



*"To Build Knowledge and Skills for Success Today and Tomorrow"*

Welcome to Meade School District!

New Staff Contacts, important dates and information:

**Training Information:**

- New staff/teacher training  
Williams Administrative Building, 1230 Douglas Street, Sturgis, SD 57785  
Date & time: Wednesday, June 20, 2018; 9:00 a.m. – 11:00 a.m.  
Tuesday, August 14, 2018; 9:00 a.m. – 11:00 a.m.  
Contact is Maranda McGillivray, 605-347-2523
- Attend all In-services  
2018-19 school calendar attached with in-services highlighted in yellow
- Attend Boys Town Trainings  
The Boys Town Training, Williams Administrative Building  
Date and time: Wednesday, August 15 & Thursday, August 16, 2018  
8:00 a.m. – 3:30 p.m. Contact is Jeff Ward 605-347-4454

**Business Office Contacts & Information:**

- Donna Trigg/Maranda McGillivray, Business Office, 605-347-2523  
Setup an appointment to fill out new hire paperwork  
AESOP
- Lisa Symonds, Business Office, 605-347-2523  
Accounts Payable
- Jill Meirose, Superintendent's Office, 605-347-2523, ext. 1, opt. 1  
**DUE SEPTEMBER 1<sup>ST</sup>**-Copy of your SD teacher's certificate; Praxis scores, official transcripts from educational institution mailed to:  
Meade School District  
1230 Douglas  
Sturgis, SD 57785
- June Guy, Buildings & Grounds, 605-347-2649  
Pick up your building key and district badge
- Jeff Ward, Curriculum & Technology, 605-347-4454  
Schedule an appointment to pick up laptop over the summer prior to the school year.

**Technology Help:**

Staff can always submit a work order or call the tech office 347-4454 for technology needs and log-in resets.

## **Housekeeping items**

### **Classroom supplies, etc.**

For details & procedures talk to your building administrative assistants:

Whitewood Elementary/Rural: Rainee Lisko  
Sturgis Elementary: Stephanie Evens/Marsha Ford  
Piedmont Valley Elementary: Kelli Wilson/Samantha Spear  
Sturgis Williams Middle School: Cindy Ferguson/Sue Smalley  
Stagebarn Middle School: Tina Nelson  
Sturgis Brown High School: Pam Gies/Pam Anderson;  
Pam Vinson (Registrar Office), Holly Kopplin (Activities)  
Special Services Department: Tanya Ludwick

### **Outlook Mail Login Problems**

Jeff Ward, Curriculum & Technology, 347-4454

### **Infinite Campus Login Problems**

Building administrative assistants OR Jill Meirose, Superintendent's Office,  
347-2523

### **Requesting Personal or Sick Leave**

Please visit with building principal or administrative assistants for details &  
procedure on all leave.

### **District Website**

[www.meade.k12.sd.us](http://www.meade.k12.sd.us) Click on EMPLOYEE INFORMATION