30 a.m. – 5 p.m.	OA Team	◆ Analyze findings and prepare feedback document	
Friday, Sept. 25, 2009			
7 – 9 a.m.	Superintendent and Cabinet	◆ Report findings	
9:30 a.m. – Noon	All Staff	◆ Report findings	Jefferson Room

TEAMS WORK TO ADVANCE DISTRICT GOALS

By Jenni Luckett

The Natrona County School District has identified five goals as part of its 2009-2014 strategic plan. Measures and action items are being developed and

implemented for each goal by a leadership team led by a cabinet member. Check this section of News Zone each month for the latest updates from the teams.

GOAL 1: LITERATE STUDENTS

"All NCSD students will read at grade level by the end of third grade."

This team has developed a literacy framework to guide its work. Elements of the framework include leadership, culture, instruction, assessment, curriculum, intervention, resources, professional development, and community and family partnerships. The team is working to design an action plan to develop partnerships with parents and the community by August 2010. In addition, the group will design a predictive assessment system and a system to support the development of high-performing classrooms in the district. This goal team is led by Mike Bond, executive director of Curriculum and Instruction. The next meeting will be from 4 to 5:30 p.m. Sept. 23 in the Garfield Room at the Central Services Facility. The team meets the second and fourth Wednesdays of each month at that time.

GOAL 2: EXCELLING SCHOOLS

"NCSD will perform in the top 10 percent in Wyoming on state assessments."

In the last two months, this team

has developed a survey to gauge teachers' implementation of the district's essential curriculum. The next large project for the group will be to develop reading skill rubrics for several grades, select a common prompt, collect students' work, bring together teachers to do collaborative scoring of the work, and create anchor papers that demonstrate ideal student performance. The group will work on rubrics for grades three, five and eight this fall, followed by grades four, six and seven this spring, all in an effort to help teachers better understand the skills measured by PAWS and how student work can demonstrate those skills.

The team was scheduled to meet Sept. 21, when it would review the survey of essential curriculum usage, work on a timeline for developing the reading rubrics, develop a communication plan for its work, and prepare to report to the board on its progress.

This team, led by Mark Mathern, associate superintendent of Curriculum and Instruction, meets at 3:45 p.m. the third Monday of each month.

GOAL 3: PREPARED GRADUATES

"All NCSD students will graduate and be prepared for college or a

high-skills career."

This goal team is led by Julia Collier Earl, associate to the superintendent for special projects. The team last met Sept. 2. No report was made available from the meeting.

GOAL 4: SAFE, HEALTHY PEOPLE

"NCSD will maintain environments that are physically and mentally safe and healthy for everyone."

The team is working to identify appropriate measures for several sub-goals within the safe, healthy people initiative. Topics of concern include student safety and ways to properly measure safety; school climate and use of climate surveys; and suicide intervention and prevention efforts. The group continues collecting data for several dashboards and is working to brainstorm ways to present and track all of the information. The group is scheduled to report to the NCSD Board of Trustees on Sept. 28. This team is led by Crystal Mueller, associate superintendent of Human Resources

GOAL 5: EFFICIENT, EFFECTIVE PROCESSES

"NCSD will be efficient and effective in its operations and classrooms."

This team is led by Mark Antrim. This team has not met.

OFF ON THE RIGHT FOOT

NCSD schools celebrate first day

Top: Superintendent Joel Dvorak greets Southridge students with high fives as they entered on a red carpet on their first day. Below, Manor Heights students released balloons at the end of their first day.



NCSD OFFERS FREE PORTRAIT SESSIONS FOR STAFF

The Natrona County School District, in conjunction with Studio Creations Photography, will offer free portrait sessions for NCSD staff members.

Portrait sessions are by appointment and will be offered between 2 and 9 p.m. Friday, Oct. 9, between 8 a.m. and 9 p.m. Saturday, Oct. 10, and between 9 a.m. and 8 p.m. Monday, Oct. 12.

Employees can have their own portrait taken, or they can bring family and even pets. (All pets brought onto NCSD property must have proof of proper

vaccinations.)

Participating employees will receive a free, professionally prepared 10"x13" portrait (a \$70 value) and will be able to purchase additional portraits at a discounted rate if they choose.

To sign up for a portrait session, please e-mail Jenni_Luckett@natronaschools.org, or call Jenni Luckett in NCSD Community Relations at 253-5380.

