



**Susan Micolo**

*Director of Human Resources and Administrative Services*

## **MEMORANDUM**

**TO:** All Staff  
**FROM:** Susan Micolo  
**DATE:** October 15, 2009  
**SUBJECT:** Superintendent's Conference Day - November 3, 2009

This year's Fall Superintendent's Conference Day will take place on Tuesday, November 3, 2009. We have planned a variety of activities that we believe you will find meaningful and informative.

### **AGENDA FOR INSTRUCTIONAL STAFF**

8:00 – 11:30 a.m. AM Session – Departmental/Program activities as assigned by supervisor

11:30 a.m. – 12:30 p.m. Boxed lunches will be available in the following locations:  
Special Education Staff – Walden Adult Dining Room  
Walkabout Staff – Walden Adult Dining Room  
CTE Staff – Tech Center Lobby

12:30 – 2:45 p.m. PM Session – Departmental/Program activities as assigned by supervisor

2:45 pm Welcome Reception for John McCarthy – Walden Adult Dining Room

### **AGENDA FOR OFFICE PROFESSIONAL STAFF**

Workday: 8 a.m. – 3 p.m.

10:00 – 11:00 a.m. AM Workshop

1:45 – 2:45 p.m. PM Workshop

2:45 p.m. Welcome Reception for John McCarthy – Walden Adult Dining Room

Please see separate communication regarding staff development for office professional staff.

Boxed lunches for non-instructional staff will be available in the following locations:

CTE Staff – Tech Center Lobby

Special Education Staff (except those in Building A) – Walden Adult Dining Room

O & M Staff – Walden Adult Dining Room

ESP Staff – Walden Adult Dining Room

All Other Staff – Building A



# Health Insurance Open Enrollment

## November is Open Enrollment Time!

You may change Health Insurance Coverage from HMO (Empire BC/BS) to Point of Service (Aetna), or, from Point of Service (Aetna) to HMO (Empire BC/BS).

You may also enroll for the first time if you previously declined coverage.

Changes will be effective January 1, 2010.

Contact:

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