

OLTCA Newsletter

OCTOBER 2018

3rd Grade will be engaging in a PenPal Program this year with students from Madrid! Ms. Julius, our former teacher, is now living there and is going to connect us with her current 3rd Grade class. We are excited for our students to befriend others around the world and keep in contact with Ms. Julius!

On October 3rd, Grades 3 to 8 celebrated a beautiful Rosary Rally as we prayed for our OLTCA family. Our special intentions brought joy and they are so thankful for all of you!

The year has been off to a wonderful start & October is a busy month for us!

We began with our Anti-bullying day on October 1st as a kick off to our Kindness theme. We will be creating a Unity chain with each child and staff member creating a link with their name, picture and/ or message of kindness. Mrs. Swanson is continuing with her weekly Shout-outs recognizing the adults and children whom have performed an act of kindness. We are joining with the Lukoumi Make a Difference Foundation. The teachers are reading wonderful books from the Loukoumi book series to the children. The foundation works with the St. Jude Children's Research Hospital and our children will be making cards for the patients, and we will be asking for a \$1 donation to show the children that no good deed is too small and that together we can make a big difference.

We are in year 2 of two great programs. The Latin & Greek Roots program wherein the students in all grades learn new root words each week with grade level activities. This program will definitely have an impact on our student's vocabulary. The PDHP Too Good for Drugs program has begun. It is a ten-week program with an PDHP instructor teaching the children about healthy habits in grades K to 8.

Our Band program and Recorder instruction for Grades 2 to 5 begins this month as well as our Extra - curricular clubs and our Math 9 Regents class.

Students in Grades 1 to 8 will be receiving their Progress Reports on Oct. 18th

Grades 3 to 8 are experiencing the Terra Nova exams at this time. This is a diagnostic test whereas the individual and class results are analyzed to determine the strengths and weakness to drive instruction in the class.

October is Fire Prevention month, Grades Pre K 3 - Grade 2 hope to have a visit from the Fire Department. They will learn about Fire Safety and have a chance to go on the Fire Truck. We will have very excited and well informed Jr. Fire Fighters!

The children are very excited about the coming of Halloween! We will be having a Halloween Dance with a DJ on Friday, October 19th. I am looking forward to a wonderful night filled with all of our OLTCA family. All the classes will again be creating a class pumpkin. This is a cooperative project where the entire class has to work together to decide of the pumpkin theme and then to design it as creatively as possible. On Halloween day itself our Pre K 3 to Grade 2 classes will again be trick or treating to the Rectory!

Remember to check the calendar on our website for updates!

Excerpt text from the main text of a story to draw a reader's attention to the page.

Employee News

Whether you are starting an employee newsletter from scratch or trying to freshen up your existing newsletter, a good design is essential. A well designed document is easier to read. Employees will know exactly what kinds of information to expect and where to find each in the newsletter. A good design also makes it easier, and cheaper, to produce and update your newsletter.

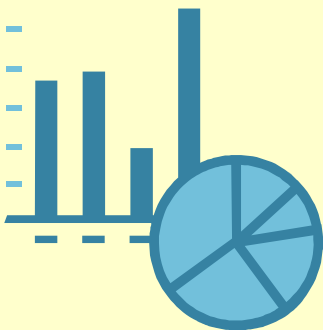
You can also use much of the content you put in your newsletter for your Web site. Microsoft Word offers a simple way to convert your newsletter to a Web publication. So, when you're finished writing your newsletter, convert it to a Web site and post it on your company intranet.

The subject matter that appears in newsletters is virtually endless. You can include stories that focus on current technologies or innovations in your field.

Department Profile: Name of Department

Profile a department in your newsletter to keep employees informed about what is going on in the company. Many times, employees only know what is going on in their department and do not see how their work fits into the bigger picture. By sharing information on different departments, you can help employees see how departments fit together to form the whole. When choosing which department to profile each month, you might want to consider how long the department has been in existence (profile new departments, or profile established ones in order of their age to show how the company has grown historically). You can also consider recent department accomplishments or upcoming deadlines.

In a department profile, share information about employees who work in the department, main projects on which the employees in the department are working, and the history of the department, including past accomplishments.



A caption is a sentence describing a picture or a graphic.

Industry News

Highlight news about other companies in your industry. This can include news on competitors as well as companies that provide your company with products or services.

It can help employees get their job done more efficiently and effectively to know such things as the features of a competitor's new product, a release date for a new product that could help in their work, or innovations that may change how customers work.

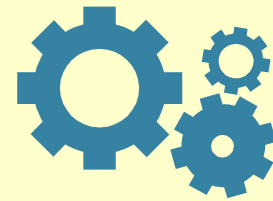
Employee Profile: Name of Employee

Reward employees and foster a sense of community by profiling employees in your newsletter. When choosing which employees to profile each month, you can consider length of service with the company (profile a new employee and one who has been with the company for 5 or 10 years or longer). You can also consider recent professional or personal accomplishments that would make interesting reading.

In an employee profile, you can share information about the employee's history with the company. You can write about his present position as well as other positions he's held at the company. This is also a great place to include professional accomplishments.

You can also include information about the employee's life outside of work. This can include biographical information such as where he was born, what school(s) he attended. You can also include information about his family and his hobbies.

It is also a great idea to include a photograph of the employee – grab your digital camera and surprise the employee at his desk. Or, if you want a more formal look, plan a photo session.



A caption is a sentence describing a picture or a graphic.

News from Human Resources

A newsletter is a great forum for announcing new company policies, changes to existing policies, important benefits information, and other important Human Resources information. For example, in the fall, you can print the company policy on carrying over vacation or sick days. This gives employees time to use vacation days that won't carry over, as opposed to finding out at the beginning of the year after the extra days have been lost.

If you do not have Human Resources announcements to make, you can use this column as a question and answer column. Ask employees to send questions that they want the Human Resources team to answer. If one employee has a question, it is likely that other employees have the same question. Answering those questions in this column helps communicate the information to all employees.

This is also a great place to write about employee activities, such as the employee picnic or holiday party. You can also promote employee social groups, such as a book club.

Birthdays and Anniversaries

Kim Abercrombie	Jan. 2
Jenni Merrifield	Jan. 10
John Evans	Jan. 12
Erik Andersen	Jan. 19
Sebastien Motte	10 years
Michiko Osada	7 years
Scott Culp	5 years
Rachel Valdez	5 years
Heidi Steen	2 years
Oliver Lee	1 year

Upcoming Events

A great way to add useful content to your newsletter is to include a calendar of upcoming events. Events can include company-wide deadlines for projects, company holidays, Human Resources events, and social or morale events.

Company holiday	Jan 2
Benefits open enrollment	Jan 3 – Jan 31
Network upgrade (system down)	Jan 27
Main Street project: proposal due	March 1
Annual shareholder's meeting	May 17
Company holiday	May 29
Company holiday	July 4
Company picnic	July 22

JANUARY 2006

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