

## **2021-2022 OPENING DAY SIGN-OFF SHEET**

By signing below and returning this form to your school's administrative assistant, you are indicating the following:

I participated remotely in all Welcome Back introductions and presentations on Monday, August 30, 2021. These include:

- Welcome remarks from Superintendent Jette
- Opening Day Presentation by George Couros
- Introductions and Welcome from MEA President Dyanne Crowley and Milton School Committee Chairperson Margaret Eberhardt
- Discussion on Trauma Sensitive Schools by Adjustment Counselor Jennie Beliveau
- Legal Presentation given by Attorney Paige Tobin
- Security Review by Milton Police Sergeant Jack Richman
- Introduction of New Staff by Assistant Superintendent Dr. Karen Spaulding

If I am a new employee, I have received my on-line Ethics Training notice. I understand that this must be completed within 30 days and the Certificate of Completion returned to my school's administrative assistant by September 10, 2021.

If I am a new employee, I have received the Summary of the Conflict of Interest Law and have signed the Acknowledgement of Receipt. I understand that this is due to my school's administrative assistant by September 10, 2021.

I received a copy of the Sick Bank Form (Units A, B, D and Custodial/Cafeteria Workers). I understand that this form must be completed and returned to my school's administrative assistant by September 10, 2021.

If I am a new employee, I received a copy of the Fingerprinting information.

I received and read the electronic copy of the Staff Handbook for 2021-2022.

**All employees must sign this Sign-Off Sheet and return it to their school's Administrative Assistant by Friday, September 10, 2021.**

Signature:

\_\_\_\_\_ Date \_\_\_\_\_

Print Name:

\_\_\_\_\_ School \_\_\_\_\_