

July 26, 2018

MEMORANDUM

To: Principals
Assistant Principals
Leadership Interns
Athletics and Activities Managers

From: Frank V. Eastham Jr., Chief School Management and Instructional Leadership Officer

Subject: Opening Staff Week Planning and Training Expectations

Summary

- As you finalize your August 22-31 agenda for staff members, all schools should have opening staff week agendas that include:
 - One 7 hour block 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.
 - 2 hours of designated time for paraeducators to complete Safe School Modules.
 - Time to travel to and participate in Regional Kickoff meetings on August 23, 24, or 27
 - Permission for HCEA building representatives to attend a 2-hour training on August 28 from 1:00-3:00pm.
 - Consultation with teaching staff on the scheduling of PIP periods. The negotiated agreement with HCEA now includes language stating “The scheduling of PIP periods shall be determined by the principal after consultation with the faculty, which shall occur prior to the first student attendance day of the school year.” This can be done through a survey or at a staff meeting during the opening staff week.
- In addition, please find expected topics for staff training during the August 22-31 window as well as a review of training for administrators in July and August on the pages below.

Action

- Review the training topics below and incorporate as appropriate into your Opening Staff Week Schedule.
- Send your completed Opening Staff Week Schedule to your Community Superintendent and Performance, Equity and Community Response Officer by August 15, 2018.

Questions

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

Training for Opening Staff Week in August

Topic/Contact Person	Amount of Time to Allot	Notes
<p>SafeSchools Modules</p> <p>Contact Person: Terry Street, Manager, Implementation and Assessment, Office of Safety and Security</p>	<p>Self-directed online</p>	<p>Staff can access through the link in their email inbox.</p> <p>Note that the Crossing the Line presentation is no longer mandatory for all staff; it is presented at New Teacher Orientation. However, Principals are welcome to review the information with staff members.</p> <p>Mandatory trainings for <u>all employees</u> are:</p> <ul style="list-style-type: none"> ● Child Abuse (Full Maryland) (21 minutes) ● HCPSS Sexual Discrimination; Staff to Staff (23 minutes) ● HCPSS Bullying Prevention (33 minutes) ● HCPSS indoor Environmental Quality (IEQ) Training (22 minutes) <p><u>Staff at school buildings:</u></p> <ul style="list-style-type: none"> ● Health Emergencies: Life Threatening Allergies (15 minutes) <p><u>Certificated Staff:</u></p> <ul style="list-style-type: none"> ● Section 504 Overview for Certificated Staff (31 minutes) <p><u>Science teachers</u> and all staff members who work in science laboratories.</p> <ul style="list-style-type: none"> ● Safety Data Sheets (SDS) (19 min) ● Science Lab Safety (25 min) ● Science Lab Chemical Spills (25 min)

<p>Frontline Absence Management System</p> <p>Contact Person: Suzy Zilber, Manager, Support/Temporary Services</p>	<p>Self-directed online (time needed is to be determined)</p>	<p>Online modules will be available soon for training on how to use the substitute assignment system which is replacing SmartFind; additional details to follow.</p>
<p>Digital Integration of Tools for Teaching</p> <p>Contact Person: Teddy Hartman, Coordinator of Data Privacy</p>	<p>Self-directed online (20-30 minutes to complete)</p>	<p>Teachers will complete an online module on the selection and use of Digital Tools. Details will be shared with administrators at the August 29 meeting.</p>
<p>Canvas Training</p> <p>Contact Person: Joe Allen, Coordinator of Learning Systems</p>	<p>Self-directed online (20-30 minutes to complete) with additional time in the week to set up Canvas pages by either importing previous courses or setting up new teacher home pages</p>	<p>Teachers will view a short presentation about new functionality, best practices, and a review of 2018-19 Canvas Expectations. Details will be shared with administrators at the August 29 meeting.</p>
<p>Synergy Training</p> <p>Contact Person: Brenda Finkle, Technology Trainer</p>	<p>Self-directed online (10-20 minutes to complete)</p>	<p>Teachers will view a short presentation about how to set up seating charts and take attendance. They will also have the opportunity to review how to enter interim/report card grades, set up Parent/Teacher Conferences, and enter Minor Incidents and Student Injury reports.</p>
<p>Suicide Prevention Information for all school-based staff</p> <p>Contact Person: Cindi Schulmeyer, Coordinator of School Psychology, Section 504, and Instructional Intervention</p>	<p>15-20 minutes</p>	<p>Training is provided jointly by the school counselor(s) and school psychologist. Can be in opening staff week or at a staff meeting in September or October.</p>

