

Memo

To: All Teachers
From: Frank Sobierajski
Date: May 30, 2001
Re: Email Training

I will be holding training sessions on how to use the new email service on Monday June 4. I will attempt to use the following schedule for classroom teachers. Special Ed., resource, speech and special area teachers may attend any of these sessions that fit your schedule or one of the morning or afternoon open sessions. I would like each session to include no more than 4 people so that this is “hand on” experience for everyone. All session will take place in the library.

Additional training will be held in the middle school computer lab (Room 309) on Wednesday June 6 @ 2:45-3:30.

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|-----------------|-----------------|--------------------------------------|-----------------------------------|
| 8:00 Library | 8:30 Library | 9:00 Library | 9:40 Library |
| Open | Open | Parmelee Bray Roden Wallach | Brooks Rice Niver Gushue |

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|--|-------------------------------|---------------------|------------------|
| 10:20 Library | 11:00 Library | 12:15 Library | 12:55 Library |
| Fitzmaurice Bethel Smith Girard | Cuykendall Graves Henry | Manktelow Gurnow | Barber Rowe |

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|-------------------|-----------------|--|--|
| 1:35 Library | 2:30 Library | | |
| Keeling Malone | Open | | |

If there is a problem with you time or the date email me and let me know.

fsobierajski@wfmail.nrwcs.org