All appointments must be made by Oct. 1. No walk-ins will be accepted.

STAFF GETS SNEAK PEEK AT NEW CY

By Jenni Luckett

The future staff of the new CY Middle School got a sneak peek at their new school home last month when Groathouse Construction hosted a barbecue lunch and tour for Natrona County School District staff members.

Construction of the new CY Middle School, which will replace the existing CY Junior High School, began in fall of 2008. The school is expected to be completed this coming summer, with students and staff moving in for the beginning of the 2010-11 school year.

The new school will feature "houses" for different grade levels. Each house, or wing, of the building will include classrooms, common spaces, teacher work rooms, lockers and restrooms, so that students can, for the most part, stay in a smaller learning community throughout the day.

In an effort to better integrate career and technical education into the core curriculum, each house also will have professional pathway studios. These spaces will allow CY to expand its exploratory opportunities to include such concepts as graphic design, aquaculture, robotics, culinary arts and artificial intelligence.

Rounding out the core and exploratory programs offered in each "house," the new CY also will include music areas, two full-size gyms, two athletic fields, a media center with an open Internet café-style common



Above, future staff members at the new CY Middle School wander through a "house" at the new school on Aug. 14.

area, and a dramatic balcony area.

The school's design was developed using a unique charrette model, in which teachers and community members came together with designers to discuss the purposes, themes and learning

styles of the new school before drawing walls and rooms. That process led to the design of a school that staff members say will be an architectural and programmatic model for Casper, the state and the region.



DIG IN ...

Principal Anne LaPlante and a member of Adolfson & Peterson's construction crew help a potential future student gather a jar of souvenir dirt at the groundbreaking of Summit Elementary School on Aug. 24. The new school in east Casper is slated to open in fall 2010.

New science kits excite students

By Jenni Luckett

Surprisingly few "ewws" escaped the mouths of Amy Sorensen's students last month, even though several of the fifth-graders had bugs crawling up their arms.

In fact, the Crest Hill students were perhaps a little over-excited by their first foray into living organism experiments.

It's a little hard for them to focus with such stimulating work in front of them, Sorensen explained after repeatedly reminding them to stay on task with the critters on their desks.

Still, she said, the distraction is well worth it.

"Today, everybody was getting ready for recess and I told them to get ready for science after they came in," Sorensen said. "I had 10 or 15 kids say, 'I love science.' That's the first time I'd heard that for a while."

Sorensen's class has built terrariums and grown plants in the classroom's windowsills as the beginning of their experimentation. Then, they received a shipment of living organisms, which they will try to keep alive in the artificial habitats. The first step, though, is understanding their creatures better.

On Day 1, the students were working with beetles and isopods (pill bugs). They started by identifying different environmental factors they could test in the classroom, then set in on an experiment to see if the insects preferred light or

dark habitats.

They also planned future experiments into whether the insects prefer wet or dry soil, warm or cool climates, and group or solo living arrangements. Plus, there are even more organisms waiting for the students' attention, including snails and fish.

It's all part of "Environments," the fifth-grade science kit that is part of the Natrona County School District's new science curriculum. Adopted last spring, the new curriculum uses a hands-on, inquiry-based approach to elementary and middle school science.

Each grade level has at least one "kit," which provides hands-on materials and a detailed curriculum guide for a 10-week unit. Kits range from the kindergarten "Wood and Paper" unit to the seventh-grade "Earth History" unit.

The kits are housed in the district's new Science Depot (the gym at Fairgrounds Center) and are managed by Jessica Cousineau. She is responsible for keeping the kits stocked, updating teacher manuals and providing support to teachers



Chris Novotny and Katherine Gruner check out their beetles and isopods during a science lesson on Aug. 28.

using the kits.

In addition, she said, there are several other resources available for teachers using the kits. The district provided teacher trainings in June and August, and more are planned this January.

Each kit also has a local leader to provide additional support. These NCS D teachers host an online blog to answer questions and share ideas about their respective kits, and they also offer pre- and post-unit meetings to reflect on use of the kits.

Cousineau said, so far, she's heard only positive feedback about the kits – both from teachers and her own children.

Her son's fifth-grade class piloted the "Environments" kit last year, and he loved it, she said.

"I think if they would have taught science this way when I was a kid, I would have liked science."

