



**Wednesday, August 14, 2019**

**SESSION GOALS**

- Provide opportunities to ask questions and facilitate discussions for clarity
- Understand the professional expectations for staff
- Review supervision schedules for the fall semester
- Review educator’s handbook
- Sign-up for committees

Time	What	Who	Planning Notes
9:30-9:45	Welcome Agenda Overview Motivational Video	Dr. Parker	<a href="#">Video</a>
9:45-11:05	What is your temperament? Colors	Manson/Brown	
11:10-11:15	Break	All	
11:15-11:35	Staff Handbook Educator’s Handbook	Admin Team	<i>Bring a device</i> Click <a href="#">HERE</a> for the staff handbook District Policies to Review <a href="#">Student Relations</a> <a href="#">Drug and Alcohol Free Workplace</a> <a href="#">Employee Use of Social Media</a>
11:35-11:45	NCEES Training	Dr. Parker	<i>Bring a device</i> Click <a href="#">HERE</a> to access the NCEES ppt
11:45-11:55	Supervision <ul style="list-style-type: none"> <li>• Daily Duties</li> <li>• Mods</li> </ul>	Admin Team	<a href="#">PLANNING AND LUNCHESES</a> <a href="#">MORNING, LUNCH, AND AFTERNOON</a> <a href="#">DUTIES</a> <a href="#">MOD SCHEDULE</a>
11:55-12:05	Travel Tracker Training	Manson	<i>Bring Device</i>
12:05-12:15	Committee sign-up	ALL	Click <a href="#">HERE</a> to access descriptions Click <a href="#">HERE</a> to sign up for your committee. Everyone will serve on a committee.
12:15-12:30	Acceptable Use Agreement (return to Quincy) Wrap up Opening Days Schedule	Admin Team	<ul style="list-style-type: none"> <li>• 8/15-Crisis Training</li> <li>• 8/15-Committee Meetings</li> <li>• 8/19-Mastery Connect Training (Afternoon)</li> </ul>



	Questions		<ul style="list-style-type: none"> <li>• 8/20-Convocation (8a-3p)@ THS</li> <li>• 8/22-Open House (2p-7p)</li> </ul>
12:30	Lunch	ALL	
2:00-3:00	Laptop exchange	Core Teachers ONLY	Click <a href="#">HERE</a> for instructions regarding the laptop exchange.