

## MANDATORY SECRETARIAL INSERVICE AGENDA

**Thursday, August 15, 2024**  
**Michael Berry Career Center**  
**8:00 a.m. - 12:00 p.m. All Secretaries including Bookkeepers**  
**1:00 p.m. - 4:30 All Bookkeepers**

All Secretaries are required to begin their day at 8:00 a.m. at MBCC. It is important that Secretaries do not report to their usual workplace at the standard start time. Bookkeepers are scheduled to take a lunch break on their own from 12:00 to 1:00 p.m. and then participate in Bookkeeping Training held at MBCC with the Accounting Department. All remaining secretaries are expected to resume their normal duties at their respective buildings.

8:00 a.m. – 8:15 a.m.	Welcome Back-Director of Human Resources- Nada Alamaddine
8:15 a.m. -8:30 a.m.	Vision/Hearing Screening, Carrie Conn and Bethany Williams
8:30 a.m. -9:15 a.m.	Payroll/Workers Comp, Carie Brancheau, Pam Miller, Marcia Sand
9:15 a.m. - 9:45 a.m.	<a href="#">Technology/ Computer Services</a> - Bob Attee, Cheryl Mattern, Sean Williams
9:45 a.m. - 10:00 a.m.	Welcome Back-Superintendent, Dr. Glenn Maleyko
10:00 a.m. – 10:10 a.m.	Break
10:10 a.m. – 10:30 a.m.	Assessment - Dan Patterson, Mayla Harp, Nemr Zaher
10:30 a.m. – 10:45 a.m	Compensatory Education- Hala Berry & Salwa Dakroub
10:45 a.m. - 11:00 a.m.	Special Education- Samir Berjaoui, Beth Ehrenberg and Lina El Kaissi
11:00 a.m. – 11:20 a.m	Student Services- Abe Mashhour, Bassima Hazimeh and Samar Mansour
11:20 a.m. – 11:30 p.m	Business Services- Tom Wall, Jennifer Grimaldo, Lauren Mbereko, and Emiona Kriste
11:30 a.m. – 12:00 p.m	Human Resources- FMLA/AESOP/ Extra Pay/HR Team
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12:00 p.m. -1:00 p.m.	Lunch Break (On Your Own)
1:00 p.m. - 4:30 p.m.	Bookkeepers Training, Accounting Department