EXPLAINING THE PREVENTIVE HEALTH CARE BENEFIT

The Preventive Care Benefit is for all health insurance-eligible employees and covered spouses and/or children each calendar year (January through December). There is no deductible. Each person must present his or her CIGNA ID card at the time of service.

This benefit provides coverage for:

- ◆ Routine medical checkups
- ◆ X-rays (including mammograms)
- ◆ Lab services
- ◆ Immunizations (including meningitis vaccines)
- ◆ Flu shots administered by a licensed doctor
- ◆ Services done at health fairs such as blood screenings, blood chemistry screenings,

mammograms, PSAs (Prostatic Specific Antigen), immunizations, flu and pneumonia vaccines, complete blood count platelets, thyroid stimulating hormone and colorectal kits.

Additional benefits

Casper Health Fairs or Casper contracted labs (Wellness Screening, LLC; Wyoming Health Fairs; Western Health Screening) will administer a free one-time set of blood screenings, paid at 100 percent, only if you present your CIGNA ID card at the time of your visit.

You must mention that you are a Natrona County School District employee, retiree or covered spouse or child to receive this incentive. If you have a recurring problem

in which your physician requests that you have multiple screenings throughout the year, the district will pay for this, but you must present the doctor's order.

Flu and pneumonia vaccines may offered by the Casper-Natrona County Health Department from September through December. Watch for more information.

Filing a claim

Use a CIGNA health claim form to file. You can request the form from your school/building office personnel or download it from www.myCIGNA.com. Some doctors will file for you, or you may have to file your own claim to be reimbursed.

The key is being PREVENTIVE. The diagnosis for any charge being considered as preventive must be coded as "preventive." If it is coded with a related illness diagnosis, the charge will be applied toward the deductible, or paid at 80 percent if the deductible has been met.

Remember: The benefit is for \$350 of the reasonable and customary allowance of any covered charge. The preventive benefit maximum is unlimited per calendar year for children under the age of 3.

Employee, Student Wellness plan October events

Walktober – through October and beyond!

Join us for an eight-week walking program, Oct. 1 through Nov. 25! This program will inspire you to make walking a priority in October and beyond. You will earn great incentives while boosting your energy! Pre- and post-fitness screening for employees will be offered through the Wyoming Athletic Club.

◆ Employees: E-mail Rachel_Trujillo-Myers@natronaschools.org. Online registration begins Sept. 21 and ends Oct. 9. Go to <http://ncsdwellness.walktober.com>.

◆ Students: E-mail Katrina_lorenzen@natronaschools.org. Students must fill out an activity sign-up sheet. Please e-mail Katrina for more information.

Another date to mark is the Walk to School Day on Oct. 7! Have your school plan a short route before school, and then after school join us for a walk along the Platte River Parkway behind Old Town. Mayor Kenyne Schlager will read a proclamation to kick off the walk at 3:45 p.m. Form a team for the walk and create a healthy living poster for a chance to win a prize. Please e-mail or call Katrina (253-5389) for more information.



WeightWatchers

A new WeightWatchers session began at Kelly Walsh High School on Sept. 18. Meetings are held Friday mornings from 6 to 7 a.m. in the library.

The cost is \$175 for a 17-week session. Payment entitles members to attend any WW meeting in the world. The cost also includes 19 weeks of E-tools, the

online portion of WeightWatchers. If you should achieve Lifetime status during this time, you can receive a prorated refund. If you already have Lifetime status, you are welcome to join our meetings at no cost. If you don't join for the entire 17-week session, your cost will be prorated.

Employees may earn more than half of their money back by meeting certain criteria within the 17-week session. Three \$30 incentives are available to claim if the criteria are met! Losing five pounds, following the healthy eating guidelines set forth by WeightWatchers, attending five out of six meetings and doing a certain amount of activity are the criteria you can choose from every five to six weeks. Only two need to be met to receive the incentive!

Our own Stacey Mittelstadt is the leader of both NCS D WeightWatchers At Work groups. In addition to her full-time position as instructional facilitator, Mittelstadt leads the Kelly Walsh group, as well as the Dean Morgan Junior High group on Wednesday mornings from 6 to 7 a.m. We greatly appreciate the dedication Stacey has shown to keep the WeightWatcher groups going for NCS D!

Fall hearing screenings

As part of our wellness benefit, free hearing screenings are being offered on Tuesday and Thursday mornings at 7 or 7:30 a.m. at the Special Education Service Center. Tom Rowley, certified audiologist, provides the screenings. Please e-mail or call Rachel (253-5228) to schedule an appointment.