<p>Opening Student Week Engagement activities</p> <p>Contact Person: Ebony Langford-Brown, Executive Director, Curriculum, Instruction and Assessment</p>	<p>5-10 minutes</p>	<p>Principals will receive slides to use to present expectations to staff. Materials for the engagement activities with students will be provided online.</p>
<p>Epipen and Narcan/Naloxone</p> <p>Contact Person: Kerrie Wagaman, Coordinator of Health Services</p>	<p>20-30 minutes</p>	<p>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.</p> <p>Narcan/Naloxone training overview is brief to all staff to be aware that we also carry the medication in the AED boxes.</p>
<p>Emergency Operations Plan (EOP) and Active Threat Training</p> <p>Contact Person for EOP: Alan Moss, Manager, Office of Safety and Security</p> <p>Contact Person for Active Threat: Kevin Burnett, Coordinator of Security</p>	<p>To be determined by each school</p>	<p>Using the information from August 14, 16, or 20 Emergency Operations Plan training for administrators and the August 29 Active Threat training for administrators, schools will determine the best way and time to train staff members. Can be in Opening Staff Week or at September staff meeting.</p>
<p>Social-Emotional Learning</p> <p>Contact Person: Lisa Davis, Coordinator, Early Childhood Programs</p>	<p>60 minutes for elementary only</p>	<p>Training will be provided to elementary administrators on August 15.</p>

Training for Administrators in July/August

Dates/Location of Training	Topic/Audience	Notes
July 10, 12, 24, or 26 Burleigh Manor MS	Hoonuit Training 11am-12pm School Improvement Workshops 12:30-3:30pm All principals and assistant principals (leadership interns welcome but not required) plus SIT members	Review of SIP dashboards in Hoonuit (Brandy Iskin) Review of SIP targets, expectations, and template (SMIL and Curriculum offices)
July 25 (Board Room B), July 31 (Ascend One Chesapeake) or August 8 (Old Cedar Lane, Pine room) 12:30-3:30pm	Student Services Training Principals	Section 504, Emergency Plans for students with IEPs and 504 plans, Threat Management, and Mobile Crisis Teams (Cindi Schulmeyer)
July 31 or August 7 9:00-11:30 Ascend One	Teacher Development Liaison (TDL) Planning and Training Principals	Setting goals/expectations for professional learning for the 2018-2019 school year (Juliann Dibble)
NOTE DATE CHANGE (NO LONGER ON AUGUST 7, 10, 14) August 14 or 16 2:00-3:30 location TBD or August 20 1:30-3:00 Reservoir HS	Emergency Operations Plan training All principals and assistant principals (leadership interns welcome but not required)	Review of new Emergency Operations Plan and review of exercise scenarios to use with staff members (Tom McNeal) Please Note: The System Kickoff on 8/20 will end at noon. School teams can return to RHS for this training, or attend the 8/14 or 8/16 training and then return to their schools after the System Kickoff on the 20th.
August 14-16 Reservoir HS	New Teacher Orientation n/a	Awareness only; no requirements of school-based administrators for this year (Juliann Dibble)

<p>August 15 9:00-11:30 or 12:30-3:00 Wilde Lake HS</p>	<p>Social-Emotional Learning</p> <p>All elementary principals and elementary assistant principals (elementary leadership interns welcome but not required)</p>	<p>Review of Social-Emotional Learning training for opening staff week (Lisa Davis)</p>
<p>August 20 8:30-12:00 Reservoir HS</p>	<p>Systemwide Kickoff</p> <p>All administrators (including AAMs)</p>	<p>Dr. Martirano presents 8:30-10:00 SMIL Administrators meet 10:15-12:00</p>
<p>August 21 8:30-11:30 or 12:30-3:30 Ascend One Patuxent</p>	<p>504 Training for Administrative Building Coordinators (ABCs)</p> <p>Designated ABCs in each school (must be a school administrator not a student services team member)</p>	<p>Topics:</p> <ul style="list-style-type: none"> ● Emergency Plans ● Co- and Extra-Curricular Activities ● Testing Accommodations ● Steps for a High Functioning 504 Team (Cindi Schulmeyer)
<p>August 29 8:00-11:00 Secondary 12:00-3:00 Elementary Patapsco MS</p>	<p>Active Threat training</p> <p>Entering discipline in Synergy</p> <p>Canvas/Digital Tools</p> <p>All principals, assistant principals, and leadership interns</p>	<p>90 minute presentation on Active Threat training by Office of Safety and Security (Kevin Burnett)</p> <p>90 minute presentation on Synergy, Canvas, and Digital Tools by the Synergy and Canvas team (Brenda Finkle, Teddy Hartman, Joe Allen, and Julie Wray)</p> <p>morning/afternoon assignments to school administrative teams to follow</p>
<p>August 29 8:30-11:30 Elementary 12:30-2:30 Middle 12:30-3:30 High Ascend One Susquehanna</p>	<p>School Testing Coordinator (STC) meeting</p> <p>Designated STCs in each school</p>	<p>Agenda to be shared by Tim Guy</p>