

**Program Services Team**

**Date: 8/3/15**

**Members: J. Sanders, C. Pauley, L. Austin, P. Parker, B. Lane, J. Harris, and K. Whitehurst**

**Topics: New Teacher Orientation Planning/Agenda**

<b>Time</b>	<b>Item</b>	<b>Leader</b>	<b>Notes</b>
<b>8-8:30</b>	<b>8/10/15 Breakfast</b>	<b>Joyce Harris</b>	<b>Breakfast, introduction of norms and introductions</b>
<b>8:30-9:00</b>	<b>Welcome and Introductions</b>	<b>Larry Cartner</b>	<b>Dr. Cartner welcomes new teachers and shares the direction of the school district.</b>
<b>9:00-9:20</b>	<b>ECPPS Vision Mission and Goals</b>	<b>Dianne Meiggs</b>	<b>Mrs. Meiggs shares the vision, mission and goals of ECPPS with the new teachers.</b>
<b>9:20-9:30</b>	<b>Welcome Message</b>	<b>Stephanie Ambrose</b>	<b>The District 2015 Teacher of the Year welcomes new teachers to ECPPS.</b>
<b>9:30-10:00</b>	<b>Curriculum updates</b>	<b>Joanne Sanders</b>	<b>Mrs. Sanders provides new teachers with curriculum updates</b>
<b>10:20-10:40</b>	<b>Special Education Laws and Legal Responsibilities</b>	<b>Lisa Ewers</b>	<b>Ms. Ewers provides new teachers with important information pertaining to exceptional students.</b>
<b>10:40-11:00</b>	<b>Finance Matters</b>	<b>Doug Hale Lauri McDaniels</b>	<b>Automatic Deposit, Pay Dates and Electronic "Pay Stub"</b>
<b>11:00-11:30</b>	<b>OSHA</b>	<b>Joyce Harris</b>	<b>OSHA video and other student health issues are discussed</b>
<b>11:30-11:40</b>	<b>Kagan Break</b>	<b>Bert Lane</b>	<b>Introduce Kagan classbuilding activity to new teachers</b>
<b>11:40-12:00</b>	<b>Mentor Program</b>	<b>Joyce Harris</b>	<b>Mrs. Harris discusses the mentor program (roles/responsibilities) with new teachers</b>
<b>12:00-1:00</b>	<b>Lunch</b>	<b>Joyce Harris</b>	

<b>1:00-1:40</b>	<b>Licensure and Contracts</b>	<b>Sherry Gallop</b>	<b>Mrs. Gallop discusses the licensure process and contracts</b>
<b>1:40-2:40</b>	<b>Benefits</b>	<b>Dorothy Lamb</b>	<b>Medical Insurance, Leave Requests, Benefits Package</b>
<b>2:45-2:55</b>	<b>401K and 403B</b>	<b>Regional Retirement Rep.</b>	<b>Benefits</b>
<b>2:55-3:30</b>	<b>ECPPS Website</b>	<b>Tammy W. Sawyer</b>	<b>Teachers take a guided tour of the ECPPS website and resources</b>
<b>3:30-3:45</b>	<b>Day two agenda, closure and survey</b>	<b>Joyce Harris</b>	<b>Day two agenda, closure and survey</b>
	<b>8/11/15</b>		
<b>7:30-8:00</b>	<b>Breakfast</b>		
<b>8:00-8:30</b>	<b>Ipad Deployment</b>	<b>Paul Wendell</b>	<b>Distribute Ipad to elementary and secondary teachers</b>
<b>8:30-12:30</b>	<b>Breakout sessions</b>		
<b>8:30-12:30</b>	<b>MCLASS Training</b>	<b>Leigh Austin</b>	<b>MCLASS training for K-4 teachers</b>
<b>8:30-9:15</b>	<b>Building Relationships</b>	<b>Bert Lane</b>	<b>How to build relationships with your students 5-12 Teachers</b>
<b>9:20-10:05</b>	<b>Revised Bloom's Taxonomy</b>	<b>Kim Whitehurst</b>	<b>Revised Blooms and question stem training 5-12 Teachers</b>
<b>10:10-10:55</b>	<b>Formative Assessment/Literacy</b>	<b>Christie Pauley</b>	<b>Modeling of formative assessment and literacy techniques for 5-12 Teachers</b>
<b>11:00-11:45</b>	<b>Brain Research</b>	<b>Joyce Harris</b>	<b>Exploration of research based brain research practices for 5-12 Teachers</b>
<b>11:45-12:30</b>	<b>Debrief with Instructional Coaches</b>	<b>Bert Lane Christie Pauley Kim Whitehurst</b>	<b>Time to reflect and process explored topics and ask questions.</b>

		<b>Joyce Harris</b>	
<b>12:30-1:30</b>	<b>Lunch with Mentors</b>		<b>Time to meet mentor teachers and ask pertinent questions.</b>
<b>1:30-4:00</b>	<b>Site Orientation at Schools</b>		<b>Teachers have time to spend in their school and classrooms.</b>
	<b>8/13/15</b>		
<b>8:00-8:30</b>	<b>Breakfast</b>		
<b>8:30-12:00</b>	<b>NCEES Training</b>	<b>Sonya Rinehart</b>	<b>Teacher evaluation training</b>
<b>12:00-1:00</b>	<b>Lunch</b>		
<b>1:00-3:30</b>	<b>Cooperative Learning (Secondary)</b>	<b>Donna Jomp</b>	<b>Teachers participate in a variety of research based Cooperative Learning strategies.</b>
<b>1:00-3:30</b>	<b>IPAD training</b>	<b>Beth Strecker</b>	<b>Teachers are trained on the usage of IPADS and various educational APPS</b>
<b>3:30-4:00</b>	<b>Closing and Surveys</b>	<b>Bert Lane Joyce Harris</b>	<b>Complete session evaluation forms and answer questions</b>
	<b>8/14/15</b>		
<b>8:30-12:00</b>	<b>Beginning Teacher Reflections</b>	<b>Joyce Harris</b>	<b>Debrief with first year teachers</b>