

# **“Let the Sun Shine In”**

**Friday, August 21, 2009**

**7:30 AM to 4:00 PM**

Professional Development Center  
6501 N 23<sup>rd</sup> Street, Tacoma, WA  
253.571.3500

**Parking behind conference center**

**Car Pooling Recommended**



## **Office Professionals' & Professional Technical Employees' Networking & Information Conference**

Our Conference theme this year, **“Let the Sun Shine In”** is the perfect inspiration for ushering in the 2009-2010 school year. Keynote presenter, Dennis S. Brown, national speaker and author of “Change Your Attitude, Change Your Life” will motivate, inspire and entertain you as he shares his true life experiences about the power of attitude in our daily lives and the lives of those we touch.

Learn about department changes and updates, and network, learn and laugh with your colleagues from around the district. Enjoy the sunshine (thinking positive) and BBQ lunch for the small cost of \$5. Don't forget the vendor event and lots of great door prizes!!! Doors open at 7:15. We look forward to seeing YOU at the conference on August 21st!

**Remember: Register early to get your first choice breakout sessions. Space is limited by classroom size.**

## OP/PT Conference Schedule Overview (Doors Open at 7:15 AM)

Time	Events	Description
7:15-8:30 AM	Sign-in Registration Table Continental Breakfast in Quad Vendors in Skyline Cafeteria	Check in at the registration table and pick up your registration packet and confirmation forms. Visit Vendors in Skyline Cafeteria. <b>Please be seated in Quad by 8:30 AM!</b>
8:30 AM	Welcome Message and Introductions	PDC Quad Room – Conference Team and welcome message from our new Deputy Superintendent Carla Santorno
8:45 – 9:40 AM	<b>General Session:</b> All Participants in Quad	Brief information updates from Key District Departments on changes & updates that impact all schools and departments.
9:40 - 9:50 AM	<i>Short Break</i>	Report to breakout and sign in by 9:50 AM. Sessions start on time!
9:50 – 10:50 AM	<b>SESSION A</b>	See breakout description on following pages
10:50-11:00	<i>Short Break</i>	
11:00 -12:00 Noon	<b>SESSION B</b>	See breakout description on following pages
<b>BBQ Lunch</b> <b>12:00 -12:30 PM</b>	<b>Lunch in Skyline Cafeteria</b> (1/2 hour duty free lunch)	Enjoy a delicious BBQ prepared by Paul Scott and our own district Food Service Department while you visit with friends.
12:30 – 1:30 PM	<b>Program &amp; Keynote with Dennis Brown</b> <b>Message from Superintendent Jarvis</b>	Please return to the Quad at 12:30. You are welcome to bring your food with you and continue eating during the program. Please be prompt so we can start on time. Thank you!
1:40 – 2:40 PM	<b>SESSION C</b>	See breakout descriptions on following pages
2:40 – 2:45 PM	<i>Short Break</i>	(some “C” sessions continue on to “D”)
2:45 – 3:30 PM	<b>SESSION D (short session)</b>	See breakout description on following pages
3:30 - 4:00PM	<b>WRAP UP &amp; DOOR PRIZES!</b>	Wrap up housekeeping details, evaluations and drawings for <b>DOOR PRIZES</b> in the Quad Room (must be present to win!)

