




To: All Staff

From:   
John Heintz, Assistant Superintendent for Operations and Chief Legal Officer

Date: July 27, 2015

Subject: Opening Day Institute

I want to take this opportunity to greet you at the start of a new school year and welcome those of you who are joining Niles Township High Schools for the first time this fall. I hope you had a wonderful and relaxing summer, and that you are ready to return, refreshed and renewed. As we begin this school year, I wish everyone the greatest success as we welcome our students to their educational journey.

**OPENING DAY INSTITUTE SCHEDULE:**

**Niles West • Robert L. Johnson Auditorium • Monday • August 10, 2015**

7:00 a.m. – 7:50 a.m. Niles West Auditorium Lobby	Continental Breakfast
8:00 a.m. – 9:00 a.m. Niles West Auditorium	Presentations from Union Leadership, Cameron Sweeney and Ann Goethals; Board President, Mark Sproat and Superintendent Dr. Nanciann Gatta
9:15 a.m. – 11:45 a.m. Niles West, selected rooms assigned by Directors	Directors meet with their department at Niles West (All North, West and Central teachers)
11:45 a.m. – 12:00 p.m.	Travel time for North teachers to return to Niles North
12:00 p.m. – 1:00p.m. Niles West – South Commons Niles North - Cafeteria	Lunch will be served. Niles Central staff will eat lunch at Niles West and return to Niles Central at 1:15 p.m. District staff is welcome to join the Niles West staff for lunch
1:15 p.m. – 3:25 p.m.	Classroom preparation time and specific meetings. See your Principal's correspondence with details