



**#CCSFallInService19**

*Friday, October 25, 2019*

### **Schedule**

#### **OPENING SESSION**

8:30-8:55a

#### **Home Ergonomics**

[Sophie Trivino](#), Chief of Staff

Description: Please join HR for tips, tricks and ideas when creating your safe and functional home office space. We will cover basic ergonomics and safety, desk yoga and stretching, as well as sharing creative ideas for personalizing your workspace.

#### **SESSION I: *Google & Productivity***

9:00-9:50a

#### **AVID Focused Note-Taking Strategies (High School)**

[Jason Bee](#), AVID Coordinator

Description: This session is for all Online and Options teachers and EFs in grades 9-12, and is also applicable to grades 6-8. The session will focus on the 5 phases of the Focused Note-Taking Process including a review of note-taking strategies. The session will include several opportunities for collaboration and discussions on implementing note-taking strategies across the curriculum, grade levels, and programs. Participants will receive access to AVID note-taking resources for use during and after the training.

#### **GSuite Basics**

[Marco Mattaliano](#), Help Desk Technician

Description: Take your Google skills to the next level with tips for Gmail, Google Calendar, and Sheets! Learn how to delay emails, send mail merges, add multiple calendars, use formulas and formatting in sheets, and more! Come with any Google questions you have!

### **Google Hacks and Research Strategies**

[Aviva Ebner](#), Assistant Superintendent & Chief Academic Officer

Description: Tired of getting less than optimal Google search results? Learn some Google hacks and how to get better information AND be able to share those tips with scholars and families.

### **StrongMind Refresher**

[Jessica Franco](#), Director of Operations

Description: Need a StrongMind Refresher? Dealing with sensitive scholar information? Join us for an overview of the scholar dashboard features! We will be covering a general overview with a focus on contact notes and a segment on FERPA compliance. Leave this session with a few best practices to support your communication with scholars and families.

## **SESSION II: *Strategy Hour***

10-10:50a

### **AVID Scholar Goal-Monitoring and Support**

[Jason Bee](#), AVID Coordinator

Description: This session is a workshop for teachers and EFs. During the session, we will review the 3 phases in the goal writing process, collect and analyze goal setting data, and collaborate on best practices to monitor and support scholars' goals. Attendees should bring any goal setting work that has been completed with scholars so far this year.

### **English Language Scaffolding (High School)**

[Karen Houle](#), English Language Support Coordinator

Description: We will discuss planning for scaffolding lessons, which may require looking backward to recognize gaps from the past that could interfere with learning and then looking forward to foresee hurdles in upcoming tasks. Anticipating some of our scholars' needs and creating bridges to new learning assists with mastering new learning goals. We will create a list of prerequisite skills required for scholar success and then apply some of these scaffolding strategies to implement for scholars to meet their academic goals.

### **Google Sheets Intermediate**

[David Brasch](#), Director of IT

Description: This presentation will focus on Google Sheets with instruction on how to use formulas, filters and sorting. We will also take a look at how to create charts using data on a sheet.

### **What is Design Thinking and Why Do We Need to Know it?**

[Oscar De Jesus](#), Project Administrator

[Mae Van Vooren](#), Assistant Superintendent & Chief Information Officer

Description: This presentation will be an overview of the Design Thinking Process and how it will be incorporated into projects, programs, and initiatives within CCS. Get ready to Empathize, Define, Ideate, Prototype, and Test!

## **SESSION III: Additional Sessions**

11-11:50a

### **Attendance Refresher and Best Practices**

[Nora Barnhart](#), Attendance Coordinator

Description: Attendance is the life blood of our organization and how we get funded! In this session you will learn some hot tips for attendance to help make the process smooth and we'll review the attendance resources we have available.

### **English Language Scaffolding (K-8)**

[Karen Houle](#), English Language Support Coordinator

Description: We will discuss planning for scaffolding lessons, which may require looking backward to recognize gaps from the past that could interfere with learning and then looking forward to foresee hurdles in upcoming tasks. Anticipating some of our scholars' needs and creating bridges to new learning assists with mastering new learning goals. We will create a list of prerequisite skills required for scholar success and then apply some of these scaffolding strategies to implement for scholars to meet their academic goals.

### **Promoting Inclusive Practices for School Teams**

Lauren Bechtol, [El Dorado County Charter SELPA](#) Program Specialist

Juliet Anyanwu, [El Dorado County Charter SELPA](#) Program Specialist

Description: In this training, participants will understand the value of inclusive practices and the ways in which they improve outcomes for all students. A number of strategies to promote collaboration between general education and special education staff will be discussed, including how to implement IEP goals, accommodations, and modifications for students with disabilities. Finally, participants will become familiar with the legal obligations for supporting students with disabilities.

**Work Smarter, Not Harder: Productivity Tools and Chrome Add-Ons**  
[Janae Smith](#), High School Coordinator

Description: Join us as we explore tools that will help us work smarter, not harder. Dive into staying organized with Linoit, and let Google do the work for you with Autocrat. You will leave this session with these tools to help you stay organized and be prepared for upcoming parent meetings.

**LUNCH**  
12-1p

**SESSION III: *Division Best Practices Hour***  
1-1:50p

**Academic Services Division**

[Aviva Ebner](#), Assistant Superintendent & Chief Academic Officer  
Focus on research strategies to support LCAP goals ...

**Financial Services Division**

[Lisa Fishman](#), Assistant Superintendent & Chief Financial Officer  
Focus on time management ...

**Information Services Division**

[Mae Van Vooren](#), Assistant Superintendent & Chief Information Officer  
Focus on public relations & time management ...

**SESSION IV: *Department Best Practices Hour***  
2-2:50p

**Counseling Services Department**

[Debra Stephan](#), Director of Counseling Services

**Engagement Department**

[Rebecca MacAlpine](#), Director of Engagement

**Enrollment Department**

[Vanessa Beyer](#), Admissions Coordinator

**Information Technology Department**

[David Brasch](#), Director of IT

**Information Services Division**

[Mae Van Vooren](#), Assistant Superintendent & Chief Information Officer

**Online Learning Department**

[Erin Smith](#), Director of Online Learning

**Operations Department**

[Jessica Franco](#), Director of Operations

**Options Learning Department**

[Kristy Smith](#), Director of Options Learning

**Scholar Support Services Department**

[Susana Tolchard](#), Director of Scholar Support Services

**Special Education Department**

[Gabi Golan](#), Director of Special Education

**SESSION V**

3-5p

**Self-Directed Time**

- Committee Work
- Grading
- Projects
- Etc.