## Break Out Session A 9:50 – 10:50 AM

<b>A1: Diversity Is An Attitude</b>	Dennis Brown	Dennis Brown, also our luncheon Keynote presenter, will discuss how diversity issues are related to our attitude. His presentation will include examples based on his true life experiences that both entertain and inform.
<b>A2: Enrollment Reporting &amp; Related updates</b>	Finance/Luat	Information and updates related to enrollment reporting and new state guidelines and eSIS updates as they pertain to enrollment reporting.
<b>A3: Lawson Queries &amp; Reports</b>	Finance/Bigelow	Information on how to run Lawson Queries & Reports from your own work station. Updates and information on related topics.
<b>A4: HR Updates &amp; Information</b>	HR Team	The Human Resources Department will share important updates and information.
<b>A5: MS Word 2007 Overview</b>	Sherri Desseau	An overview of changes between MS Word 2003 and 2007. Focus will be on the new user interface: Office Button, Quick Access Toolbar, and the Ribbon.
<b>A6: The New P-Card Program</b>	Purchasing/Estrada	Learn about the new procurement card reconciliation process with US Bank and get a feel for the new system. Time for Q&As.
<b>A7: Guiding You Through MyRegence.com</b>	Sound Partnership	Come and learn how to access all of your benefit information online and access the cool options that you may not know you can access! Time for Q&As will be provided.
<b>A8: AP Lawson Shortcuts &amp; Travel</b>	Finance/Kirkevold	This class will cover shortcuts in Lawson such as how to find a PO number from your Requisition screen, how to find out if and when an invoice was paid and other shortcuts to make your work day easier. Travel processes and updates will be covered along with ample time for Q&As.
<b>A9: School/Family Partnerships: Caring for Children We Share</b>	Kelli Hoekstra & Kate Frazier	This interactive workshop will examine what successful partnerships look like and how to make them happen in your schools.
<b>A10: McKinney Vento/Tone RC</b>	Tamie Williams	Information on the McKinney Vento Homeless Education Act and the impacts to Tone students will be discussed. Time for Q&As provided.
<b>A11: New Copier Training PLUS</b>	Printing & Graphics & Copiers NW	Get a demonstration on how to use the district's new copy machines; find out what P&G can do to make your life easier; and learn about the latest postal regulations and mail room updates.
<b>10:50 – 11:00</b>	<b>Short Break</b>	Please report to your B Session and be seated by 11:00 to start on time. Thank you!

## Break Out Session B 11:00 – 12:00 Noon

<b>B1: Diversity is An Attitude</b>	Dennis Brown	Repeat of Session A1 (see description above)
<b>B2:eSIS: More than Just the Basics</b>	Help Desk Staff	Learn about new state and federal reporting requirements that affect your school and what it will take for your school to be ready for the changes.
<b>B3: Lawson Queries &amp; Reports</b>	Finance/Bigelow	Repeat of Session A3 (see description above)
<b>B4: HR Updates &amp; Information</b>	HR Staff	Repeat of Session A4 (see description above)
<b>B5: MS Word 2007 Overview</b>	Sherrie Desseau	Repeat of Session A5 (see description above)
<b>B6: New P-Card Program</b>	Purchasing/Estrada	Repeat of Session A6 (see description above)
<b>B7: Guiding You Through MyRegence.com</b>	Sound Partnership	Repeat of Session A7 (see description above)
<b>B8: AP Lawson Shortcuts &amp; Travel</b>	Finance/Kirkevold	Repeat of Session A8 (see description above)
<b>B9: School/Family Partnerships: Children of Incarcerated Parents</b>	Joenne Harray, Dept. of Corrections	Come to this session and learn how to respond and who to refer to when a child may experience a sudden parent absence due to arrest or incarceration. Joenne Harray is well known as an expert trainer in this area.
<b>B10: Understanding Fixed Asset Inventory &amp; E-Commerce</b>	Purchasing Staff	Learn tips and tools to help you be accountable for your buildings fixed asset inventory and get your relevant questions answered. Time will also be allowed for a review of online ordering (e-commerce) with a demo presentation by Office Depot.
<b>B11: New Copier Training PLUS</b>	Printing & Graphics & Copiers NW	Repeat of Session A11 (see description above)

**12:00 – BBQ Lunch in Skyline Cafeteria – Ticket in Registration Packet (return to Quad by 12:30 for program)**

**12:30 – 1:30 Lunch Program:** Dennis S. Brown: *“Let The Sun Shine In”*: *Managing Your Building Climate – Is the temperature in your building warm and sunny or cool and cloudy? Mr. Attitude, as he is known, will share with us how our own “attitude” is like a thermostat and can be used to change or adjust the climate in our work and living environments. By changing our attitude we can change our lives and have a positive impact on those around us!*

## Break Out Session C 1:40 - 2:40 PM

(short 5 minute break at 2:40)

