

Dear Staff:

On behalf of the Board of Directors, I would like to welcome you to the 2010-11 school year. We look forward to another great year of serving "our Mead students" and the Mead community by providing the best possible educational opportunities and activities available!

We hope your summer has been a rewarding time and that you were able to relax and enjoy family and friends throughout the summer vacation. We are eager for the school year to start and get back into the classrooms to do what we do best – educating students. We are very pleased to be able to continue the great educational tradition that each of you have helped build over the years! Welcome Back activities have been planned, so please review the information below and be sure to check out the back-to-school notices and reminders listed on the reverse.

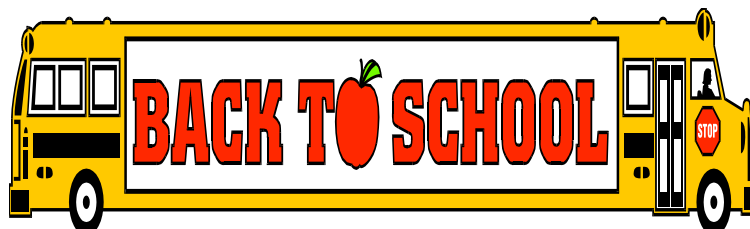
We look forward to seeing everyone at **Mt. Spokane High School** on **Thursday, September 2, 2010**.

Sincerely,
 Tom Rockefeller

**Welcome Back Meeting for All Staff
 Mt. Spokane High School
 Thursday, September 2, 2010**

The schedule for the day is as follows:

6:30 am – 11:30 am	Transportation Department In-Service: Mt. Spokane High School Theater
8:00 am – 9:45 am	Elementary Staff: Grade Level Math Training (room assignments will be posted that day)
8:00 am – 9:45 am	Secondary Staff: Summer Institute Recap by Department or Course (room assignments will be posted that day)
10:00 am – 11:15 am	All Staff: General Session -- in the Gymnasium <ul style="list-style-type: none"> • Welcome Back -- Tom Rockefeller • Board Message -- Ron Farley, Board of Directors • Learning Services Update -- Dan Butler • Mead Education Foundation -- Mark Barnes
11:15 am	All Staff: Barbeque Luncheon -- Hosted by STCU -- in the Commons
1:00 pm – 3:30 pm	New Teacher Orientation: District Office Board Room continuing on Friday, September 3, 9:00 am-12:00 pm



Back-to-School Notices and Reminders:

★ Non-Discrimination

Mead School District #354 complies with all federal laws and regulations and does not discriminate on the basis of age, race, color, national origin, gender, sexual orientation, disability, or veteran status. This holds true for all district educational and employment opportunities. Inquiries regarding compliance procedures may be directed to the District's Title IX Compliance Officer, Ralph Thayer, at 465-6008, or rthayer@mead.k12.wa.us

★ Salary Placement for Returning Certificated Staff

Just a Reminder! Human Services is working to make sure all certificated staff members are placed correctly on the salary schedule for the coming school year based on added experience, credits and clock hours. Please provide Human Services with initial documentation that you will complete coursework by **October 1, 2010**. Official transcripts must follow by **November 1st**. If you have questions please call Shirley Fairfax, at 465-6007. Critical dates are:

- October 1st Initial documentation of coursework completion for 2010-11 salary placement due to Human Services
- November 1st Official transcripts due to Human Services

★ Benefit Packages

Open Enrollment: Benefit packages will be in your building on **Friday, September 11th**. Please complete and return to the Personnel Department, as soon as possible after you receive your benefit package. **All benefit packages must be returned by September 28th**. If you have questions please call Suzi Magney, at 465-6010.

★ Transportation Notes

Do you transport students for the district in your private car, district vehicles or rental car? If you do, you need to be a **TYPE II DRIVER** and there are three things you need to accomplish:

1. Completion of the district Type II Driver Training class
2. Maintain a current First Aid/CPR card
3. Sign a driving abstract release annually

The Transportation Office, at 465-6107, would be happy to assist you with Type II Driver Training questions.

Board Policy Reminder!

Mead School District Policy 6609 – Cell phones may only be used when any school district vehicle is lawfully parked.

★ Annual Notification of Pesticide Application

Notification of pesticide application will be made available to interested students, parents, and employees during times of application when treating areas such as fence lines, athletic fields, playgrounds, cracks in sidewalks and asphalt surfaces, enclosed storage and school buildings. Pesticides used primarily control insects, rodents, and weeds. A 48-hour advance notice will be given to individuals on the registry prior to application of pesticides. If you are interested in being listed on the registry for notification, please call John Royer, at 465-6138. Pesticide application records and an annual summary of pesticide use are available for review at the Building and Grounds Department. (Chapter 17.21 RCW, Pesticide Application Act.)

★ McKinney-Vento Act

The McKinney-Vento Act is a federal law that makes sure children and youth who do not have permanent housing can go to school and preschool. It gives children and youth rights to enroll in school, stay in school, get transportation to school, and gives these same children access to school lunch programs. For more information on the education of homeless students or students in transitional housing, please refer to Mead School District policy #3115, Students in Transition: Enrollment Rights and Services. If you become aware of students who may qualify for services under the McKinney-Vento Act please contact the principal of your school with this information. If you have questions please call Kelly Patterson, 465-6008.

★ Safety Reminder

Accident/Incident Reporting: All employees need to know the correct reporting procedure when they are involved in an accident. Either a "near miss" or an injury accident **must be reported** to your supervisor as soon as possible. Additionally, the ESD-101 Incident Report Form must be completed by BOTH the employee and their building Principal or Department Supervisor. **The form is included in Section 14, of your Accident Prevention Program Manual and on the district website, listed under Resources.** Upon completion, this form should be forwarded to the Business Services Department. Should medical attention become necessary, please contact the ESD-101 claims department at 789-3516. If you have questions please call Carla Scott, at 465-6011.

