

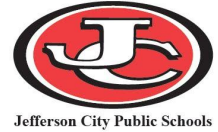
**JEFFERSON CITY PUBLIC SCHOOLS**

315 East Dunklin

Jefferson City, MO 65101

Phone 573.659.3226 fax 573.632.3460

*DR. BRIAN SHINDORF*  
*K-12 Chief of Learning*  
*Department of Curriculum and Professional Development*



Welcome to the Jefferson City School District. We are very excited to have you join our team! Enclosed in this letter you will find the agenda of training required for all new certified staff. You can also view your specific schedule under your Approved and In Progress section when you log into MyLearningPlan. We have worked very hard to develop a schedule that will support your instructional knowledge of our district's expectations. Please check your district email for communications regarding training and access to various programs the district uses. You will also receive an email containing a short questionnaire regarding the training week. Please complete and submit the questionnaire by June 21, so that we know you have received the necessary information.

As a staff member serving in a certified position, you will be issued an electronic device by the district. If you wish to pick your device up, you can come by the Dix Education Center at 204 Dix Rd, between the hours of 7:30-3:30, July 9-11. Otherwise, you will be able to pick your device up on the first day of training in August.

As a new hire to our district, you have specific professional development obligations. The district's professional development requirements include Cultural Competency and compliance training. The district also provides a set of mandatory training videos, which cover various topics relevant to your position.

Thank you,

A handwritten signature in black ink that reads 'Brian Shindorf'.

Dr. Brian Shindorf  
Chief of Learning

cc: Dr. Larry Linthacum  
Gary Verslues  
Building principals

Lorie Rost  
Bridget Frank