Yoga

A new yoga session with Jess Ryan of the Healthy Life Studio is being offered at Kelly Walsh on Wednesdays from 4 to 5 p.m. The six-week session, which costs \$36, begins Sept. 30 and runs through Nov. 4. If you are a member of the Healthy Life Studio, the class is free. Please contact Betty Aksamit at 253-2000 to register.

CPR/First Aid

Sign up for one of the following dates to become certified in CPR/first aid: Sept. 22, Oct. 6 or Oct. 20.

The classes are held from 8:30 to 11:30 a.m. or 6:30 to 9:30 p.m. Only one three-hour class is needed for certification. Classes are at the UW Outreach Building, 951 N. Poplar. Contact Rachel to register.

HUNDREDS PINNED AS NEW SCHOOL YEAR BEGINS

From Aug. 17 to Sept. 14, 241 individuals and two teams were recognized through the school district's People Inspiring NCS D (P.I.N.) employee recognition program! Those nominated will be eligible for a gift

card drawing for a local business. Be sure to watch the Employee Recognition page (under Human Resources) at www.natronaschools.org to see the most current list of nominees and winners!

Walk,
continued from page 1

If you have any questions about suicide awareness and prevention, please call SPTF member Lance Neiberger at 577-1990 ext. 1. If you feel one of your students is in danger of committing suicide, please talk with your building principal immediately.



Local statistics

Courtesy of Wyoming Medical Center

- ◆ There were 97 suicides committed by people ages 21 and under in 2008.
- ◆ There were 114 suicide attempts committed by people ages 21 and under in 2008.

Disclaimer: These were cases that were brought to the Wyoming Medical Center and do not reflect situations where a coroner might have pronounced a body dead at a residence. The patients were not necessarily from Natrona County.

National statistics

Courtesy of www.spanusa.org

- ◆ More than 32,000 Americans die by suicide each year.

- ◆ There is one suicide every 16 minutes and 89 suicides per day.
- ◆ Suicide is the:
 - ◆ Eleventh leading cause of death overall in America.
 - ◆ Third leading cause of death for young Americans between the ages of 10 and 24.
 - ◆ Second leading cause of death for American college-aged students.
- ◆ There are more suicides globally than deaths from war and violence

- combined.
 - ◆ More women attempt suicide; more men die by suicide.
 - ◆ Eighty percent of completed suicides are men.
 - ◆ Approximately 19.9% of students in grades 9 - 12 have seriously considered suicide within the last 12 months -- 21.8% of females considered it, and 12% of males considered it.
 - ◆ Five- to 9 percent of children have a serious emotional disturbance.

DOES NCS D NEWS ZONE SATISFY?

Please take a moment to complete a short survey regarding *NCS D News Zone*. Your feedback is very important to us as we strive to keep you informed in the most effective and efficient way possible through the monthly employee newsletter. The survey is strictly anonymous and will be reviewed closely by Community Relations. Results will be

published in a later issue of *News Zone*.

The survey can be completed online or in paper form. To access it online, simply go to www.natronaschools.org and click on the rotating promo that advertises the *NCS D News Zone* survey. Or, if you prefer to fill out a hard copy, please see JoAnne Jackson, receptionist at Central Services. You then can return the form to her, and she will make sure we get it.

Please complete the survey by Friday, Oct. 23. Thank you so much for your help!

EMPLOYEE ONLINE GOES LIVE

All Natrona County School District employees now have access to their human resources information through Employee Online (EO).

This system provides a Web-based HR technology service, where staff members are able to access their employment information 24 hours a day, seven days a week. Employees can view their payroll information, including pay stubs, position information and forms. In the near future, employees also will be able to update personal information, such as mailing address, directly on the Web site.

At present, EO is only available from within the district. Employees will need to be logged on to the district server to access the site. You can access EO by visiting the NCS D Web site at www.natronaschools.org and clicking on "Employees," then "Employee Online."

To access the new online tool,

employees will need a username and password. Employees' usernames will be their employee ID numbers. This begins with "E0," (that's a zero, not the letter O), followed by four numeric digits. It can be found on new ID badges issued in the past two years or on pay stubs. Passwords were e-mailed to employees on Aug. 10.

For more information, contact Cheryl Caster (253-5246) or Ada Haller (253-5337).

