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

High School
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August 2, 2017

Dear SCC Personnel:

The 2017-18 school year officially begins on Monday, August 21, with in-service for **ALL** staff at the MS building in Rockwell City starting at 7:45 a.m. An in-service schedule is attached with this letter for August 21-23. A lunch is offered by the Retired Teachers and Friends in the MS Commons area starting at 12:00 p.m. for staff on Monday, August 21. 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 24.

SCC has currently added the following new staff members: Paula Ahlrich, Pre-school teacher; Jamie Bartels, Elem. Teacher; Hilary Boogerd, MS music; Melissa Fahr, MS math; Rhonda Harrington, Spanish; Sara Hoppenworth, Elem. Guidance; Kara Kraft, TK teacher; Bailey Landgraf, MS teacher; and Amy Maguire, Special Education teacher. A few classified positions remain open at this time, but the current new classified staff members are: Kristen Hall, Jolene Johnson, Kim Korleski, Tad Sommers, and Rachel Walters.

All teachers must attend and any classified staff may attend a meeting on Monday, August 21, starting at 1:00 p.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 August 23, 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.

Blood borne pathogen training for all staff needs to be completed by September 1; the link is on the school's website near the bottom center. You must use the link "Forget your Password?" below the log in box to get your password if you do not know it. Enter your email on file (most likely your school email but try all of your personal emails too) and then you can reset your password to the same one used now. The office no longer has access to your password.

A new staff handbook has been approved for all staff members. Information about the handbook will be provided during the central office staff meeting on Monday, August 21, starting at 1:15 p.m. at the MS in Rockwell City.

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 21 – Teachers work in rooms when not scheduled for a meeting

7:30-7:45	SCC Association Mtg. – SCC MS Vocal Music Room
7:45-8:30	RC Chamber Breakfast for ALL Staff – SCC MS Lunch Room
8:30-9:00	Annette Vogel, General Assistance for ALL Staff – SCC MS Auditorium
9:00-9:30	Barb Riley, Public Health for ALL Staff – SCC MS Auditorium
9:30-10:00	Leisa Mayer, Mental Health for ALL Staff – SCC MS Auditorium
10:00-10:30	Corey Keller, Substance Abuse for ALL Staff – SCC MS Auditorium
10:30-11:00	Amber Lawrence, Human Trafficking for ALL Staff – SCC MS Auditorium
11:00-11:30	Minde Strief, Positive Motivation for ALL Staff – SCC MS Auditorium
11:30-12:00	Jeff Cullen, Active Shooter/Bomb Threats for ALL Staff – SCC MS Aud.
12:00-1:00	Lunch on Your Own or Staff Luncheon – Lunch Sponsored by Retired Teachers & Friends – SCC MS Commons
1:00-1:30	Extra Duty Sign up with Brian Knapp – SCC MS Auditorium
1:30-2:15	Central Office Update for ALL Staff – SCC MS Auditorium
2:15-3:30	PS-12 Associates meet with Building Principals and then with Supervisor – Elem. Library for Elem. Associates; SCC MS Library for MS/HS Associates
2:15-3:30	Activities Mtg. with AD's - SCC MS Auditorium
2:15-3:30	Bus Driver Mtg. with Doug – SCC MS Art Room
2:15-3:30	All Cooks and Secretaries who work with the Hot Lunch Program Point of Entry Civil Rights Training with Patti and Cooks Mtg. – SCC MS Commons
2:15-3:30	Custodians Mtg. with Ken – SCC MS Conference Room

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

8:00-8:45	TLC Team Leaders with Bldg. Principals – Bldg. Libraries
8:45-9:30	Elem. Teacher's Mtg. with Nicole with Technology Update by Julia– SCC Elem. Library
8:00-9:30	ALL MS Teachers with AEA Consultant Amy Barber – SCC MS Library
9:30-10:45	MS Teacher's Mtg. with Marc with Technology Update by Julia – SCC MS Library
9:30-11:30	Google Docs Training for All Elem. Teachers – Elem. Computer Lab
10:45-12:00	MS/HS Science Teachers with AEA Consultant Leslie Moore – SCC MS Library
12:00-1:00	Lunch on Your Own
1:00-3:30	Elem. TLC Teams (1:00 Science, 1:30 ELA, 2:00 Math, 2:30 C3) -- TBD
1:15-2:30	HS Teacher's Mtg. with Randy with Technology Update by Julia – SCC HS Library

Wednesday, August 23– 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