



# ROLLA #31 PUBLIC SCHOOLS

## 2011-2012 Back-to-School Workshop Schedule

### NEW EMPLOYEE INFORMATION

#### NEW FACULTY:

##### TUESDAY, AUGUST 9, 2011

- 8:00 – 10:30 am Introduction of new faculty members to Admin Bldg personnel; Info from Sandy Van Aken;  
**MANDATORY** - Tax Sheltered Annuity Program/Cafeteria Plan(Section 125);  
New faculty orientation with the central office administrators (school board policies, sexual harassment laws,  
RCTA information) -- Admin Bldg - Board Room (Room 134);  
Tour of offices / finish employee paperwork -- Admin Bldg - Board Room (Room 134)
- 10:45 – 3:00 pm New faculty orientation with building principal; copier training; PLC inservice; lunch with building principal --  
at school campus to which the new teachers have been assigned

##### WEDNESDAY, AUGUST 10, 2011

- 9:00 – 12:30 pm Technology Training Workshops for New Faculty – SEE BACK FOR DETAILS
- 12:30 – 1:30 pm Lunch on your own
- 1:30 – 3:30 pm SMARTBoard Training – All new teachers who will have a SMARTBoard in their classroom are required to attend this  
session – High School (Room 200); those without a SMARTBoard will work in their rooms --  
at school campus to which the new teachers have been assigned

##### THURSDAY, AUGUST 11, 2011

- 8:00 – 9:30 am New faculty orientation to MAP assessment and curriculum responsibilities with Craig Hounsom --  
Admin Bldg - Board Room (Room 134)
- 9:45 – 11:30 am Mentor/Protégé/Principal training session with Dr. Aaron Zalis, Kelly Hinshaw, Craig Hounsom, & PDC committee  
representatives; New faculty orientation & overview of the professional-based teacher evaluation process –  
Admin Bldg - Board Room (Room 134)
- 12:00 – 1:30 pm Lunch - new teachers/school board members/administrators -- Rolla Middle School Cafeteria

### NEW SUPPORT STAFF (INCLUDING THOSE HIRED AFTER 8/12/10):

##### TUESDAY, AUGUST 9, 2011

- 8:30 – 9:30 am **MANDATORY** - Tax Sheltered Annuity Program/Cafeteria Plan(Section 125)--Admin Bldg-Board Room(Room 134)

### ALL FACULTY AND SUPPORT STAFF INFORMATION

#### FACULTY:

##### TUESDAY, AUGUST 9, 2011

- 8:30 – 9:30 am Tax Sheltered Annuity Program/Cafeteria Plan(Section 125) -- Admin Bldg-Board Room (Room 134)—  
**OPTIONAL FOR RETURNING STAFF**
- 9:00 – 3:00 pm SMARTBoard Training Workshop for Returning Faculty/New SB Users – SEE BACK FOR DETAILS

##### WEDNESDAY, AUGUST 10, 2011

- 9:00 – 3:30 pm Technology Training Workshops – SEE BACK FOR DETAILS

##### THURSDAY, AUGUST 11, 2011

- 9:00 – 2:30 pm Technology Training Workshops – SEE BACK FOR DETAILS

##### FRIDAY, AUGUST 12, 2011

- 8:00 – 4:00 pm All faculty work in rooms & PLC meetings in buildings as established by building leadership team
- 8:00 – 11:00 am ALL Coaches Meeting with Cathy Shoup (review handbook for all coaches/sponsors of MSHSAA activities) – RHS Cafeteria
- 8:30 – 3:00 pm Technology Training Workshops for Returning Faculty – SEE BACK FOR DETAILS

##### MONDAY, AUGUST 15, 2011

- 8:30 – 10:00 am Dr. Aaron Zalis, Kelly Hinshaw, & Craig Hounsom address faculty and introduce new staff -- Rolla Middle School Auditorium
- 10:15 – 2:00 pm Tax Sheltered Annuity/Health/Dental Vendor Booths -- Rolla Middle School Gymnasium - **OPTIONAL**
- 10:15 – 11:15 am RCTA meeting -- Rolla Middle School Auditorium / MNEA meeting -- Rolla Middle School Library
- 11:30 – 1:00 pm All faculty and Board of Education Luncheon (introduction of Board of Education) --Rolla Middle School Cafeteria and Gym
- 1:15 – 4:00 pm Faculty meetings & PLC Leadership Team meetings on all school campuses

