**To: ­** SCOE GO Team

**From:** Jewelee Hotchkiss

**Date:** February 26, 2018

**SCOE Cyber Security Training**

* Cyber Security Training is mandatory for all SCOE Staff to take place between March and June. Since it’s difficult for staff to find the time and computer access, we are arranging for the Computer lab on Wheels to be available at H Street the following dates. Please ensure that all staff take advantage of this opportunity to visit the computer lab prior to/after your PLC.
* We will receive emails from the Technology and Learning Resources staff with a link to complete the training. This will open the training window
* March 2nd
* March 16th
* April 20th

**Breastfeeding location**

* The new standards require that each site, regardless of whether or not infants are served designate a place for mothers who are breastfeeding. This week, please designate a place that would be usable for a nursing mother and put the breastfeeding sign up.

**Volunteers in COPA**

* Master Teachers please start monitoring volunteers that volunteers are in COPA.
* COPA procedure is attached

**Mandated Reporter Training**

* Attached is a recent list of staff who still need to complete the Mandated Reporter Training. As a reminder, this is mandatory and is due by 3/1/18

**Training/Meeting Schedule for 18-19**

* I have attached next year’s schedule for meetings and trainings including MT/HBS, FSW meetings & networking and PLCs.