

## **Curriculum Department**

Wildcat Academy  
Task Completion  
Checklist Logistics  
July 14, 2023

Hi Everyone,

It is my hope all is well. Please, see checklist items below for completion.

Deadline for completion July 20<sup>th</sup> meeting for update- July 21<sup>st</sup> in Curriculum Department. Please, see invite in outlook calendar.

Thank you for your continued support.

### **Tony Watts:**

Continental Breakfast

### **Amber Barton:**

- Create google drive Wildcat Academy
- Order presenter gift bags
- Create badges participant names (NPS, NIS & NHS) please check Curriculum rm. for items prior to ordering. Order: Avery brand
- Staples: Wildcat Academy booklet
- Send letter to presenters via mail/email.
- Create: Template for Signage
- Staples: Signage & Booklet
- Signage tables A-E, F-J, K-o, P-Z @ NHS

### **Darla Payne:**

- Create Wildcat Academy script for email & all call.
- Create Wildcat Academy digital/electronic sign in sheets.

- Create Wildcat Academy schedule booklet for participants- title, description rm assignment.
- Create letters to presenters' conference date, Location, conference schedule, arrival, parking for Day 1 & Day 2.
- Create session descriptions title, location, presenter, target audience, session description for Day 1 & Day 2
- Create schedule in frontline

### **Lisa Swanson:**

- Solicit donation for Presenter Gift- Contact: New Riff
- Newport gifts- bag, cup, lanyard, Newport T-shirt-Check Curriculum room. for items
- Create Welcome Letter inside the booklet
- Thank you to sponsors and presenters.

### **Katina Brown:**

- Share Pd Link with Wildcat Academy Committee to upload PL offerings.
- Signage Wildcat Academy, Session Title, Presenter Rm. Assignment
- Email School Adm. To share all teacher names (NPS, NIS & NHS) - for attendance and making of name badges.
- General Outline for Wildcat Conference schedule
- Certificates Pd hours & EILA hours

### **Rusty Adams:**

- Technology runners
- Worker schedule with room assignments for technology supports for Day 1 & Day2

### **Dennis Maines: (touch base with Darla)**

- Transportation to transport teachers from NPS & NIS to NHS for those who would like transportation.
- NHS tables

### **Ethan Snapp:**

- Pick up staples order. TBA
  - signage
  - booklet

Agenda  
Director District-Wide Services  
New Teacher Induction  
Schedule  
August 8, 2023

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Time	Name	Activity
8:00a.m. - 8:30a.m.	Lisa Rizzo	Breakfast
8:30a.m. - 9:00a.m.	All District Administrators (2 mins.)	Introductions
9:00a.m. -10:00a.m.	Superintendent Watts	Introduction to Newport
10:00a.m. - 11:00a.m.	Katina Brown	NTI (Mentor/Mentee)
11:00a.m. -11:15a.m.	Kim Klosterman	Benefits
11:15a.m. -11:30a.m.	Jennifer Hoover	Pay
11:30a.m. -12:30p.m.	Lisa Rizzo	Lunch
12:30p.m. -1:15p.m.	Rusty Adams	Technology
1:15p.m. -1:30p.m.	Karen Peacock	KEA Northern KY