**WELCOME!**

**2019-2020 Office Academy Agenda**

**For ALL CCS Office Professionals (School, Administrative and Substitute)**

**Columbus Africentric Early College**

**3223 Allegheny Avenue 43209**

**Friday, August 2, 2019**

8:00 AM– 4:30 PM

**PLEASE BE SURE TO SWIPE IN AND OUT OF KRONOS**

**TIME AM SESSION**

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| 7:30 AM - 8:00 AM | Doors Open, Swipe In |
| 8:00 AM - 8:05 AM | Welcome from Dr. Talisa Dixon, Superintendent/CEO |
| 8:05 AM - 8:15 AM | Welcome from Mira Wright, Chief Human Resources Officer  Welcome from Lois Carson, President of CSEA and Daisy Slaughter, President of Local 150  and Daisy Slaughter/Lois Carson |
| 8:15 AM - 8:40 AM | Human Resources Updates |
| 8:40 AM - 9:05 AM | Vulnerable Youth – Cheryl Ward, Andrea Richardson & Felisha Lyons |
| 9:05 AM - 9:50 AM | ***“Why We Serve: A Manifesto”*** by Kimberly Brazwell of KiMISTRY LLC |
| 9:50 AM - 10:05 AM | **BREAK** |
| 10:05 AM - 10:20 AM | **RESET: Mindfulness Break featuring Yaizmen Fayne with Raw Yoga 614** |
| 10:20 AM - 10:40 AM | Payroll – Betty Arey |
| 10:40 AM - 11:15 AM | Health Services – Dr. Kate King for Building Office Professionals |
| 11:15 AM - 12:00 PM | Working Together/Team Building – Tim Brown |
| 12:00 PM - 1:00 PM | **LUNCH** - Columbus City Schools Wellness Team provides lunch by Freedom a la Cart |
| 1:00 PM - 2:15 PM | Records Requests/Scribbles K-12/Address Corrections/Central Enrollment Updates  Div. of the Registrar & Central Enrollment |
| 2:15 PM - 2:30 PM | **BREAK** |

**Break Out Sessions Upstairs 2:30-4:25**

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| Student Data Specialist (SDS) Role, Team Building, Microsoft Team Introduction, Infinite Campus/Certify Updates (Truancy Tab, PLP Log, Discipline), Q & A | **Room** |
| REGION I | 209 |
| REGION II | 211 |
| REGION III | 212 |
| REGION IV | 213 |
| REGION V | 214 |
| REGION VI | 263 |

***PLEASE SWIPE OUT AND HAVE A GREAT YEAR!***