



August 24, 2018

Good Afternoon SD 308 Family!

Each Friday we will provide you with a quick list of important announcements, personnel information, awards and shout outs!

Feel free to submit content for future Friday Updates, email to communications@sd308.org.

Congratulations Rachel Maxwell

Rachel Maxwell, Band Director at Traughber Jr. High has been selected to join the Illinois Music Education Association Clinician Network. The ILMEA Clinicians Network is comprised of outstanding music educators from across the state to collaborate develop and deliver music education specific professional learning content. Congrats!

New SD 308 Spirit Wear Store

A brand new store has been launched featuring many selections of outerwear, shirts, vests, bags, hats, and other items for men, women and children, featuring the SD 308 logo. Most items come in a variety of colors and styles. New items will continue to be added. The store can be found at: <https://sd308.itemorder.com/sale>

New Special Education Coordinators

There are many new Special Education Coordinators across the district. For an updated list of the buildings the coordinators serve, [click here](#). To view the staff by program, [click here](#).

Signature Block for Email

Do you have a signature line in your email? We've heard reports from frustrated parents who often don't know who is emailing them. When a parent has multiple students in the district and they start receiving multiple emails, it is difficult for them to quickly know which school, grade, or subject the email is referencing if the information is not included in a signature line. We encourage EVERYONE to take 2 minutes to go into their emails and set up a **signature block** to go along with their name. The simple instructions are included below:

Create a Gmail Signature Block:

An email signature block is composed of text that includes your contact information that is automatically added at the end of your email messages.

To add a signature block, follow these 6 simple steps:

1. Open email
2. In the top right, click **Settings**



3. Select **"Settings"**
4. Scroll down to the **"Signature"** section
5. Add you contact information in the box
If you want, you can format your message or changing the text style.
6. Scroll to bottom of page, click **"Save Changes"**

New Assistant Principal at Oswego High School

Melissa Calvert is the new Assistant Principal for Student Services at Oswego High School. She was previously serving as a Dean at OHS. To learn more click [here](#).

Hiring for Crossing Guards

SD 308 is currently hiring crossing guards. If you know anyone you know is interested, please encourage them to apply: [Crossing Guard Job Information](#)

Allied Bank Special- \$250 for SD 308 Employees

Allied Bank is proud to be a District Partner, supporting our district through financial contributions, scholarships, the Crosstown Challenge, t-shirts and more! To kick-off the school year Allied Bank is offering a special to all SD 308 employees, by opening a new checking account and Christmas savings account, you can earn up to \$250! Details can be found on the promotional flyer [here](#). This special is only valid through 9/30/18. Please contact Allied Bank directly for any questions at 630.383.0000.

Required Staff Training

On August 6, 2018, all employees received an email regarding the mandatory GCN (Global Compliance Network) training tutorials for the 2018-2019 school year. As a reminder, these tutorials must be completed by January 1, 2019. To access these tutorials, please visit www.gcntraining.com. The organization ID is 58077d, and your user ID is your five digit employee ID number. If you have any questions or need any assistance accessing the GCN training tutorials, please contact Kris Odum at (630) 636-3081 or kodum@sd308.org.