TEACHERS: CHECK OUT SUBSTITUTE SYSTEM UPDATES

◆ Teachers now can provide feedback about their substitutes through a substitute performance survey online. An employee can rate the substitute's performance and give feedback by answering a series of questions from their AESOP home page.

◆ Full- and half-day options no longer are available when creating absences. The system requires exact start and end times when entering

absences. Time recorded should not exceed 15 minutes prior to the time school starts or 15 minutes beyond the time school ends. If recording an extended leave absence (long-term sub assignment), the schedule of the teacher going on leave should be entered. Complete information and instructions can be found in the AESOP Employee User Guide, available in the documents section of the Substitute Office Web page. Please note: Not all of the features in the user guide are available for use in the Natrona County School District.

◆ When a teacher or support staff member is going on extended leave of more than 10 days, a long-term sub packet will be provided after Family & Medical Leave Act (FMLA) paperwork is submitted. Completing and submitting the information forms in the packet to the Substitute Office will help us ensure proper substitute coverage during your leave.

Board discusses serious topics in August

The following is a brief recap of board meetings and retreats held in August. Be sure to check the Staff Bulletin Board and NCS D Web site for more information following each meeting!

◆ Summit Elementary School will be the official name of the new elementary school, which is slated to open its doors fall of 2010.

◆ The board approved an agreement between NCS D and the Child Development Center for the inclusion of a preschool at Summit Elementary School.

◆ The district is being proactive in efforts to plan for shortfalls in relation to a projected deficit in K-12 funding, beginning with the 2010-11 school year. Layoffs are not expected to be part of the plan.

◆ At one of four board retreats, trustees discussed

the district's funding and approval of school enhancements. No consensus or votes were taken, although it was widely agreed that the board needs a systematic method by which to consider funding enhancements and other non-state funded options, taking into account what is necessary for students' education and experience.

◆ At the second retreat, trustees reviewed the enrollment process, noting that more than 90 percent of students are placed in their first-choice school when they complete the district's online school request process. Again, no votes were taken, and there was no directive for staff to change the enrollment process for the coming year.

◆ The board also met for two additional retreats, working to identify its goals and priorities.

REMINDER: USE NSCD MAIL SERVICE, UPDATE ADDRESS

Using the district's Multi-Media Services Department for its mail service is a board of trustee directive to save the district money. Therefore, employees must stop using mail services outside of the district.

Also, it is important that your mailing address be up-to-date in the district's records. To update it, you must physically come in and visit the Personnel Office.

If you have any questions about using the mail service or any service MMS offers, please call 253-5335.

NCSD RAISES FUNDS FOR UNITED WAY

Once again, NCSD is conducting a campaign to raise funds for United Way of Natrona County. The United Way serves 29 local organizations that affect thousands of people in our community.

Information packets and pledge forms have been distributed to each school. The due date for all pledges is Oct. 2. Please return your forms to the United Way representative in your building, your principal or to Michelle Wallace-Frank, executive assistant

to the superintendent. If you donate even \$1, your name will go into a drawing for fabulous prizes! It will then be re-entered for every \$100 that you donate.

More details will come from Community Relations each week, as we prepare for the Fall Festival, scheduled for the end of October at Central Services! Thank you for considering donating to United Way of Natrona County.



UPDATE YOUR INFO ONLINE!

All employees are responsible for maintaining their contact information on the NCSD Web site. This site is a key communication tool for our district, and by keeping your information up-to-date, you enhance our customer service.

Due to the change of school phone numbers, it is especially important that all employees go online to update their phone number. School numbers have been changed, but individual staff members may be listed under the old school phone numbers.

To log in, go to www.natronaschools.org. In the upper righthand corner, enter your username and password as prompted. Your username is your `firstname_lastname@natronaschools.org`. If you don't remember your password, click "login" without entering one. You will then have the option to click on "Forgot Password?" and have a new one e-mailed to you.

Once you are logged in, click on "Manage Your Account," and update your phone number, office hours, position and building location as necessary, then click "Update Profile" to finish.

While you're in there, check out all the additional options available to our employees! You can add calendar events, news stories and multimedia to the Web site; sign up for your own news subscriptions based on your school or classroom of interest; and even customize your own page by adding information to the "tabs" in your profile area.

Need more information? Check out the tutorial in FirstClass>District Resources, or contact Community Relations at communication_team@natronaschools.org.