

## Office Academy Agenda

**For Elementary, Middle, High and Substitute School Secretaries  
At East High School**

Wednesday, August 2 or Thursday, August 3, 2017  
8:00 AM– 3:30 PM

<b>TIME</b>	<b>AM SESSION</b>
7:30 AM - 8:00 AM	Doors open, Sign in
8:00 AM - 8:25 AM	Welcome from Mira Wright, Dr. Dan Good, Daisy Slaughter
8:25 AM - 9:10 AM	Trauma Informed and De-escalation Techniques - Cheryl Ward
9:10 AM - 9:40 AM	Scott Gooding & Stan Bahorek - Budget, Finance, and Payroll
9:40 AM - 9:55 AM	Wanda Lillis - Legal
9:55 AM - 10:10 AM	<b>BREAK</b>
10:10 AM - 10:40 AM	Kate King - Health Services
10:40 AM - 11:05 AM	Human Resources Hot Topics – (Movement Break)
11:05 AM - 11:15 AM	Scott Varner - Communications
11:15 AM -12:15 PM	<b>LUNCH</b> - Columbus City Schools Wellness providing lunch by FreshBox Catering

### 12:15 PM - 1:15 PM Infinite Campus Training Room Assignments

<b>Session</b>	<b>Presenter</b>	<b>Room</b>
High School	IC Team 1	010
Middle School	IC Team 2	034
Elementary School Group A	IC Team 3	024
Elementary School Group B	IC Team 4	014
Elementary School Group C	IC Team 5	038
Elementary School Group D	IC Team 6	003

**BREAK 1:15 PM – 1:30 PM**

**1:30 PM - 2:15 PM CONCURRENT BREAK OUT SESSIONS (45 minutes each) SELECT ONE SESSION TO ATTEND**

<b>TIME</b>	<b>SESSION</b>	<b>SESSION DESCRIPTIONS</b>	<b>PRESENTER(S)</b>	<b>ROOM</b>
1:30 PM - 2:15 PM	Certify	Make your data shine!	Jason Vance	Room 010
1:30 PM - 2:15 PM	Central Enrollment Procedures	CCSDAS, Address Changes, Withdraws and Custody	Tonya Freeman & Jennifer Priest	Room 003
1:30 PM - 2:15 PM	Safety & Security, Lobby Guard	Visitor Management System updates and procedures	Robert Collins	Room 024
1:30 PM - 2:15 PM	Records/Digitization, SCRIB Order	Records Management	Michele Conley & Bonny Durr	Room 034
1:30 PM - 2:15 PM	Office Organization	Prepare your office for success!	LeTreese Jones	Room 038
1:30 PM - 2:15 PM	House Bill 410, Behavior Management & HQT	Legal requirements and documentation	Greg Wisniewski	Room 014
1:30 PM - 2:15 PM	Transportation	Route List/Schedule Field Trips/Bus Bulletin/Late Bus/Wrist Band E.S.	Steve McElroy	Room 032

**BREAK 2:15 PM – 2:30 PM**
**2:30 PM - 3:15 PM CONCURRENT BREAK OUT SESSIONS (45 minutes each) SELECT ONE SESSION TO ATTEND**

<b>TIME</b>	<b>SESSION</b>	<b>SESSION DESCRIPTIONS</b>	<b>PRESENTER(S)</b>	<b>ROOM</b>
2:30 PM - 3:15 PM	Certify	Make your data shine!	Jason Vance	Room 010
2:30 PM - 3:15 PM	Central Enrollment Procedures	CCSDAS, Address Changes, Withdraws and Custody	Tonya Freeman & Jennifer Priest	Room 003
2:30 PM - 3:15 PM	Safety & Security, Lobby Guard	Visitor Management System updates and procedures	Robert Collins	Room 024
2:30 PM - 3:15 PM	Records/Digitization, SCRIB Order	Records management	Michele Conley & Bonny Durr	Room 034
2:30 PM - 3:15 PM	Office Organization	Prepare your office for success!	LeTreese Jones	Room 038
2:30 PM - 3:15 PM	House Bill 410, Behavior Management & HQT	Legal requirements and documentation	Greg Wisniewski	Room 014
2:30 PM - 3:15 PM	Transportation	Route List/Schedule Field Trips/Bus Bulletin/Late Bus/Wrist Band E.S.	Steve McElroy	Room 032

**RETURN TO COMMONS AREA 3:20 PM – 3:30 PM, for closing message from Dr. Machel Kline**
***SIGN OUT AND HAVE A GREAT YEAR!***