

August 1, 2018

To: KSD Substitute Teachers

From: Larry Finn

RE: KSD Staff Development Training August 10 – 16

I hope all of you have had a wonderful summer. Here at KSD we are gearing up for another school year. We would like to ask all substitutes to attend several required trainings at KSD before school starts. You will be paid for the hours you attend the meetings/trainings. I have described the trainings and dates below:

CPI Full Workshop

On Friday, August 10 from 8:00 – 4:00 in the West Wing Conference Room in Roth Building, there will be CPI training for staff who **have not been through** the full-day training. If you attend this training on Friday, you will not need to attend the refresher trainings below.

Opening Meeting

School officially opens on Monday, August 13 at 8:00 in the Emery Elementary Gymnasium. During that meeting, Luanne will welcome staff as well as have a short program “You Make a Difference”. During the meeting, there will be three required trainings, Ferpa and Confidentiality, Bloodborne Pathogens, and Sexual Abuse Policies. Unfortunately, due to the state Ethics Committee policy, we are not able to serve breakfast as we have in the past.

Sexual Harassment Training

A link was sent to all staff from the state on a required online training on Sexual Harassment. That required must be completed by Friday, August 17. If you did not receive the email with the link, please let me know. If you complete the training, please print the certificate and turn in a copy to the H.R. Office.

CPI Refresher Training

This refresher is for staff who have already had the full day’s training. There are three times the training will be offered during the inservice week. Mary Hughes will conduct the training.

PLEASE PICK ONE TRAINING TO ATTEND.

- Monday, August 13 from 12:30 – 3:30 in the Elementary gym (Voice interpreter provided)
- Tuesday, August 14 from 1:00 – 3:45 in the Elementary Gym (No interpreter)
- Wednesday, August 15 from 12:45 – 3:45 in the West Wing (Voice interpreter provided)

I would appreciate it if you could email me and let me know if you are able to attend and which trainings you will be attending. Contact me at lfinn@kssdb.org.

Substitute Department Meeting

The head teachers, Petra and Kevin, would like to meet with all of the Elementary and Secondary classroom substitutes to review department policies. There will be a joint meeting for all classrooms substitutes on Thursday, August 16 at 10:00 a.m. in the Roberts Building Library. Timesheets will be available at the Thursday Department meeting for the workshops you attended during the week.

Please let me know if you have any questions.

Larry Finn

lfinn@kssdb.org