



River Forest
Public Schools

Administration Building

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River Forest, IL 60305
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NEW TEACHER MENTORING WORKSHOP
Agenda for New Teachers
August 19-21, 2019

Monday, August 19:

Lincoln Elementary LLC, 511 Park Avenue, River Forest

- 8:15 a.m.** **Continental Breakfast**
Welcome/Introductions - Ed Condon, Superintendent
- 8:30 - 11:30a.m.** **National Equity Project Learning Experience**
- 11:30-12:15 p.m.** **Lunch Provided**
- 1:30-3:30 p.m.** **Technology Set Up**
- 1:15-1:40** **Overview**
- **D90 Technology Vision of Learning**
 - **Role of Technology Instructional Specialists**
 - **District D90 Zendesk**
 - **Twitter #d90learns**
- 1:40 - 2:30** **Device Distribution and Setup**
- **Log in to iPad & Mac**
 - **Log into gmail**
- 2:30 - 3:30** **Tech to Get You Started**
- 3:30** **Wrap Up**

Tuesday, August 20:

District Office, 7776 Lake Street, River Forest

- 8:30 -11:00 a.m.**
- Dr. Ed Condon, Superintendent**
- Welcome
- Mission Statement/Strategic Plan
- Building and Staff Information
- Handbook Calendar
- Updated Policies

Tracy Gutierrez & Josephine Ribaldo - Introductions

Pamela Jenkins - Human Resources

Personal Days, Sick Days, Religious Holidays, Workshops & Conferences
Substitute/Aesop Information
iVisions Employee Portal
Certification Responsibilities, Pre-approval for Classes, Salary Advancement

Anthony Cozzi -Director of Finance and Facilities

Budget, Supplies, Resources
Buildings and Grounds

Jolie Feliciano - Accounts Payable

Purchasing Procedures
Travel Reimbursement

Liliana Ziernicki-Payroll

Paycheck Dates
Twenty or Twenty-four checks, Direct Deposit
Tax-deferred Annuities, Flex Benefit Plan, Insurance

Brenda Latzke and Shana Joyce - RFEA Co-Presidents

Contract
IEA District

Group Photo

- 10:30-11:00 a.m.** **Mentor Training Refresh** in Lincoln LLC (*mentors not attending Reading Institute only*)
- 11:30 a.m.** **New Teacher Luncheon** at Cafe DeLuca, 7427 W. Madison, Forest Park
- 1:00-3:15 p.m.** **New Teacher-Mentor Collaboration Time** (new teachers and mentors)
New classroom teachers join mentors at the Reading Institute - Willard Elementary

Wednesday, August 21:
Lincoln Elementary LLC, 511 Park Avenue, River Forest

- 8:30 a.m.** **Welcome!**
- 8:45-9:30 a.m.** **AimsWeb Plus Training/Multi-Tiered Systems of Support Overview (MTSS)**
- 9:30-11:30 a.m.** **Break** (general education staff will be dismissed to work in their buildings)
- 10:00-12:00 p.m.** **Powerschool IEP training for SPED staff only**