August 14, 2020

MEMORANDUM

To: Principals, Assistant Principals, Leadership Interns and Athletics and Activities

Managers

From: Anissa Dennis

Chief School Management and Instructional Leadership Officer

Subject: Opening Staff Planning and Training Expectations August/September 2020

**Summary**

* Please find expected topics for staff training during the August 25-September 4 window on pages 2-7 below. As you create your school-based agenda for staff members, all schools should have opening staff week agendas that include:
  + Two 7 hour blocks or two 3.5 hour blocks of "self-directed" time for staff members to prepare for the start of the school year.  No meetings or tasks are to be assigned during this time period. This parameter is necessary to be in compliance with the HCEA Agreement.
  + 3 hours of designated time for paraeducators to complete Safe School Modules.
  + 30 minutes of designated time on August 25th for staff to complete the asynchronous Technology Integration Matrix module.
  + Designated time for new staff to complete additional required trainings as outlined in the expected topics for staff training.
  + Designated time for staff to complete required asynchronous modules and Safe School Modules should be included during opening week schedules and/or PIP time in September.

**Action**

* Review the [HCPSS inservice schedule](https://docs.google.com/document/d/1Aeq-3D_eR6XI_o4hr8jB2dVRc9v3Kp0OItSC7UHZAKg/edit?usp=sharing).
* Review the training topics and incorporate into your Opening Staff Week Schedule for August 25-September 4.
* Send your completed Opening Staff Week Schedule to your Community Superintendent and Performance, Equity and Community Response Director by August 24, 2020.

**Questions**

* If you have any questions, please contact your Community Superintendent or Performance, Equity and Community Response Director.

**Required Staff Trainings: Fall 2020**

**Synchronous Trainings to be delivered by school administrators/personnel:**

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| --- | --- | --- |
| **Topic/Contact Person** | **Amount of Time to Allot** | **Notes** |
| Overview of Professional Learning 2020-2021  Contact Person: Juliann Dibble, Director of Teacher and Paraprofessional Development | 15 minutes  synchronous  administrators incorporate slides into opening presentations to staff on August 25 | Slides will be shared with administrators by August 20, 2020. |
| Suicide Prevention Information for all school-based staff  Contact Person: Cindi Schulmeyer, Coordinator of Psychological Services | 60 minutes  synchronous  school psychologist, school social worker and/or school counselor presentation to staff | Training is provided jointly by the school counselor(s) and school psychologist. Schedule during a Wednesday staff meeting in September after September 2. Required sign-in in Frontline. |
| Epipen and Narcan/Naloxone  Contact Person: Kerrie Wagaman, Coordinator of Health Services | 10-15 minutes  Safe schools &  face-to-face  nurse presentation to all staff if/when staff return to buildings with students | Epipen training has two parts: SafeSchools training and training with the nurse. Nurses will train all staff in the mechanical use of the epipen as well as a general understanding of when to use it, storage in AED cabinet, and regulations after use.    Narcan/Naloxone training overview is brief to all staff to be aware that we also carry the medication in the AED boxes. |
| Emergency Operations Plan (EOP)  Contact Person for EOP: Alan Moss, Manager - Safety & Security Planning | To be determined by each school  synchronous  administrator presentation to all staff between August 23-September 27 | Reinforce school EOP and teacher packets. |

