



## 2018-2019 PRE-SCHOOL MEETINGS SCHEDULE

### Tuesday, July 24

9:00 AM – 11:00 AM Substitute Training for Returning and Confirmed Substitutes Only (Administration Center Board Room)

### Thursday, July 26

9:00 AM – 11:00 AM Substitute Training for Contract Subs Only (Administration Center Board Room)

### Wednesday, August 1

7:30 AM – 4:00 PM Ten Month Secretaries, Principals and Assistant Principals Report to Work  
 7:30 AM – 4:00 PM Child Nutrition Ten (10) Month Sr. High Manager, Site Managers, Production Manager and Child Nutrition Custodians Report to Work  
 7:30 AM – 9:00 AM MANDATORY Incident Report Training for All Principals & Assistant Principals (Administration Center West Conference Room)  
 7:30 AM – 11:00 AM Secretaries' Meeting (Administration Center Board Room)  
 1:00 PM – 2:30 PM Elementary Secretaries and Secondary Attendance Secretaries Meeting (Administration Center West Conference Room)  
 1:00 PM Administrative Council Meeting (Administration Center Board Room)

### Thursday, August 2

1:00 PM Elementary Transfer Meeting (Principals will need to bring their transfer lists to the meeting)  
 1:00 PM – 3:30 PM Elementary Site Secretary Training (Various Topics) – Bring your teacher list (Administration Center West Wing)

### Friday, August 3

8:00 AM – 10:00 AM TLE & New Teacher Induction – All Principals (Administration Center Board Room)

### Monday, August 6

8:00 AM – 10:00 AM 8<sup>th</sup> Grade Schedule Pick-Up (East Middle School)  
 4:00 PM – 6:00 PM 8<sup>th</sup> Grade Schedule Pick-Up (East Middle School)

### Tuesday, August 7

7:30 AM – 11:30 AM 11<sup>th</sup> & 12<sup>th</sup> Grade Schedule Pick-Up (Sr. High School)  
 1:00 PM – 3:00 PM 10<sup>th</sup> Grade Schedule Pick-Up (Sr. High School)  
 3:00 PM – 6:00 PM 6<sup>th</sup> Grade Schedule Pick-Up and Pay Fees (West Middle School)  
 3:30 PM – 6:00 PM 9<sup>th</sup> Grade Schedule Pick-Up (Sr. High School)  
 6:00 PM Freshmen Orientation (Howell Auditorium)

### Wednesday, August 8

7:30 AM – 11:30 AM CPI Training (*Select Employees Only*) Administration Center Seminar Room-2<sup>nd</sup> Floor)  
 8:00 AM – 11:00 AM Make-Up Day for Schedule Pick-Up (Sr. High School)  
 8:00 AM – 3:30 PM New Teacher Orientation (Administration Center Board Room) (*Local ACT Luncheon*)  
 12:00 PM – 3:00 PM Make-Up Day for Schedule Pick-Up (Sr. High School)  
 12:00 PM – 4:00 PM CPI Training (*Select Employees Only*) Administration Center Seminar Room-2<sup>nd</sup> Floor)  
 3:00 PM – 6:00 PM 7<sup>th</sup> Grade Schedule Pick-Up and Pay Fees (West Middle School)

### Thursday, August 9

8:00 AM – 3:30 PM New Teacher Orientation (Administration Center Board Room) (*Chamber-sponsored lunch @ Carolyn Renfro Event Center, 445 Fairview Ave*)

### Friday, August 10

8:00 AM – 10:30 AM Diabetes Management Training (Administration Center Seminar Room-2<sup>nd</sup> Floor)  
 8:00 AM – 3:30 PM New Teacher Orientation and Technology Training (Administration Center Board Room) *Lunch on your own*

10:45 AM – 12:00 PM Medication Administration/Lice Management/Epi Pen/Head Injury (Administration Center Seminar Room-2<sup>nd</sup> Floor)  
1:00 PM – 3:30 PM First Aid Administration (Administration Center Seminar Room-2<sup>nd</sup> Floor)

