



KEYSTONE CONNECTIONS

From the Desk of Steve Farmer

What a beautiful weekend!!! I spent a good bit of my time outside.

I have received word that many of you have received your staff appreciation gift. Thanks to Dori/HR for their work getting it ordered and delivered/mailed to you. I love it!

Also, a reminder -- be sure to send your "local restaurant" receipt to Barb Manning by the end of the month. (The last day to take advantage of this opportunity was on Friday, the 15th, but if you need more time or forgot to get your meal, contact me. I can extend that time by a few more days if needed.)

Remember, we will have short weeks this week and next. Then before we know it, school will be out for the summer! WOW!

Be watching for information about some of our "end of the year" activities. Most of them will be done virtually. Graduation will be done "live" but in a very different fashion and will also be livestreamed. Once the details are worked out, we will be sure to let everybody know.

Allow me to encourage you to read the rest of this newsletter each week. We use this as a means to communicate and share information with you. Remember, we are a phone call, VP call, email, and/or text away. Reach out to us if you need anything.

Hang in there, ladies and gentlemen! You are doing a good job. You are appreciated!

Have a SUPER week!

---Steve

Notes from Scranton

It turned out to be a beautiful week last week after a cold, wintry start. I was on campus for a few days last week and it is in good shape. Mr. Vitale and his men have been busy keeping the lawns manicured, the floors gleaming, and the various pieces of machinery purring. Some of the projects begun last week include work on the Children's Center classrooms and construction of shelving for the residence basement.

Mr. Boersma and his team are hard at work developing our Kindergarten graduation, 8th grade promotion, High School graduation and our end of the year awards program. The kindergarten graduation and awards ceremony will be pre-recorded and aired at a time to be determined on June 10, 2020. Preparation for our two high school graduates is in its preliminary stages. Stay tuned for details.

Yearbook design continues. Ms. Cosgrove welcomes any and all pictures that illustrate our adventures during this fourth quarter. Please share them with us for inclusion in this year's one-of-a-kind yearbook.

Have a great week!

---Kevin McDonough

From the CECO's Corner

It's already mid-May, and Allegheny County has inched into the yellow zone! That's good news! Other good news is that I saw a Facebook Post (from Linda McKay) that Christian Cross graduated from CCAC in Film and Cinematography, on the Dean's List, and a member of Phi Theta Kappa (Academic Honor Society). His parents are very proud, and we at WPSD all should be, too!

The online meetings and webinars continue, as they and classes do for all of you, as well. We are looking at all of the options for our closing programs and ceremonies, as well as opening school in the fall, in some fashion. There's definitely a lot to consider, especially at a residential school!

The first batch of online trainings were due Friday, May 15. As of noon on Friday, 95% of them were completed. A total of 152/248 of all trainings were completed. More trainings are being assigned by supervisors now. It's very interesting to see how the system works to auto-generate reminders and reports.

Deans Ennis Blahut and Halik brought in the residential supervisors in the residence at WPSD for deep cleaning this past week. Kudos to the staff who took time to clean up and ready the rooms for fall. We are planning on coming back for final touch-ups before school is closed for summer.

Thanks again to Josh Walterhouse and Hannah Hart for covering interpreting needs, and to SLIP for filling in the times that they cannot do. Teachers, principals, Terri Schriever, and Jenn Stuber have all been getting done what needs to be done - no waivers needed, here!

On Friday we held our final Wellness Committee meeting - it was great to see some familiar faces I haven't seen since the shut-down, and great to know that we are on time with our reporting; haven't missed a beat thanks to our awesome team and leaders! Again, no waivers needed here!

Stay safe and healthy!

From the Academic Team

We have four weeks left until summer. We know that the "newness" of distance learning has begun to fade for some of our families and students, so we are looking at ways to keep family and student motivation and participation up over these last few weeks.

We know that the "newness" of distance learning has also begun to fade for some of our staff. That is exactly why the Staff Support Committee was established and the Needs Assessment survey was sent to all staff. As Dr. Farmer stated in his May 13 email, the committee will be developing ideas, tips, and strategies to address the needs and concerns that staff identified in the survey. Please be looking for communication from the committee and in the Keystone Connection. We want to thank Jackie Bailey, Josiah Mantz, Kathy Bartholow, and Tina Abraham for their help on this very important project.

On May 7, the Early Childhood programs hosted its second Parent Workshop, "Tantrums, Tension, and Troubles: Keeping the Peace during COVID-19." Jackie Bailey presented to families from across the state. On May 14, Casie Lucas-Szumigala will host the third workshop, "Homework is Done, Now What?" Until the end of the school year, the Early Childhood programs will continue to offer weekly workshops for preschool and kindergarten families from all of the Programs of WPSD.

