
MT. LEBANON

EXTENDED DAY PROGRAM



Mt Lebanon Extended Day Administrative Newsletter

2024 SUMMER
EDITION

ED Corner

Updates from Daryl Lucke, Executive Director

Dear Team,

I want to extend my heartfelt gratitude to each of you for making this summer program a tremendous success. Your dedication, hard work, and enthusiasm have truly made a positive impact on our students and their families.

As we look forward to the upcoming school year, I am excited about the fun and engaging programs that will be planned. I am confident that with your continued commitment, we will achieve great things together.

Additionally, please be reminded that the administrative position changes that have been outlined for you will take effect on August 8th. We are optimistic that these changes will further enhance our team's efficiency and support our collective goals.

We appreciate the input you provided for our communication survey a couple of months ago. You can read the results in this newsletter.

Thank you once again for your exceptional efforts and looking forward to another successful year together.



We have some open positions available for the fall. They include:

Center Director
AM/PM staff
Kindergarten 11:00-6:30

If you know of anyone interested, we have reinstated the recruitment bonus. If you refer someone who gets hired, you will receive **\$150**. If that person reaches 90 days of employment, you will receive an additional **\$150**.

We appreciate your help in getting the word out and helping us recruit the same high caliber staff that we have with us already.



Summer Fun Photo Highlights



Communication Survey Results

We appreciate all who participated in the recent communication survey. Your feedback is invaluable to us. We have learned about several items that you would like to see included in the administrative newsletter, along with other insightful suggestions. I am pleased to inform you that we will be incorporating these suggestions into our future newsletters and communication strategies.

Specific examples include:

- Newsletter content to include staff achievements, Professional Development opportunities, job openings and child-care tips.
- Staff prefer the use of their personal email for sharing information
- Center Directors would like to see more hands-on demonstrations for teaching techniques and activities
- Staff are looking for more informed and consistent team meetings.
- Staff would like to see successful activities shared in a central location.

Your input helps us create a more informed and connected workplace. We appreciate your continued engagement and look forward to implementing these improvements. Thank you once again for your participation and for contributing to the betterment of our communication efforts.



July/August Pay Periods

7/31 pay is for hours worked
7/1-7/14

8/15 pay is for hours worked
7/15-7/28

8/30 pay is for hours worked
7/29-8/18



Summer Birthdays and Anniversaries

Happy Birthday!

June

Emmaline Cheney 6/7
Susan Gentile 6/8
Jess Borovich 6/17
Karlie Aschenbrenner 6/17
Laura Flaus 6/22
John Bedortha 6/23

July

Tanner McFoy 7/16
Anita Dextrateur 7/21
Laura Alpern 7/9
Dawn Chrestay 7/28
Holly Borz 7/18

August

Debbie Molinari 8/9
Theresa Kail 8/9
Rubina Waheed 8/10

Happy Anniversary!

June

Liz Comiski 6/13, 1 year
Emmaline Cheney 6/19, 1 year

August

Susan Gentile 8/16, 32 years
Jennifer Laux 8/16, 13 years
Mary Dudas 8/20, 5 years
Sharon Riesmeyer 8/21, 1 year
Judy Hamilton 8/21, 9 years
John Bedortha 8/22, 1 year
Courtney Kaplan 8/22, 1 year
Cory Riddle 8/23, 1 year
Dawn Chrestay 8/27, 37 years
Helen Nelson 8/29, 2 years
Lisa Cushman 8/28, 6 years
Carole Salvato 8/30, 7 years

September

Debra George 9/9, 5 years
Laura Alpern, 9/7, 1 year
Karlie Achsenbrenner, 9/12, 2 years



Important August Schedule Information

August 2- Last day of Summer Fun. Space is cleared out. All computers and radios need to be returned to the Office. (Computers will be upgraded to Windows 11 the week of Aug. 5th).

August 5th – 12th- Program staff are off for a well-deserved break. Please be sure to let Kelly know if you will be taking any vacation or personal time to cover these days.

August 12th- All day Center Director meeting at the Admin. Office 3rd floor conference room (9am-4pm)

August 13- All staff training at the Rec. Center (9am-4pm)

August 14 and 15- Staff report to centers for set up. (9am-4pm)

August 16th- Program staff are off. Please let Kelly know if you will be using vacation and/or Personal time for this day.

August 19- Final center set up day. (9am-4pm)

August 20- First day of school for grades 1-5. Kindergarten programs will hold parent meetings and parent meet and greet on **August 20 and 21**. (Specifics will be forthcoming)

August 22- First day of Kindergarten.

Thank you for reading!
