



Newsletter

Winter Edition



PERSONNEL NEWS

November 17th OR November 22nd: Depending on your work calendar, **EARLY RELEASE DAY** as per Article 14.5:

- 14.5 There shall be a total of three (3) 'early release' days prior to holiday periods. These days shall occur as follows: One day prior to the Thanksgiving Break; One day prior or during the Winter Break; and one day prior or during the Spring Break.
- 14.5.1 Instructional aides and school site employees not referenced below who work 6-8 hours per day are released 15 minutes after the students are released or upon completion of assigned duties whichever is later.
- 14.5.2 10-month clerks are released after all students have been picked up by parents or buses. This is interpreted as normally being around 2:30 p.m.
- 14.5.3 11-month and 12-month employees take their early release time on their last workday before the holiday.
- 14.5.3.1 In the event the day prior or during the Winter Break is a school attendance day, 11-month and 12-month employees shall move their 2 hour early release time to the last working day of December.
- 14.5.4 This provision (14.5) may not apply to part-time employees nor those in childcare programs, before/after school programs, or any other program where children must be supervised. It is understood that all employees do not get the same amount of release time.

It's hard to
believe we have
ended the first
trimester!
Thanks to you,
**ALL KIDS CAN
WHEN WE
PROVIDE.....**



**NOVEMBER 23RD
& 24TH
HOLIDAY -
THANKSGIVING**





Reminder



Please remember to update your personal contact information. W-2s will be mailed out in January and we want to ensure you receive yours.

To make any changes, please fill out the Change of Personal Information Form and email it to Crystal Mejia at crmejia@cojUSD.org.

January

January 1st: HOLIDAY

January 11th and 12th: Professional Development for specified classified groups. More information to follow regarding topics/locations. Please visit our [personnel page](#) to view your work calendar.

January 15th: HOLIDAY

January 20th: SAVE THE DATE! COJUSD Teacher Job Fair at El Monte Middle School Gym from 9am - 12pm



FAMILY EDUCATION CENTER

Family Ed is holding its annual Tis the Season Toy and Resource Drive. We would love to have everyone participate and help promote this event. Our staff is working with school sites for assistance in identifying the neediest students.

As the holidays approach, you or your site may be starting to plan a special drive and/or giving activity. Since many of us serve the same families, it's important that we collaborate to avoid redundancy. If you would like more information or are interested in helping, please reach out to Cyndee Garcia at 528-1790 or email cygarcia@cojUSD.org.



Classified & Confidential Management will receive their retro and salary increase in the November payroll.

American Fidelity will be visiting sites in November. If you have health insurance with the district and have chosen a plan that you pay, be sure to set up a Section 125 so the deduction is taken before taxes.

Automatic deposit is the quickest and most secure method payment for both Payroll and / or Employee Reimbursements. See the Business Department [website](#) for forms to set up automatic payment.

All business related forms can be found on our department [website](#).

Just a reminder that all December payroll is mailed.

Business Department



MENTAL HEALTH

All COJUSD staff is invited to volunteer/present at our third Mother and Daughter Conference.

This FREE event will be held on December 9th at Orosi High School from 8am to 2pm.

Young ladies in sixth through twelfth grade will attend with their mothers and/or mother figures. Attendees will enjoy a keynote address, three inspiring breakout sessions, and a lovely lunch.

Please help us promote this wonderful event by sharing and encouraging your students to register!

Please contact [Linda Montemayor](#) or [Sarah Barajas](#) for more information

For Volunteer Form
[click here](#)

For Presenter Registration
[click here](#)



A memorial image featuring a man with a goatee and sunglasses, wearing a white t-shirt with a red "OBO" logo and a white vest. He is standing with large, white, feathered angel wings behind him. The background is a bright blue sky with white clouds and two white doves in flight. The text "Sergio Martin" is written in a large, elegant script font at the top, with "1973 - 2023" in a smaller, bold, sans-serif font below it.

Sergio Martin
1973 - 2023

Forever in our hearts

10/10/1973 - 11/6/2023

*"In grateful remembrance of a
Teacher who made a difference."*

-Anonymous