

September 28, 2018

As we round out a very busy fourth week of school and look toward October...

1. A big **"Welcome Back!"** to **Lauren Beischel**, who returned from her maternity leave on Monday. Lauren's students (in Foods & Nutrition I, Global Foods, and Interior Design) were no doubt thrilled to welcome her back, but they were extremely well supported by **Liz Ingoldsby** during the first three weeks of school. We were very lucky to have a person of Liz's caliber available to get things up and running in Room 299.

2. Gentle reminder: Please remember to complete the state-mandated **"Employee Training Packet"** as soon as possible, using the online module available through Aspen/X2. This should only take a few minutes, but we need to get everybody checked off that list. The instructions are as follows:

- *Staff View*

- *Pages Top Tab*

- *Annual Employee Training Packet Widget*

- *Start a new Annual Employee Training Packet workflow*

- *Click Initiate*

- *Click the magnifying glass next to Staff – your name should appear – click OK*

- *Click Next*

- *Work through the Top Tabs, selecting yes or no and putting in the date. The first tab (Mission) does not have a place to put yes or no nor a date. Do not click next. Scroll up to the top of the page and select the next top tab (Equal Employment Opportunity). Do not click next after putting in the Yes/No and Date for any of the tabs except the last one. Then click Finish*

- *When all Top Tabs are done, click Next at the bottom of the page, then click Finish.*

A future faculty meeting will be shortened to compensate for the time you spend doing this.

3. The new **school security committee** (described at the last faculty meeting) will hold its inaugural meeting on Monday afternoon at 2:45 PM in Room 289. If you're interested in this endeavor, please join us at that first meeting. And speaking of security measures, we're due for a **second fire drill**. A likely time (weather permitting) would be **Monday** at about 10:10 AM.

4. Also for your planning purposes: Don't forget our next freshman advisory meeting is scheduled for Tuesday during the second half of C Block (second period).

5. As you chip away at **college letters of recommendation**, that time-consuming Rite of Autumn, you might find some useful tips in [this resource](#) about how to avoid gender bias in those letters.

Have a great weekend and enjoy some well-deserved rest!

Rick Swanson
Principal