**Asynchronous Modules to be completed by staff and/or administrators:**

|  |  |  |
| --- | --- | --- |
| **Topic/Contact Person** | **Amount of Time to Allot** | **Notes** |
| Technology Integration Matrix Module | 30 minute asynchronous module | Staff must be allotted at least 30 minutes on August 25th (**school-based day**) to complete this module. |
| Using Canvas Templates for Instruction Module | 60 minute asynchronous module | Staff will be provided time on August 26th (countywide PL day) to complete this module.  All instructional staff and administrators must complete this module by 8/28.. |
| Digital Teaching and Learning Module | 60 minute asynchronous module | Staff will be provided time on August 26th (countywide PL day) to complete this module.  All instructional staff and administrators must complete this module by 8/28.. |
| Canvas Tools Refresher | self-directed modules | Staff will be provided time on August 26th (countywide PL day) to complete this module.  Instructional staff should select at least one module to complete by 9/8.. |
| Accessibility in a Virtual Platform Pt 1 Module | 60 minute module | Instructional staff and administrators were required to complete this Spring 2020.  New instructional staff must complete this module by 9/4. |
| Accessibility in a Virtual Platform Module Pt 2 | 60 minute module | Staff will be provided time on August 27th (countywide PL day) to complete this module.  All instructional staff and administrators are required to complete this module by 9/4. |
| Using Canvas Gradebook-Elementary Module | 60 minute module | Staff will be provided time on August 27th (countywide PL day) to complete this module.  Elementary instructional staff and elementary administrators are required to complete this module by 9/4. |
| Using Canvas Gradebook-Secondary Module | 60 minute module | Staff will be provided time on August 27th (countywide PL day) to complete this module.  This module is required for new secondary instructional staff who are teachers of record and must be completed by 9/4. This module is optional for returning secondary staff. |
| Lightspeed Module | 60 minute module | PK-5 instructional staff will be provided time on August 31s or September 1st (countywide PL day) to complete this module.  PK-5 instructional staff and elementary administrators are required to complete this module by 9/4.  Secondary instructional staff and administrators will have this required training at a later date (anticipated date in October.) |
| Racial Equity Module | 90 minute module | Staff will be provided time on September 1st (countywide PL day) to complete this module.  All staff and administrators are required to complete this module by 9/4. |
| Building Classroom Environment/SEL- Elementary Module | 60 minute module | Staff will be provided time on September 1st (countywide PL day) to complete this module.  Elementary instructional staff and elementary administrators are required to complete this module by 9/4. |
| Building Classroom Environment/SEL- High School Module | 60 minute module | Staff will be provided time on September 1st (countywide PL day) to complete this module.  High school instructional staff and high school administrators are required to complete this module by 9/4.  (Note: Middle school instructional staff will attend a synchronous training for this content on September 1st.) |
| Crossing the Line | 20 minute module | All staff and administrators are required to complete this module by 10/1. |
| Controversial Issues Policy Module | 30 minute module | Staff must be allotted at least 30 minutes on one of the **school-based days** to complete this module.  Instructional staff and administrators are required to complete this module by 9/4. |
| SafeSchools Modules  Contact Person:  Pierre Van Greunen, Safety, Environment, and Risk Management Officer | Self-directed online for all staff | Staff can access through the link in their email inbox. Mandatory trainings for all employees are:   * COVID-19 Workplace Re-entry Training (25 minutes)   + all staff by 9/4 * Child Abuse (Full Maryland) (34 minutes)   + new HCPSS staff by 9/4   + all staff by 10/1 * HCPSS Sexual Discrimination; Staff to Staff (23 minutes)   + all staff by 10/30 * HCPSS Bullying Prevention (33 minutes)   + new staff by 9/4   + returning staff by 10/30 * HCPSS Indoor Environmental Quality (IEQ) Training (22 minutes)   + all staff by 10/30 * Active Shooter: Staff (44 minutes)   + all staff by 10/30 * Bloodborne Pathogens (22 minutes)   + new staff by 9/4   + returning staff by 10/30     Staff at school buildings:   * Health Emergencies: Life Threatening Allergies (15 minutes)   + new staff by 9/4   + returning staff by 10/30     Certificated Staff:   * Section 504 Overview for Certificated Staff (31 minutes)   + new staff by 9/4   + returning staff by 10/30     Science teachers and all staff members who work in science laboratories.   * Safety Data Sheets (SDS) (19 min) * Science Lab Safety (25 min) * Science Lab Chemical Spills (25 min)   + new staff by 9/4   + returning staff by 10/30 |
| Synergy Training  Contact Person: Brenda Finkle, Technology Trainer | Self-directed online for new teachers (10-20 minutes to complete) | <https://hcpss.instructure.com/courses/33079/pages/synergy-online-training>  New teachers will view a short presentation about how to set up seating charts, take attendance, how to enter interim/report card grades, set up Parent/Teacher Conferences, and enter Minor Incidents and Student Injury reports. This training should be completed by 9/18. |
| Hoonuit Training    Contact Person: Brandy Iskin, Coordinator of Data Warehouse | Self-directed online for new teachers (15-20 minutes to complete) | <https://hcpss.instructure.com/courses/54028/pages/hoonuit-tutorials>  New teachers will view short presentations about Hoonuit basic terminology, navigation, content, and functionality. This training should be completed by 9/18. |
| Digital Integration of Tools for Teaching  Contact Person: Teddy Hartman, Director, Strategy and Data Privacy | Self-directed online for all teachers (20-30 minutes to complete) | <https://hcpss.instructure.com/courses/48282>  All new instructional staff will complete an online module on the selection and use of Digital Tools by 9/11. |