



NEEDHAM PUBLIC SCHOOLS

A SCHOOL AND COMMUNITY PARTNERSHIP THAT
CREATES EXCITED LEARNERS ~ INSPIRES EXCELLENCE ~ FOSTERS INTEGRITY

OFFICE OF THE DIRECTOR OF HUMAN RESOURCES
THOMAS F. CAMPBELL, M.ED.

ORIENTATION FOR STAFF THURSDAY, AUGUST 23, 2012 NEEDHAM HIGH SCHOOL MULTI PURPOSE ROOM

DRAPES SENT 6/4

- 7:30 – 8:00 am Coffee and Conversation
- 8:00 – 8:15 Musical Presentation by Needham's Music Teachers - *Neves ✓*
- 8:15 – 8:25 Greetings from Superintendent Dan Gutekanst
- 8:25 – 8:45 Greetings from Director of Human Resources Tom Campbell
New Staff Introductions
- 8:50 – 9:20 Getting to Know You with Tim Walsh (outdoors or in the Performance Center) ✓
- 9:20-9:30 Break
- 9:30 – 10:20 Anti-Racists Education with Ellie Stern and Leslie Smart ✓
- 10:30 am – 12:15 pm²⁵ Workshops* (add 10 more minutes)

Time	Group 1	Group 2	Teaching Assistants
10:30-11:20	Mandated Training	Evaluation, Certification, Mentoring, Aesop	Mandated Training
11:25-12:15	Evaluation, Certification, Mentoring, Aesop	Mandated Training	Overview Workshop???

***Workshop location and leaders:**

Mandated Training: ????????? with Chris Brumbach, Tom Denton
Evaluation/Certification/Mentoring: Media Center with Tom Campbell, Maureen Trowbridge, Lisa Tedeschi

25-26
12:15-1:10

Lunch in the Cafeteria with Administrators/DLT
Michael Hirsh, President, Needham Education Association
Introduction to the METCO Program with Joanne Allen-Willoughby
Community Education Welcome with Mary Grace Summergrad and Amy Goldman

30 2:00
1:15-1:45

ELL Training with Helaine Block

2 2:30
1:45-2:05

Group picture on the front steps - *stave ✓*

2:10 – 2:40

Meet Needham's Town Department Leaders in the Performance Center

TOM CONTRACTS?

2:45

"Oh, The Places You Will Go" and Adjourn

NEEDHAM PUBLIC SCHOOLS * 1330 HIGHLAND AVENUE * NEEDHAM, MA 02492
781-455-0400 EXT. 209 * 781-455-0417 (FAX)

WWW.NEEDHAM.K12.MA.US

JOAN KROZY, ADMINISTRATIVE SECRETARY * LISA TEDESCHI, ADMINISTRATIVE ASSISTANT

FRIDAY, AUGUST 24, 2012
Elementary Orientation at Eliot Elementary School

7:30 - 8:00 Coffee and Conversation
 8:00 - 8:50 Second Step with Angie Morrison-Mullin ✓
 8:55 - 12:30 Workshops for Certified Staff

	New Teachers	Teaching Assistants
8:55-9:45	ELA	Math
9:50-10:40	Math	ELA
10:45-11:35	Science	Technology (10:45-11:15)
11:40-12:30	Technology	Special Education (11:20-12:30)

Workshop location and leaders:

Math: Classroom 242 with Laurie Levin ✓
 ELA: Classroom 243 with Barbara Collins ✓
 Science: Classroom 244 with Mary Rizzuto ✓
 Technology: Computer lab with ~~Martha Wells~~ Kathy Mandell ✓
 Special Ed: Classroom TBA Mary Lammi ✓

12:35 - 1:15 Lunch with Mentors in the Cafeteria
 1:15 - 1:45 Question, Persuade and Refer Workshop with Tom Denton in the media center ✓
 1:45-2:45 Special Education workshop with Mary Lammi in the media center
 2:45- 3:30 Meeting with Principals in your own building

Elementary Teaching Assistants' Orientation

Elementary Teaching Assistant at Needham High School

7:30 - 8:00 Coffee and Conversation
 8:00 - 8:50 Elementary TA's: Second Step with Angie Morrison-Mullin
 8:55-12:30 Workshops as identified above
 12:30 - 1:20 Lunch in Cafeteria
 1:30 - 3:30 Special Education workshop with Cathy Lunetta in room ???

6th Grade Orientation at High Rock (including all Teaching Assistants)

8:00 - 8:30 Coffee and Conversation
 8:30 - 9:45 Welcome and Introductions
 "A Day in the Life at High Rock"
 Schedule, Handbook, Advisory, etc.
 9:45 - 10:15 Tour of the Building
 Follow schedule below beginning at 10:30

7th and 8th Grade Orientation at Pollard Middle School (including all Teaching Assistants)

8:00 - 10:15 Coffee
 Welcome and Introductions
 Expectations
 A Day at Pollard
 10:30 - 11:30 Question, Persuade, Refer Workshop with Tom Denton (High Rock and Pollard Teachers will join for the rest of the day)
 11:30 - 12:20 Introduction to Technology
 12:30 - 1:00 Lunch with Mentors
 1:00 - 1:30 Mentor /Mentee Orientation
 Confidentiality Agreement, expectations, roles, observations, meetings
 1:30 - 3:30 Time for mentors and mentees - planning, curriculum, getting ready for the big day!

High School Orientation at Needham High School (including all Teaching Assistants)

8:00 - 9:00 Introductions and Tour of the Building
 9:00 - 10:00 Question, Persuade and Refer Workshop with Tom Denton
 10:00 - 11:00 School Policies and Procedures
 11:00 - 11:15 Break
 11:15 - 12:00 Consultation with Second Year Teachers
 12:00 - 1:00 Lunch with Mentors
 1:00 - 1:45 Introduction to Technology
 1:45 - 3:30 Curriculum Sharing with Mentors

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HR Notes:

- Invite School Committee to attend breakfast
- Day one: Set up chairs in performance center in 8 circles by school
- Group people for the first set of workshops - elementary and secondary if the numbers work
- Ask all principals to be there at 7:30 on Day 1 (4 on time last year)
- Permit space/rooms
- Terry will group teachers on day 2 and prepare nametags and materials.
- Have 4 concurrent workshop or less on both days
- **Set up the day before!**
- Make sure food services has breakfast ready by 7:15 am
- Invite all DLT to lunch on day 1
- Staff introductions can be done by level in a circle - inside circle moves
- Email DLT a few days in advance to remind them of lunch
- Identify the Lesley, Simmons and other interns who will attend
- Post "grass catcher" with envelopes for people who need things or have questions
- Confirm presenters before the end of the year, and again beginning of August
- Make speakers use a mic - get lapel mics
- Balloons with school names to identify the circles - school names on both sides
- Have DLT introduce themselves at lunch
- Housekeeping the first day: (after new staff introductions)
 - Introduce the School Committee
 - Construction at Broadmeadow
 - Bathrooms
 - Room locations
 - Eliot for day 2 for elementary, HR for middle school, NHS for HS
 - Thank Joan and Lisa
 - Workshop evaluations
 - Return nametags
 - Grass catcher for questions
- Double check the list of who will get letters inviting them to orientation: not everyone needs to come (bus drivers, for example?)
- Book HS for two days
- Different catering...try Panera
- Revise the survey
- Something needs to be done differently with the TA's. Ask the Sped Directors to plan their orientation - meet with them May 15th to plan
- Clip on name tags (not pins) and include their school and position (they need to be more fancy)