##### TUESDAY, AUGUST 16, 2011

- 8:00 – 12:00 pm Faculty work in rooms
- 8:30 – 10:00 am Technology Training Workshops for Returning Faculty – SEE BACK FOR DETAILS
- 12:00 – 1:00 pm Lunch on your own
- 1:00 – 3:00 pm Title I meeting with Craig Hounsom -- Admin Bldg-Board Room (Room 134)
- 1:30 – 2:30 pm Special Education faculty meeting with Stacey Reed -- Rolla Technical Center (Room 146)
- 1:00 – 4:00 pm Building-level committee meetings/technology workshops and work in rooms

#### SUPPORT STAFF:

##### TUESDAY, AUGUST 9, 2011 – OPTIONAL FOR RETURNING STAFF

- 8:30 – 9:30 am Tax Sheltered Annuity Program/Cafeteria Plan (Section 125) -- Admin Bldg-Board Room (Room 134)

##### MONDAY, AUGUST 15, 2011 – OPTIONAL FOR ALL STAFF

- 10:15 – 2:00 pm Tax Sheltered Annuity/Health/Dental Vendor Booths -- Rolla Middle School Gymnasium

# Back-to-School Technology Training Workshops

**(ONLINE REGISTRATION BEGINS TUESDAY, JULY 12<sup>TH</sup> ... [http://www.rolla.k12.mo.us/staff\\_training](http://www.rolla.k12.mo.us/staff_training))**

- Infinite Campus **grade book training is required for ALL teachers K-12 (including RTI/RTC)**. This training will count toward your 3 hours of technology Professional Development. Parents will access student grades via the Infinite Campus parent portal. Therefore, grade books must be setup correctly and maintained accurately. A brief overview of summer technology updates will also be presented during these sessions.
- Additional Technology Training workshops count toward required Professional Development technology or R.I.S.E. (formerly Career Ladder). These sessions are designed to enhance your classroom instruction and technology integration.
- Please contact Brenda Spurgeon ([bspurgeon@rolla.k12.mo.us](mailto:bspurgeon@rolla.k12.mo.us)) if you have any questions regarding these workshops.
- New Faculty Training (**REQUIRED\***)

Wednesday, August 10th  
9:00–12:30 – District Technology Training  
Mandatory - New Faculty Grades K-6  
High School Room 201

Wednesday, August 10th  
9:00–12:30 – District Technology Training  
Mandatory - New Faculty Grades 7-12  
High School Room 200

\*NOTE to new teachers with SMARTBoards in your classroom: Training for utilizing your SMARTBoard in your classroom is required. An introductory session will be held from 1:30–3:30 in HS Rm 200 on August 10.

- Returning faculty please register for the sessions below online at: [http://www.rolla.k12.mo.us/staff/staff\\_training/](http://www.rolla.k12.mo.us/staff/staff_training/)  
**Sessions are limited in size. You must sign up prior to attending.**