**Monday, August 13**

8:00 AM – 9:00 AM Certified Staff Back to School Assembly (Robson Field House)  
9:45 AM – 3:00 PM Professional Development Day

**Tuesday, August 14**

8:00 AM – 3:00 PM Teacher Workday  
8:00 AM – 3:30 PM CNP/Office Assistant & Child Nutrition Hourly Employees Report to Work  
8:00 AM – 3:30 PM Paraprofessionals, Teacher Assistants & Hourly Transportation Employees Report to Work  
8:00 AM – 9:30 AM Paraprofessional, Teacher Assistants, Child Nutrition, Transportation, Maintenance, Custodians, and Crossing Guards Meeting (Blood Borne Pathogen & Sexual Harassment Training) (Sr. High Commons)  
9:45 AM – 10:15 AM All Special Education TA/Paraprofessionals Meeting (Administration Center Seminar Room-2<sup>nd</sup> Floor)  
9:45 AM – 3:30 PM Child Nutrition Staff Development (CNP District Office, 1312 N 7<sup>th</sup> St.)  
8:00 AM – 11:30 AM CPR/AED Training (*Select Employees*) (Sr. High Assembly Center) – If questions, contact Jacki Benton @ [bentoi@pcps.us](mailto:bentoi@pcps.us) or call 580-763-1687  
12:30 PM – 4:00 PM Transportation Department In-service (Transportation Center)  
12:30 PM – 4:00 PM CPR/AED Training (*Select Employees*) (Sr. High Assembly Center) – If questions, contact Jacki Benton @ [bentoi@pcps.us](mailto:bentoi@pcps.us) or call 580-763-1687  
1:30 PM – 3:00 PM Special Education Speech Pathologist and Assistants Meeting (Administration Center Seminar Room-2<sup>nd</sup> Floor)

**Wednesday, August 15**

8:00 AM – 3:00 PM Teacher Workday  
8:00 AM – 3:00 PM Child Nutrition Staff Site Prep (Various Sites)  
8:00 AM – 11:30 AM CPR/AED Training (*Select Employees*) (Sr. High Assembly Center) – If questions, contact Jacki Benton @ [bentoi@pcps.us](mailto:bentoi@pcps.us) or call 580-763-1687  
10:00 AM – 12:00 PM Elementary Special Education Teachers (Administration Center Seminar Room-2<sup>nd</sup> Floor)  
12:30 PM – 1:30 PM Support Staff Back to School Assembly (Robson Field House)  
12:30 PM – 4:00 PM CPR/AED Training (*Select Employees*) (Sr. High Assembly Center) – If questions, contact Jacki Benton @ [bentoi@pcps.us](mailto:bentoi@pcps.us) or call 580-763-1687  
1:00 PM – 3:00 PM Middle School and High School Special Education Teachers Meeting (Administration Center Seminar Room-2<sup>nd</sup> Floor)  
5:00 PM Booster Club Presidents and Treasurers Meeting (Administration Center Seminar Room-2<sup>nd</sup> Floor)

**Thursday, August 16**

9:00 AM – 11:00 AM **FIRST DAY OF SCHOOL**  
Substitute Training for Returning and Confirmed Substitutes Only (Administration Center Board Room)  
5:00 PM Booster Club Presidents and Treasurers Meeting (Administration Center Seminar Room-2<sup>nd</sup> Floor)

**Tuesday, August 21**

3:45 PM Activity Fund Sponsors, Secondary Principals & Secondary Site Secretaries Meeting (Administration Center Seminar Room – 2<sup>nd</sup> Floor)

**Wednesday, August 22**

3:45 PM Activity Fund Sponsors, Secondary Principals & Secondary Site Secretaries Meeting (Administration Center Seminar Room – 2<sup>nd</sup> Floor)  
5:00 PM PTA Officers, Elementary Principals & Elementary Secretaries Meeting (PTA and Activity Funds will both be covered) (Administration Center Board Room)

**Thursday, August 23**

3:45 PM Activity Fund Sponsors, Secondary Principals & Secondary Site Secretaries Meeting (Administration Center Seminar Room – 2<sup>nd</sup> Floor)