

Learning Letter

For Classified Employees

One Space or Two?

We had a fun office discussion the other day that I would like to share. One space or two after a period, which completes a sentence? As you are likely to see by this post....I knew the answer without a doubt was 2 spaces. Tiffany Sun, our Administrative Assistant, absolutely insisted that there is only 1 space after a period ending a sentence. Well, who was correct? We went to the universal knowledge guru to seek our answer....Google.

Upon reviewing the answers provided, I gasped out loud, horrified! "Nothing Says Over 40 Like Two Spaces after a Period!". Now, I have never been afraid of my age and I am not at all afraid of admitting that I am over 40, but who knew that my writing would "age" me out? UGH!

My further research on the subject leaves the ultimate answer in very murky waters. APA guidelines does recommend 2 spaces. MLA guidelines state only 1 space. There was 1 scientific study stating that double spacing produces faster reading but to be completely honest, it was only 60 participants and speed of reading only increased by 3%.

The debate continues! My personal recommendation is that if you want to appear younger in your writing, you keep it to one, like I did in the last two paragraphs. Ah, feeling younger already!

Tania Rowe

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(858) 842-4980, x 103

**Professional Learning welcomes its new Mentors to the
Professional Partner Program**



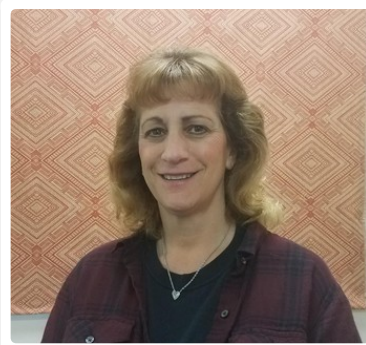
Shirley Rowe, DNHS Attendance

Shirley brings 10 years experience as an Attendance Accounting Assistant III, combined additional PUSD experience as both an Office Assistant II and a clerical substitute. Shirley rounds out her mentor qualifications with 13 years spent as a Guest Service trainer for Marriott.



Michelle Testa, SHES Health

Michelle has over 10 years experience as a Health Technician at her current site along with previous work as an Attendance Accounting Assistant, Administrative Assistant and a Noon Duty Assistant. She brings a wide variety of hands on experience to our mentor program.



Amy Durschlag, MCHS Spec Ed.

Amy is an Instructional Assistant with over 20 years experience with the PAL (Poway Academy of Learning) program within PUSD. Amy worked closely with the founders of this program, mentoring teachers and IAs offering individualized instruction for student with unique needs.

Back by Popular Demand: Understanding Your CalPERS Retirement System, Marc Houle, Presenter

Marc will lead a discussion that will provide answers to all of the following questions:

- How can I figure out the size of my retirement check at any point in the future that I choose to retire? For that matter, when am I even eligible to retire?
- What can I do to protect my spouse/significant other via CalPERS in my retirement years?
- I hear that many members are buying service credit or "air time." Does this make sense for me?
- How do I figure out if buying back years of service makes sense for me?
- How may I use the CalPERS website as a tool to answer these question and more as they arise during my career?
- What can I expect to receive from Social Security if I am retired under CalPERS?
- How may I receive a retirement calculation personalized for me from CalPERS?
- How will I use my personal retirement 403(b) funds?
- How do I manage the paperwork in the retirement process?
- What is my PUSD retiree health care benefit?

Presentation held at the Poway School Employees Office

Spouses Welcome

Saturday, April 6, 2019

9:00 a.m. to 11:00 a.m.

PSEA Offices- 12245 World Trade Drive, Suite H, San Diego, CA 92128

(858) 842-4980

Email Theresa Houle at thoule@planmembersec.com or call (858) 748-8021 to reserve your seat and materials

Representative is registered with and offers only securities and advisory services through PlanMember Securities Corporation, registered broker/dealer, investment advisor and member of FINRA/SIPC.

Reminders of upcoming May Dates & Deadlines:



PSEA Scholarship due to PSEA Office by 1:00 on 5/17/19

Scholarship application and
information links below:

[Information Page](#)
[Application](#)
[Nominee Form](#)



Education Financial Incentive due to PSEA Office by 5/15/19

[Application and Eligibility
requirements](#) - [click here](#)



Employee Appreciation and Board Meeting on 5/22/19

This is Classified Employee
Appreciation week. Stop by
the PSEA office. We will have
vendors, a membership drive
and the PSEA Board
Meeting. Hope to see you
here.

Google Webinars from Technology & Innovation Department

December 2017

Intro to Google Suites - You will receive an overview of Google Suites, learn how to incorporate Google Drive in your daily workflow, and get started with a Google Doc.

[Webinar Recording](#)

January 2018

Deep Dive Into Google Docs - This session will be overview of writing, collaborating, and sharing with Google Docs. There will be opportunities for hands on practice and individual support.

[Webinar Recording](#)

March 2018

Google Forms for Everyone - In this session, you will learn how to plan an event, manage event registrations, create a quick poll, and more using Google Forms. There will be opportunities for hands on practice and individual support.

[Webinar Recording](#)

January 2019

Google Team Drive - Learn how to use Google Team Drives, which have unlimited space, provide departments/teams an online space to host and create their documents, which make sharing documents seamless and easy. Team Drives are the future of collaboration on-line and at work.

[Webinar Recording](#)

Any classified employee who may be interested in seeking a career as a teacher.

We are pleased to announce that we will once again be accepting applications for the Classified Employee Grant Program offered through The San Diego County Office of Education (SDCOE). Classified employees who are currently working in our local school districts or county offices, and who would like to pursue a career as a teacher, are encouraged to apply.

The grant provides approximately \$3,000 per year to cover the costs of tuition, books, testing, and other academic support services. This grant is NOT a stipend. To help offset the cost of completing their educational plans, participants will be reimbursed for approved expenditures after they have submitted an invoice and proof of payment.

Grant participants, not currently enrolled in a credential program, will be required to take a series of online courses which incorporates their time in the classroom as well as provide instructional strategies, pedagogy, mentoring/advising, CBEST/CSET support and a pathway into a credential program.

Applications are being accepted to fill approximately 80-100 slots across four counties for the 2019-2020 school year, with an effective start date of July 1, 2019. The application process will be broken up into two phases of acceptance. Phase I will be for all applicants who are interested in applying to the online credential program at SDSU (deadline was March 1, 2019). Phase II will be for all other applicants regardless of where they are attending or plan to attend college.

Phase II: Applicants applying must meet the following criteria:

- Have completed a minimum of 60 units
- Be employed as a classified employee at a school district or county office
- Have a cumulative GPA of 2.75
- Complete the attached application
- Secure two letters of recommendation
- Complete the Personal Statement
- Provide unofficial transcripts from all colleges attended
- Complete the attached application to Feather River College (for the online course described above)

Applications due to district office by April 26, 2019

Contact: Becky O'Day (Special Education Intern Coordinator for PUSD) **by clicking on the below email link for applications and information:**

roday@powayusd.com

Upcoming Learning Offerings & Opportunities

- CLC courses on Inclusion and SAI implementation and collaboration.
- Work with Personnel Support Services on Grants that support current employees whose goal is to obtain their teaching credential while continuing to work for PUSD.
- Facilitate Custodian Safety training in collaboration with Risk Management
- August trainings: CPR/AED/First Aid, Attendance Seminar, Noon Duty and Student Support Services collaborative training. Additional focus for Noon Duty and Student Support Services will be provided for those working with Middle and High School students.
- September 30, 2019 is Professional Growth Day. Please contact me if you are interested in facilitating a course. Trowe@powayusd.com



Tania Rowe

Professional Learning Coordinator

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