<b>C1: Customer Service with a Sunny Disposition!</b>	Marilyn McCabe Love	A fun and engaging session with Marilyn on how to provide excellent internal and external customer service in all weather conditions!
<b>C2: eSIS: More than Just the Basics</b>	Help Desk Staff	Repeat of Session B2 (see description above)
<b>C3: Preventing Child Abuse</b>	Teri Wood & Jeff Pence	This interactive session will provide current district policies on sexual abuse reporting as well as boundary invasion, sexual harassment and harassment, and intimidation and bullying reporting. Time will be give for Q&As.
<b>C4: Stormy Weather: Gang Awareness Overview</b>	Detective Barry McColeman & Kate Frazier	In this session, participants will explore the basics of gang involvement in Tacoma, learn how this affects our schools, and discuss the role support staff can play in intervention. Detective McColeman is with the Tacoma Police Department.
<b>C5: MS Excel 2007 Overview</b>	Sherrie Desseau	An overview of changes between MS Excel 2003 and 2007. Focus will be on the new user interface: Office Button, Quick Access Toolbar, and the Ribbon
<b>C6: Outlook 2007 Calendar</b>	Janet Caldon	Come to this session and get an overview of Outlook 2007 Calendar features. Learn how to share your calendar with others or be listed as a proxy on your boss's calendar for scheduling and managing meetings and appointments. (Outlook "Client" Only.)
<b>C7: Connect-Ed Overview</b>	Sandra Seel	Fine tune your Connect-ED skills and learn about new feature of Connect-ED, a system designed to allow users to quickly and easily record, send, and track targeted, time -sensitive voice and text notifications to entire communities in minutes.
<b>C8: Media Relations</b>	Leanna Albrecht	Learn tips and resources for staying connected with district news and information. Leanna will share innovative ways to connect with parents and community in a positive manner even during potentially controversial or difficult situations.
<b>C9: Understanding Fixed Asset Inventory &amp; E-Commerce</b>	Purchasing Staff	Repeat of Session B10 (see description above)
<b>C10: Break Through the Clouds &amp; Let the Sun Shine In</b>	Lee Williams	Join Lee Williams from Bates TC in this interactive and informative stress management class. Learn simple techniques you can use to help you cope with stressful work and life situations in a positive and productive way.
<b>2:40 – 2:45 PM</b>	<b>Short Break</b>	<b>Report to session D or continuation of session C</b>

**Note:** If a class continues on over two session times you must sign up for and attend both sessions (example C1 & D1 – must attend both.)

## Break Out Session D 2:45 - 3:30 PM

<b>D1: Customer Service with a Sunny Disposition</b>	Marilyn McCabe Love	Continuation of Session C1 (must attend both C & D sessions))
<b>D2: District Phone Service Overview</b>	September Johnson	Learn how to use and navigate the options and features on your district phones and voicemail system. Did you know voice mail can be sent to your email?
<b>D3: Preventing Child Abuse</b>	Teri Wood & Jeff Pence	Continuation of Session C3 (must attend both C & D sessions)
<b>D4: Stormy Weather: Gang Awareness</b>	Barry McColeman Kate Frazier	Continuation of Session C4 (must attend both C & D sessions)
<b>D5: MS Excel 2007 Overview</b>	Sherri Desseau	Continuation of Session C5 (must attend both C & D sessions)
<b>D6: Outlook 2007 Calendar</b>	Janet Caldon	Continuation of Session C6 (must attend both C & D sessions)
<b>D7: Connect Ed</b>	Sandra Seel	Repeat of Session C7 (see description above)
<b>D8: Navigating the Districts' Website</b>	Kevin Humphrey	Take a tour of the Tacoma Public Schools Website. Learn how to access Subfinder, benefits information, professional development, district calendars and other Internet tips and tricks. This will be a fun and informative session with time for Q&As.
<b>D9: McKinney Vento/Tone RC</b>	Tamie Williams	Repeat of Session A10 (see description above)
<b>D10: Break Through the Clouds</b>	Lee Williams	Continuation of Session C10 (must attend both C & D sessions)
<b>3:30 – 4:00 PM</b>	<b>Planning Team</b>	<b>Wrap Up Session Back in Quad – Evaluations &amp; Door Prizes!!</b>

### Participants must sign in and sign out to receive PEP credit.

PEP credit: There are 6 Hours of PEP Credit available to those who attend the full-day conference and complete the optional competency assignment. Partial PEP credit is not available.

**TO REGISTER: Fill out the registration form (attached) and send to CPD, CAB 6th Floor with your \$5 lunch fee.**