From the Department of Institutional Advancement

An Evening in Edgewood: The Department remains hopeful that we will be able to gather together for An Evening In Edgewood on Friday, June 12th at the Edgewood Club. With the warmer weather in June, we will be able to open the doors to the outdoor patio and enjoy the entire area of the club for the event. A big "Thank You" to everyone who has purchased sponsorships and tickets or provided an in-kind donation to the event. Tickets and sponsorships are still on sale and can be purchased at wpsd.org.

COVID-19 resources: We have added a coronavirus resource page to the WPSD and Scranton websites. The page can be found under the "Academics" tab on the main menu and next to the "Continuity of Education Plan" on the drop down menu. If you have encountered a helpful resource for students, parents, or staff, please email it to Matt Campion at mcampion@wpsd.org to have it added to the page. Feel free to share any of the links on the page with those who may benefit from the materials.

E-newsletter subscription: On the WPSD and Scranton School home pages, visitors have the option to subscribe to an electronic newsletter for each school. The software collecting and managing the names of those who subscribe has recently been upgraded and improved. If you are interested in joining the distribution list visit the home page for either school, click the 'subscribe' button and complete the short form. Staff emails will not be automatically added to the distribution list. In addition, feel free to enroll friends and family members who may be interested in receiving news and events from our schools.

(Continued on page 3)

From the Human Resources/Payroll Departments:

Update of Personal and Beneficiary Information, Etc.: Please make sure the HR Department has your correct address and any other personal information on file in the Human Resources Department. In addition, if you would like to update your beneficiary information, please reach out to any member of the HR Team to provide you with the documentation needed to make any updates, changes, etc. It is very important that this information is current. If you need assistance enrolling or logging into ADP, please reach out to Barb Hancock at bhancock@wpsd.org to obtain assistance.

FSA: Reminder: All staff enrolled in the FSA program, please remember that part of the [CARES Act](#) (COVID-3 Stimulus Bill), permits the coverage for Over-the-Counter (OTC) medications and drugs for reimbursement from our FSAs accounts. **These items can be purchased with funds from eligible accounts without needing a prescription.** If you have any questions regarding this new “temporary” addition to our FSA Account, please do not hesitate to contact Dori Bachar and she can assist with questions or reimbursements.

Employee Assistance Program: Please know that the EAP Program, Back on Track, is available to any staff member who needs assistance or has concerns with problems at work or at home that are affecting their daily lives, especially in these uncertain times.

As you may remember, the program provides a confidential helpline (1-800-566-5933). EAP staff are available to listen and provide you with information. You can also learn more about the Back on Track EAP by reviewing the website at www.backontrackeap.com. Through the website, you can access an abundance of information on topics such as balancing work and family, eldercare, parenting, budgeting, mental health, and alcohol/drug dependency. To access the website, you will need to use the following information:

WPSD Staff: User name: w18200 Password: confidential help
SSDHHC Staff: User name: w18700 Password: confidential help

Payroll: If you need to make any changes to your banking information for direct deposits or would like to change your W-4, please email Barb Hancock or Dori Bachar and we will want to follow up with you through a personal conversation due to the increased concerns of on-line fraud.

Employment Opportunities: During distance learning and working remotely, we will be continuing to interview applicants for our open positions via Google Meeting or Zoom Meetings for the 2020-2021 school year.

Our open positions are as follows:

WPSD Positions: Teacher, One-on-One Teacher’s Aide position (Children’s Center), Residential Supervisor, Residential Supervisor (Overnight) One-on-One, Housekeeper, summer maintenance positions - 2 Painters and 4 Laborers, and Substitute Positions: Teachers, Teacher’s Aide, and Security.

(Continued on right)

From the Human Resources/Payroll Departments (continued from left):

SSDHHC Positions: Substitute positions: Teacher, Teacher’s Aide, Nurse and Security.

Hershey Positions: Part-time SLP

****Reminder:** Any employees interested in applying for a posted position should complete an internal application, signed by their immediate supervisor, attach an updated resume/application, and forward to the Human Resources Department.

---Dori Bachar

From the Department of Institutional Advancement (continued from page 2)

Auction & Gala: Even though we may be apart right now, we are looking ahead to the future! WPSD’s annual Auction & Gala event is set for Friday, October 2 at the Rivers Casino. Stay tuned for more details. We hope to see you all there!

In order to prepare for the big event, as always, we need your help. We are constantly on the hunt for fun items to auction off at the event - whether they be stand alone or part of a basket. Please consider donating an item or items. We would really be appreciative of anything you would be willing to give! We are also searching for baskets. Feel free to donate an empty basket. We need lots of baskets to hold all our items. Baskets of all sizes are welcome, but large ones are especially needed. Contact Sarah at sbartlebaugh@wpsd.org if you have a basket or donation you’re willing to contribute. Thanks so much!