

Mascoutah



Administrative Support Center

Community Unit School
District 19

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TO: All Staff - Mascoutah Community Unit School District 19

FROM: Craig A. Fiegel, Superintendent

DATE: July 31, 2017

RE: Opening Activities for the 2017-2018 School Year

Welcome to the 2017-2018 School Year in District 19!

The hot summer temperatures make it difficult to think about doing much, except maybe jumping in the pool. However, it's time to start thinking about a new school year.

This year, as always, we have identified initiatives that we will be working on, in addition to supporting programs already in place. Every year sees new challenges, and every year staff steps up to meet those challenges for every student, every day. For us to remain relevant, meeting the needs of our students requires our best efforts. We must continue to be creative, stay focused and remain enthusiastic.

This year will bring new challenges; it will also present exciting new opportunities. We will discuss the changes we are making in technology that we believe will provide you additional support. We will describe these new and exciting changes that we believe will better support staff and students.

They continue to struggle in Springfield. While they have settled on a budget, they have not approved school funding. We will continue to watch, with interest, the efforts in Springfield.

It is exciting to begin preparing for the school year and a new group of students. I look forward to seeing everyone on August 15th when we will gather in the auditorium at MHS. Please review the following important information, which includes agendas for the beginning of the school year.

Enjoy your remaining days off.

New Teacher Orientation

August 7 & 8 8:00–3:00 Room 101 – Administrative Support Center

2017-2018 Opening Activities - Teachers

August 14, 15 (Schedule below)

First Day for Students

August 16 – 1/2 day student attendance

The remaining portion of this mailing is devoted to updates from various departments and miscellaneous information regarding administrative matters. Please read this newsletter carefully as the information will prepare you for a successful start to the school year:

New Certified Personnel

<u>Name</u>	<u>Position</u>	<u>Location</u>
Micki Brinkmann	5th Grade	MES
Elizabeth Cook	3rd Grade	MES
Heather deRijke	Special Education	MES
Kelsey Dinges	3rd Grade	MES
Emily Fensom	1st Grade	SES
Jarrold Frey	Social Science	MMS
Sarah Gordon	Special Education/RtI	MHS
Leah Haskett	ELA	MHS
Bethany Helf	5th Grade	MES
Steven Hopkins	JROTC	MHS
Kevin Jaenke	Industrial Tech	MMS
Cara LaGrow	Kindergarten	SES
Zachary Rhines	Vocal Music	MHS
Anne Schaubert	Building Instr Support Specialist	SES
Cole Schomaker	Physical Education	MMS
Jessica Seger	Special Education Coordinator	ASC
Julia Shook	Special Education	SES
Kellie Speichinger	4th Grade	MES
Chelsey Sterrett	Family Consumer Science/ELA	MHS
Jill Tasker	1st Grade	MES
Lisa Terch	Music/Vocal Music	WES/MMS
Jay Voss	Social Science	MHS
Jessica Ward	Science	MHS
Amy Wysocki	Assistant Principal	MHS
Megan Zinck	5th Grade	WES
Melissa Becker	Science	MMS
To Be Determined	Social Worker	MHS
To Be Determined	Special Education	MMS

GENERAL INFORMATION

Curriculum and Instruction

There are a number of things to be shared about curriculum and instruction as we begin this new year. We have several transfers in our teaching and aide staff, 26 new teachers to add to our ranks, updates on the progress of grants and the hopeful addition of more grant opportunities. All of this, along with our new structure for supporting instruction through the library media centers and technology classrooms and changes in instructional direction driven by recent professional development. All of this is helping to set the stage for a powerful year of learning and growth and will be reviewed during orientation.

Professional Development and Licensure Renewal:

A reminder to enter any PD hours in your Educator Professional Development folder through the Educator Licensure Information System (ELIS). Please keep any copies of signed Evidence of Completion forms for your records if your file should be audited.

If you have just renewed your licensure, please be aware that you are required to complete 120 professional development hours in your new five year cycle. Provisions that reduce this number no longer exist. A thanks to those of you who have renewed your license this past year and have provided a copy to this office. If you have renewed and haven't yet sent a copy, please do so.

Transcripts: State law requires that all professional files contain original transcripts. Anyone who has **added college hours** to their transcript since August 2016 must submit **original transcripts** to the district in order for those hours to be calculated into this year's salary. The deadline to be received in this office is **August 31, 2017**. Universities should send your transcript(s) to Mascoutah School District, 421 W Harnett, Mascoutah, IL, 62258. You will receive an email from our office verifying your original transcript has been received. If the revised transcript is sent to you, in order for it to meet the "original" requirement, please bring it in its sealed envelope to this office. Do not open it.

