

## **2022-2023 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 in all Welcome Back introductions and presentations on Monday, August 29, 2022. These include:

- Welcome remarks from Acting Superintendent Janet Sheehan
- Introduction of New Staff by Dr. Garth McKinney
- Comments from Milton School Committee Chairperson Ada Rosmarin
- School Law Presentation given by Attorney Marianne Peters
- Comments from MEA President Brendan Bonn
- Safety and Security Training (12:30pm-3:00pm)

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 9, 2022.

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 9, 2022.

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 9, 2022.

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 2022-2023.

**All employees must sign this Sign-Off Sheet and return it to their school's Administrative Assistant by Friday, September 9, 2022**

Signature:

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

Print Name:

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