



New Employee Orientation
Friday, August 22, 2014
Helen Hamler Building in Stanton

A G E N D A

“MAISD- We Are Everywhere!”

9:00 AM

I. Welcome & Introductions – *Dr. Scott Koenigsknecht*

- MAISD- We Are Everywhere!
- New Personnel
- ISD Leadership, supervisors and support personnel

II. Orientation

- ISD's mission and purpose– ***Dr. Scott Koenigsknecht***
- An overview of MAISD and department orientation
 - ❖ ***Brandy Minikey***- Great Start Parent Liaison
 - ❖ ***Brenda Greenhoe***- Homeless Services Director
 - ❖ Business Operations and Procedures
 - Ron Simon*** (*budget and benefits*)
 - Deb Comden*** (*inventory and purchasing*)
 - Marilyn Rosenberger*** (*payroll*)
 - ❖ Right to Know and Compliance
 - Doni Simon*** (*Bloodborne Pathogen Plan*)
 - Don Thompson*** (*Right to Know, MSDS, cleaning and maintenance, school safety*)
 - Tom Staten*** (*technology support*)
 - ❖ Career Technical Education – ***Celena Mills***
 - ❖ Special Education – ***Katie Flynn***
 - ❖ General Education – ***Michelle Goodwin***

B R E A K

III. Group work

- Employee Handbook and Contracts – ***Dr. Scott Koenigsknecht***
Inclement weather, dress code, reporting absences, timesheets, work hours, lunch, breaks, etc.
- Safe Schools Training – ***Leanne Bush***