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South Central Calhoun – SCC
Home of Titan Activities
Jeff Kruse, Superintendent

High School
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August 2, 2018

Dear SCC Personnel:

The 2018-19 school year officially begins on Monday, August 20, with in-service for **ALL** staff at the MS building in Rockwell City starting at 7:45 a.m. with a breakfast sponsored by the Rockwell City Chamber. A lunch is offered by the Retired Teachers and Friends in the MS Commons area starting at 12:00 p.m. for all staff on Monday, August 20. The Lake City Library is hosting a breakfast for staff on Wednesday at the uptown library at 7:30 a.m. Patty will communicate with cooks when they can prepare lunchroom areas. The first student day for school is Thursday, August 23. An in-service schedule is attached with this letter for August 20-22.

SCC has currently added the following new staff members: Mandy Anderson, MS Counselor; Missy Carver, Guidance; Catrina Ellis, Elem. Special Education teacher; Marcus Feldhans, MS teacher; John Kennedy, Elem./MS Art; Kellsie Knapp, MS teacher; Holly Hildreth, Elem./MS nurse; Martha Mericle, MS teacher; Amy Westcott, Elem./MS Special Education teacher, Rachel Karr, elem. associate, and Dawn Nath, cook.

All teachers must attend and classified staff may attend a meeting on Monday, August 20, starting at 8:30 a.m. in the MS auditorium in Rockwell City for the extra duty sign up meeting. Mr. Knapp will be coordinating this meeting. Elementary and MS staff are dismissed on Wednesday, August 22, at 2:30 p.m.; open house for the SCC elementary and the SCC MS is scheduled from 5:00-6:15 p.m. on Wednesday for those teachers. Associates will work until approximately 1:15 p.m. on Monday, all day on Tuesday, and not on Wednesday. Background checks will be conducted this year for all classified staff to maintain the district schedule.

Blood borne pathogen training for all staff needs to be completed by September 1; school nurses will provide some general information during in-service training, but all employees must still complete the on-line training and provide a certificate of completion to the central office.

It is my hope everyone had a great summer and I look forward to working together again this fall. Welcome Back!

Educationally,

Jeff Kruse
SCC Supt.

Enclosure

Randy Martin – SCC 9-12 Principal
Marc DeMoss – SCC 4-8 Principal
Nicole McChesney – SCC PS-3 Principal

Carol Collins –Bd. Sec./Business Manager
Wendi Geno –Accounts Payable/ Human Resource

SCC INSERVICE MASTER SCHEDULE

Monday, August 20 – Teachers work in rooms when not scheduled for a meeting

7:30-7:45	SCC Association Mtg. – SCC MS Vocal Music Room
7:45-8:15	RC Chamber Breakfast for ALL Staff – SCC MS Lunch Room
8:15-8:30	Blood Borne Pathogens Q&A – SCC MS Auditorium
8:30-9:00	Extra Duty Sign up with Brian Knapp – SCC MS Auditorium
9:00-11:00	De-Escalation Training for ALL Staff – SCC MS Auditorium
11:00-12:00	Central Office Update for ALL Staff – SCC MS Auditorium
12:00-1:00	Lunch on Your Own or Staff Luncheon – Lunch Sponsored by Retired Teachers & Friends – SCC MS Commons
1:00-1:15	ALL New Classified Staff Mtg. with Central Office – SCC MS Library
1:00-2:00	Ethics Training for Certified Staff – SCC MS Auditorium
1:15-2:00	Bus Driver Mtg. with Doug – SCC MS Art Room
1:15-2:00	All Cooks and Secretaries who work with the Hot Lunch Program Point of Entry Civil Rights Training with Patti and Cooks Mtg. – SCC MS FCS Room
1:15-2:00	Custodians Mtg. with Ken – SCC MS Conference Room
2:00-3:15	Activities Mtg. with AD's - SCC MS Auditorium
3:15-3:45	New Teachers Mtg. with Central Office – SCC MS Library

Tuesday, August 21 – Teachers work in rooms when not scheduled for a meeting; Associates are assigned for the full day

8:00-10:00	Associate PD for Elementary Math – Elem. Library
8:00-8:30	TLC Team Leaders with Bldg. Principals – Libraries
8:00-9:30	MS Teacher's Mtg. with Marc with Technology Update by Julia and Induction Coach Sheila – SCC MS Library
8:30-10:30	Elem. TLC Teams - TBD with Nicole
10:30-11:45	Elem. Teacher's Mtg. with Nicole with Technology Update by Julia and Induction Coach Sheila– SCC Elem. Library
11:45-1:00	Lunch on Your Own
1:15-2:30	HS Teacher's Mtg. with Randy with Technology Update by Julia and Induction Coach Sheila – SCC HS Library

Wednesday, August 22– Teachers work in rooms when not scheduled for a meeting;

7:30 a.m.	Optional Breakfast Sponsored for SCC Staff - Lake City Public Library
11:30-12:30	Lunch on Your Own
2:30 p.m.	Elem. and MS Teachers Dismissed Until Open House
5:00-6:15	Elem. and MS Open House (Teachers Only)

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the *South Central Calhoun*'s Employee Handbook available at *www.scc.k12.ia.us*. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the *central office* with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed.

I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended, and does not constitute a contract between the *district* and any one or all of its employees.

Employee's Signature

Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE