

ENCSD Back to Work Week

Departmental Combined Training Schedules (August 15-18, 2017)

Academic Department Training

Tuesday, August 15 (Interpreter Needed) / (IT support (Laptop & LCD Project))

- 8:00 – 9:00 Meeting with EDAs – Hornet’s Nest
- 9:00 – 10:00 Meet with Teachers – Hornet’s Nest
- 10:00 – 11:00 Discovery Education Webinar for Teachers
(Massey Auditorium) (Interpreter Needed)

- 11:00 - 12:00 Lunch for the classroom teachers in the Hornet’s Nest
- 11:15 – 12:00 EDAs - Transportation updates by Debra Pierce
(Highway Room) (Interpreter Needed)

- 12:00 – 1:00 EDAs Lunch on your own**
- 12:00 – 5:00 Canvas Training for Teachers only (Hornet’s Nest)
(Interpreter Needed)

Wednesday, August 16 (Massey Auditorium)/ (IT support (Laptop & LCD Project))

- 8:00 – 12:00 NCI Training (All Academic Staff) (Interpreter Needed)
- 12:00 – 1:00 Lunch on your own**
- 1:00 – 5:00 NCI Training (Interpreter Needed)

Thursday, August 17 (Massey or McAdams Auditorium)

- 8:00 – 12:00 NCI Training (All Academic Staff) (Interpreter Needed)
- 12:00 – 1:00 Lunch on your own**
- 1:00 – 5:00 NCI Training

Friday, August 18

- 8:15 – 11:30 CPR Class - All Coaches
- 11:30 – 12:30 Lunch**
- 12:30 - 3:00 CPR Class – All Coaches

Residential Department

2nd and 3rd Shift

Tuesday, August 15

8:00 - 8:15	Sign in and report to supervisor
8:15 – 12:00	Prepare work areas
12:00 -1:00	Lunch on your own
1:00 - 2:30	(Internet Safety/Cyberbullying)- (Massey Lounge) Presenters: Karen Everett - DPI Safe Schools (Interpreter Needed) - (IT support (Laptop & LCD Project))
2:30 - 5:00	Prepare work areas

Wednesday, August 16

8:00 - 8:15	Sign in and report to supervisor
8:15 - 10:00	Prepare work area
10:00 - 10:30	Guidance Counselor Groups - by Latoria Fleming (Vestal Hall Cafeteria) (Interpreter Needed)
10:30 – 11:00	Tina Hanford – ILC Updates and Expectations (Interpreter Needed)
11:00 - 12:00	Prepare work areas
12:00 - 1:00	Lunch on your own
1:00 - 2:30	RHA – Michelle Cannon (Interpreter Needed)
2:30 - 5:00	Prepare work areas

Thursday, August 17 (Vestal Hall Cafeteria)

8:00 - 8:30	Sign in and report to supervisor
8:30 - 12:00	Residential Departmental Meeting - (Interpreter Needed)
○ 8:30-9:30	ASL Refresher – Sharon Lott
○ 9:30-10:00	SHC Updates - Elizabeth Beck
○ 10:00-11:00	Prepare Work Area
○ 11:00-11:30	HR Updates/Questions - Melissa Paderick
○ 11:30-12:00	Transportation Updates – Debra Pierce
○ 12:00-1:00-	Lunch on your own
1:00 -5:00	Residential Staff Meeting (Interpreter Needed)

Friday, August 18

8:15 – 11:30 CPR Class - All Coaches

11:30 – 12:30 Lunch

12:30 - 3:00 CPR Class – All Coaches

Transportation Department

Friday, August 18

(Interpreter Needed All Day)

8:00 - 11:30 Massey Lounge - Class Room - DMV Training

11:30 – 12:30 **Lunch on your own**

12:30 – 5:00 Road Portion – DMV

Student Health Center

Tuesday, August 15

8:00 – 10:00 Staff meeting (Discussion of SHC goals, changes, quality improvement, transition of new school physician)

9:00 – 12:00 Preparation of SHC

12:00 – 1:00 Lunch on your own

1:00 – 5:00 SHC preparation

Wednesday, August 16

8:00 – 12:00 NCI Training (*with the Academic Staff*)

12:00 – 1:00 Lunch on your own

1:00 – 5:00 NCI Training

Thursday, August 17

8:00 – 12:00 NCI Training (*with the Academic Staff*)

12:00 – 1:00 Lunch on your own

1:00 – 5:00 NCI Training

Business Office

Administrative Services Departments

(Housekeeping, Maintenance, Dietary & Stock Clerk)

Tuesday, August 15 (IT support (Laptop & LCD Project))

8:00 - 8:15 Welcome (Highway Room)

8:15 - 10:15 Asbestos Training (Interpreter Needed)
(Housekeeping Staff & Maintenance Staff, Dietary Staff, & Stock Clerk)

10:15 -10:30 - Break

Housekeeping (Continued)

10:30 -11:30 Customer Service Training (McAdams Auditorium)

11:30 -12:00 Respecting each other in the Workplace Training

12:00 - 1:00 Lunch on your own

1:15 - 2:00 Teamwork Presentation

Wednesday, August 16

8:00 – 10:00 Update on Policies and Beacon Issues

All the rest of the week Housekeeping and Maintenance staff will work in their assigned areas to get ready for students to return.

Dietary (continued)

Tuesday, August 15 (Computer Lab - Vestal Hall) (Interpreter Needed)

10:30 - 12:30 -

- Hugh Lancaster – Meet in the and NCID and on Beacon Time Login In
- Work Schedule
- Time Sheet - Examples/Leave Slip –
 - Secondary Employment
 - Sleeping on the Job
 - Food Safety Checklist

- Residential Calendar
- Excessive Absenteeism and Tardy Policy
- Drug and Alcohol Free Work Place
- Leave Request on Direct Student Contact Days

12:30 -1:00 Lunch on your own

1:00 - 3:00 HACCP Training

- HACCP Form

WEDNESDAY, August 16 - (Interpreter Needed all Day)

8:00 -12:30 - **DIETARY Staff** (Small Dining Room, Vestal)

- USDA Civil Rights – staff to take a test
- CN Policy Changes
- Use of Computer in Break Room
- Use of Phone in Break Room
- Use of Cell Phone in Kitchen
- Staff leaving kitchen area without notification
- School Nutrition Food Employee/Conditional Employee Health Policy Agreement
- Staff Cleaning and Sanitizing Schedule

12:30-1:00 Lunch

1:00 – 5:00

- Menu – give to Staff – go over snacks afternoon/bedtime
- Review of Week 1 Menu
- Meal Roster Policy
- Inventory Counts
- What’s for Breakfast and OVS
- Lunch Meal Components
- Effective Communication
- Team Building
- Student Meal Schedule
- Food Allergies

Thursday, August 17 **DIETARY Staff** (Small Dining Room Vestal)

8:30- Job description and PM review – JoAnn

(Interpreter Needed)

9:00 - Kitchen Duties – Cleaning Areas for Staff

- Set Up and clean kitchen and cafeteria
- Prepare Sunday Supper Meal
- Mop the Floor

Friday, August 18 (OPTIONAL WORKDAY)

Optional Workday – Must coordinate with your Supervisor

All staff are instructed to sign-in and out at Woodard Hall Front desk – when their supervisors are not working on optional work days.