Mon	Tue	Wed	Thu	Fri
<p>25</p> <p style="text-align: center;"><i>August 1</i></p>	<p>26</p> <p>2</p> <p style="text-align: center;"><b>Curriculum Specialist-Common Assessment Tracking</b></p> <p>9:00–12:00 (HS Rm201)</p> <p style="text-align: center;"><b>My Big Campus Overview</b></p> <p>Grades 8-12 ONLY</p> <p>1:00–3:00 (HS Rm201)</p>	<p>27</p> <p style="text-align: center;"><b>Tech Updates for Sec'y</b></p> <p>1:00–3:00 (HS Rm201)</p> <p>3</p>	<p>28</p> <p style="text-align: center;"><b>Tech Updates for Sec'y</b></p> <p>1:00–3:00 (HS Rm203)</p> <p style="text-align: center;"><b>Tech Updates for Admin</b></p> <p>1:00–3:00 (HS Rm201)</p> <p>4</p>	<p>29</p> <p>5</p>
<p>8</p> <p style="text-align: center;"><b>I-TEACH (8-12)</b></p> <p><b>Follow-Up</b></p> <p>8:00–10:00 (HS Rm201)</p> <p style="text-align: center;"><b>I-TEACH (K-7)</b></p> <p>1:30–3:30 (HS Rm201)</p> <p style="text-align: center;"><b>Network Updates for (K-6) SPED &amp; Exploratory Teachers</b></p> <p>2:00–3:30 (HS Rm201)</p> <p>15</p> <p style="text-align: center;"><b>District Teacher Mtg/ Building Faculty Meetings</b></p>	<p>9</p> <p style="text-align: center;"><b>SmartBoard Intro</b></p> <p>(Returning Teachers/ New SB Users)</p> <p>9:00–12:00 (HS Rm200)</p> <p style="text-align: center;"><b>SmartBoard Follow-Up</b></p> <p>1:00–3:00 (HS Rm200)</p> <p style="text-align: center;"><b>Office 2010– Tips for Teachers</b></p> <p>1:00–3:00 (HS Rm200)</p> <p style="text-align: center;"><b>Web Refresher</b></p> <p>1:00–3:00 (HS Rm201)</p> <p>16</p> <p style="text-align: center;"><b>IC—Teacher Tools Setup</b></p> <p>Elem: 8:30–10:00 (Bldg labs)</p> <p>MS: 8:30–10:00 (MS 219)</p> <p>JH: 8:30–10:00 (JH 115)</p> <p>HS: 8:30–10:00 (HS 201)</p> <p>RTI/RTC: 8:30-10 (RTI 138)</p>	<p>10</p> <p style="text-align: center;"><b>New Teacher Training</b></p> <p>9:00–12:30 (HS Rm 200/201)</p> <p style="text-align: center;"><b>New Teacher—New SB</b></p> <p>1:30-3:30 (HS Rm200)</p> <p style="text-align: center;"><b>Web Refresher</b></p> <p>1:30–3:30 (HS Rm201)</p> <p>17</p> <p style="text-align: center;"><b>First Day of Classes</b></p>	<p>11</p> <p style="text-align: center;"><b>Office 2010—Tips for Teachers</b></p> <p>9:00–11:00 (HS Rm200)</p> <p style="text-align: center;"><b>IC -Teacher Tools Setup (GRADES 8-12)</b></p> <p>1:00–2:30 (HS Rm200)</p> <p style="text-align: center;"><b>Web Refresher</b></p> <p>9:00–11:00 (RTIRm138)</p> <p>18</p>	<p>12</p> <p style="text-align: center;"><b><u>BACK TO SCHOOL FOR FACULTY</u></b></p> <p style="text-align: center;"><b>IC—Teacher Tools Setup</b></p> <p>Elem: 8:30–10 (Bldg labs)</p> <p>JH: 8:30–10 (JH 115)</p> <p>HS: 8:30–10 (HS 200)</p> <p>RTI/RTC: 8:30-10 (RTI 138)</p> <p style="text-align: center;"><b>7th Exploratory:</b></p> <p>10:30 -12:00 (MS219)</p> <p>MS: 1:30–3:00 (MS 219)</p> <p>19</p>
<p>22</p> <p style="text-align: center;"><b>Word 2010—Tips for Teachers (Part I)</b></p> <p>3:45–4:45 (HS Rm201)</p>	<p>23</p>	<p>24</p> <p style="text-align: center;"><b>Intro to Web Editing</b></p> <p>(Creating classroom webpages)</p> <p>3:45–5:00 (HSRm201)</p>	<p>25</p> <p style="text-align: center;"><b>SmartBoard Intro (Part II)</b></p> <p>(New Teacher-New SB)</p> <p>3:45–5:15 (HS Rm201)</p>	<p>26</p>
<p>29</p>	<p>30</p> <p style="text-align: center;"><b>Word 2010—Tips for Teachers (Part I)</b></p> <p>3:45–4:45 (HS Rm201)</p>	<p>31</p> <p style="text-align: center;"><b>SmartBoard Follow-Up</b></p> <p>(Returning Teachers- New SB)</p> <p>3:45–5:15 (HS Rm201)</p>		