Business and Operations

Changes are abundant in the Business Department. From turning over a new fiscal year and budget to online benefits enrollment, we have been busy trying to ensure that our District is fiscally ready for the 2017-2018 school year.

Here are some additional reminders:

Benefits: Online enrollment kicked off and ran through the end of July. Thank you for your time and attention in making the online effort a success. All benefit elections or updates should be completed by no later than Friday, August 4. An additional change to benefits this year is the change of our Dental and Vision carrier to Delta Dental and Delta Vision.

Mileage Reimbursement: Travel between the schools within the city of Mascoutah will not be reimbursed. Travel to or from WES and SES as well as out of district travel will be reimbursed. Please turn in travel reimbursements quarterly. Reimbursement requests turned in after June 30, 2018 for travel that was done in school year 2017/2018 will not be reimbursed.

Retirement savings: The district continues to offer a pre-tax investment tool, 403(b), that allows you to accrue tax-deferred income for retirement. For more information and to see the advantages, check out afplanserv.com.

Technology

To address changes in our technology department, we have a new structure to support the instructional and hardware sides of technology. During the start of school we will be reviewing that structure and mapping out the workflow to help communicate where you go when you have a questions.

Special Education

This year brings some exciting changes in the Special Education Department. We appreciate the knowledge and experience of our returning special education staff members and look forward to learning with and from many new faces who will be joining our staff this school year. Each of the students we serve presents unique and amazing qualities and I am excited to see them grow and progress!

Annual Review, Speech, and SEL meeting dates have been scheduled for the year. All special education staff and administration will be sent the appropriate information.

Individual Care Aides: If you are assigned a student that requires Medicaid documentation, Amy Cook will contact you after the school year starts to schedule training.

Aide Training: Following the morning session and lunch on Tuesday, August 15, all instructional, individual care and supervisory aides will report to the High School Gym for training. The afternoon session will run from 12:05 - 3:00 pm.

CPI Re-certification Training: Staff due for CPI Re-certification have been notified by email. If you have questions about when your recertification is due, contact the Special Education Department.

August 16 12:45-3:45 CPI Recertification Training ASC, Room 101

CPI Initial Certification: Staff will be notified about their participation in Initial CPI Training. Training requires a full day of attendance and will be scheduled for the end of September.

CPR Certification: Several individuals are due for certification. You will receive an e-mail indicating when you will recertify.

If you have any questions, please contact the Special Education Office.

2017-2018 Opening Activities

Monday, August 14 8:00-3:00

Certified Staff report to buildings with exception (Teachers of Math K-8 and SLPs)
See individual building and August 14 training schedule

Tuesday, August 15 8:00-3:00

7:30 Building Open

Continental breakfast with coffee provided

8:00 Opening Remarks

- Welcome/Staff Acknowledgement
- Goal Discussion Update
 - Board of Education Priorities
 - Action Plan
- Business update
 - Salary Verification
 - Benefits
 - Insurance
 - Coming Perks
- Instruction Update

9:00 Technology

- New Structure
- Infrastructure
- Student Information System
- Technology Committee

9:45 - 10:00 Break

10:00 Mandatory Training (Blood Borne, Epipen, Diabetes)

10:50 Teacher Evaluation Update

10:50 Classified Breakout - report to

11:20 Lunch dismissal staff (on your own)

12:05 Classified Staff - *Aide training (Instructional, Individual Care, Supervisory)*

12:05 -3:00 Instructional/Individual Care Aide training (location MHS band room)

12:05-3:00 Food Services/Transportation/Building & Grounds Personnel (MHS auditorium)

12:05 Certified staff report to buildings - see building schedules

3:00 End of scheduled activities

Wednesday, August 16

AM - Student Attendance

School Improvement Early Dismissal Time:

- MHS 10:55 a.m.
- MMS 11:40 a.m.
- MES/SES/WES 11:50 a.m.

PM - Meetings

MHS

Lunch 11:10 - 12:00
Workshop 12:00 - 3:00

MMS

Lunch 11:55 - 12:45
Workshop 12:45 - 3:30

MES/SES/WES

Lunch 12:10 - 1:00
Workshop 1:00- 3:50

12:45 - 3:45 CPI Training (ASC)

We have 4 School Improvement Early Dismissal days in the 2017-2018 school calendar:

August 16th, December 21st, February 15th & May 24th (if no inclement weather days)

- MHS 10:55 a.m.
- MMS 11:40 a.m.
- MES/SES/WES 11:50 a.m.

December 21st is a half day. Staff dismissed 30 minutes after students.