



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

Welcome to Meade School District!

New Staff Checklist:

- Contact Donna Trigg, Business Office, 605-347-2523, option 1, ext. 2
Setup an appointment to fill out new hire paperwork
- Maranda McGillivray, Business Office, 605-347-2523, option 1, ext. 1
Accounts Payable and AESOP
- Jill Meirose, Superintendent's Office, 605-347-2523, option 2, ext. 2
DUE SEPTEMBER 1ST-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, ext. 3
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.

Training Information:

- New staff/teacher training for Payroll
Date & time: July 19, 2017, 9:00 a.m. – 11:00 a.m.
August 3, 2017, 9:00 a.m. – 11:00 a.m.
Contact is Donna Trigg, 605-347-2523, opt. 1, ext. 2
- Attend all In-services
2017-18 school calendar attached with in-services highlighted in yellow
- Attend Boys Town Trainings
The Boys Town Training, Williams Administrative Building
Date and time: August 17-August 18, 2017, 8:00 a.m. – 3:30 p.m.
Contact is Jeff Ward 605-347-44754, ext. 3.

Housekeeping items

Classroom supplies, etc.

For details & procedures talk to your building administrative assistants:
Rural Schools/Whitewood Elementary: Karen Speed/Cheryl Delzer
Sturgis Elementary: Barb Grosch/Heather Peters
Piedmont Valley Elementary: Kelli Wilson/Samantha Spear
Sturgis Williams Middle School: Sheila Limbo/Sue Smalley
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, ext. 3

Infinite Campus Login Problems

Building administrative assistants OR Jill Meirose, Superintendent's Office,
347-2523, option 2, ext. 2

Requesting Personal or Sick Leave

Please visit with building principal or administrative assistants for details & procedure on all leave. Details can also be found in MEA Negotiated Agreement or Support Staff Handbook.

All staff are required to fill out a leave form for all leave (personal, sick or professional); Leave form can be found on the secure staff website.