



**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 16-18, 2021**

Monday, August 16

**Locations: Roosevelt Middle School Teachers, Room 101, 7560 Oak Avenue, River Forest
Willard and Lincoln Teachers, LLC, 7560 Oak Avenue, River Forest**

- 8:30a.m. Dr. Ed Condon, Superintendent: Welcome to District 90!**
- 9:00 - 9:30a.m. D90 Technology Vision for Learning
Role of Technology Integration Specialists
District 90 Zendesk**
- 9:30-10:30 a.m. Device Setup
Log into iPad and Mac
Log into Gmail**
- 10:30-11:30 a.m. Powerschool and Learning Management System (K-4 Seesaw, 5-8 Schoology)**
- 11:30-12:30 p.m. Lunch served buffet style in Lounge**
- 12:30 - 3:00 p.m. Learning Management System Continued, Swivl, Zoom, and Printing**

Tuesday, August 17

**Roosevelt Middle School Library (LLC), 7560 Oak Avenue, River Forest
Introduction to District Office and National Equity Project Training**

- 8:30 -10:45 a.m. Dr. Alison Hawley, Director of Curriculum and Instruction**
Welcome
Mission Statement/Strategic Plan
Building and Staff Information
Handbook
Calendar
Updated Policies

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

Autumn Dehnart-Payroll

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

- 10:45 - 11:00am. Louisa Starr and Victoria Bynum - RFEA Co-Presidents**
Contract
IEA District
- 11:00 - 11:15a.m New Staff Pictures**
- 11:30 - 12:30p.m. Lunch - Roosevelt South Gym**
- 12:45-3:30 p.m. National Equity Project Training, Juan Alegria**

Wednesday, August 18

Roosevelt Middle School, Room 101, 7560 Oak Avenue, River Forest

- 9:00 - 9:45a.m. Overview of D90 Teacher Appraisal Process**
- 10:00 - 12:00p.m. New Teachers meet with Mentors and Principals in their buildings**