



*"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  
New Hire Training: Monday, August 15 at 9:30-11:00 a.m.; Contact is Donna Trigg, 605-347-2523, opt. 1, ext. 2
- Sarah Smyle, Business Office, 605-347-2523, option 1, ext. 4  
Discuss sick leave bank, support staff leave request questions & take photo for district badge
- Maranda McGillivrey, 605-347-2523, option 1, ext. 3  
Accounts payable, purchase orders, district credit cards, certificated staff leave questions
- Jill Meirose, Superintendent's Office, 605-347-2523, option 2, ext. 2  
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  
(SD certificate and official transcripts are required before salary is paid)
- June Guy, Buildings & Grounds, 605-347-2649  
Pick up your building key
- 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:**

Submit MySchoolBuilding work order or call the tech office 347-4454 for technology needs and log-in resets.

**Training Information:**

- New staff/teacher training for Payroll  
Held in the board room at the Williams Administrative Building; TBA,  
Contact is Donna Trigg, 605-347-2523, opt. 1, ext. 2
- Attend all In-services  
In-services highlighted in yellow
- Attend Boys Town Trainings  
The Boys Town Training will be held in the board room at the Williams Administrative Building; TBA, 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/Cara Wise  
Sturgis Williams Middle School: Sheila Limbo/Sue Smalley  
Sturgis Brown High School: Pam Gies/Pam Anderson  
Special Services Department: Tanya Ludwick

### **Outlook Mail Login Problems**

Submit MySchoolBuilding work order, Contact person 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.