



River Forest  
Public Schools

**Administration Building**

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**NEW STAFF ORIENTATION AGENDA**  
**Agenda for New Teachers**  
**August 15-17, 2022**

**Monday, August 15**

*Location: Elementary and Middle School Staff - Roosevelt Middle School, Room 101, 7560 Oak Avenue*

- 8:30 a.m. Welcome! Coffee and Muffins**
- 8:45 a.m. Dr. Ed Condon, Superintendent: Welcome to River Forest District 90**
- 9:00 - 9:30 a.m. Ice Breaker**  
**D90 Technology Vision for Learning**  
**Role of Technology Integration Specialists**  
**District 90 Helpdesk**  
**Educational Frameworks**
- 9:30 - 10:30 a.m. MacBook Setup (Apple IDs, Log into Mac, Log into gmail, Drive, PC Client, Backing Up)**
- 10:30 - 11:00 a.m. MacBook Stations (Helpdesk, Staff Site, Bookmarks, Printing)**
- 11:00 - 11:30 a.m. Learning Management System: Seesaw (K4)**
- 11:30 - 12:30 p.m. Lunch**
- 12:30 - 1:30 p.m. iPad Set Up (printing, Securely, gmail, how to request app, updating iOS)**
- 1:30 - 2:00 p.m. PowerSchool**
- 2:00 - 2:30 p.m. Learning Management System: Schoology (Middle School)**
- 2:30 - 2:50 p.m. Zoom (Create account, download desktop client, download Zoom app iPad)**
- 2:50 - 3:00 p.m. Social Media**

**Tuesday, August 16**

***Location: Lincoln Elementary School, Library Learning Center, 511 Park, River Forest***

**8:30 - 10:45 a.m. District 90 Overview, Introduction to District Office Team**

**Dr. Ed Condon, Superintendent**

- Welcome
- Mission Statement/Strategic Plan
- Building/Staff Information
- Handbook
- Calendar
- Key Board of Education Policies

**Pamela Jenkins, Human Resource Specialist**

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

**Anthony Cozzi - Chief Operations Officer**

- Budget, Supplies, Resources
- Buildings and Grounds

**Jolie Feliciano , Accounts Payable/Special Education Administrative Assistant**

- Purchasing Procedures
- Travel Reimbursement

**Marcia Kehoe, Payroll and Benefits Specialist**

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

**10:45 - 11:00 a.m. Victoria Bynum and Melissa Graves, RFEA Co-Presidents**

**11:00 - 11:15 a.m. New Staff Pictures**

**11:30 - 12:30 p.m. Lunch: Cafe de Luca Restaurant, 7427 Madison St., Forest Park**

***PM Session Location: Roosevelt Middle School, 7560 Oak Avenue - Learning Library Center***

**12:45 - 1:30 p.m. Overview of D90 Teacher/Staff Appraisal Process**

**1:30 - 3:00 p.m. Debbie Lubeck-Director of Student Services**

- Special Education overview
- Overview of CPI model and protocols
- Embrace IEP system

**Wednesday, August 17**

***Location: Please report to home school location***

**9:00 a.m. New Teachers meet with Mentors and Principals in their respective buildings**

**After meetings conclude, new employees will have the opportunity to work in their assigned classrooms/offices**