

**UPDATED**  
**1/25/12**

# 2011–2012 CLASSIFIED PERSONNEL TRAINING ACADEMY



The purpose of the school division's Classified Personnel Training Academy is to provide employees updated information and training on relevant topics to enhance job performance.

Each seminar has a specific target audience. The designated audience for mandatory seminars is specified; however, other employees are invited to attend any sessions that will benefit them professionally.



Use the electronic (Excel) registration form provided by the Department of Staff Development to register for seminars offered through the Classified Personnel Training Academy. **Submit your registration form by Friday, September 23, 2011.**



## CHESAPEAKE PUBLIC SCHOOLS

*TRAINING TOGETHER TO SUPPORT ALL THE CHILDREN*

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Katryn Duck, Staff Development Technician

Office Professionals

Darlene Gorman

Sue Brothers

Janene Kaufman

JoAnn Shareno

**Dr. James T. Roberts, Superintendent**



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*If employees are to be treated as professionals by the media, business, industry, and the general public, then they must project a professional attitude in all areas of the job.*

From *Positive Points To Ponder: Tips for Professional Success*  
Personnel Department, Chesapeake Public Schools

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## **SEMINARS FOR CLASSIFIED PERSONNEL**

### **#1 - ACCOUNTING AND BUDGET: IMPLICATIONS FOR THE SCHOOL LEADER**

A clear understanding of the responsibility for properly managing public funds is essential for the building administrator and other supervisory central office personnel. Failure to properly manage public funds can lead to public distrust, loss of valuable financial resources, and personal liability. Participants will have the opportunity to review the operating budget process, the purchasing process, and the grant application process. Other financial responsibilities to include accounting for school activity funds and requests to the central operating budget will be addressed.

**Day/Date:** Monday, August 15, 2011

**Time:** 9 a.m. – 11:30 a.m.

**Location:** Oscar Smith High School

**Presenters:** Mr. Theo Faulk, Administrative Director of Accounting and Finance  
Mrs. Kisha Allen, Director of Purchasing  
Mrs. Tammy Rodriguez, Director of Accounting  
Mrs. Marilyn Woodall, Director of Budget

**Target Audience:** Bookkeepers

**Note:** Bookkeepers may attend with their principals only.

### **#2 - IMPACT AID – FEDERAL CARDS**

This seminar will include information on Impact Aid changes for the 2011-2012 school year, new address information needed for properties not identified in the past, and information on the documentation necessary to meet audit standards for the U.S. Department of Education. Topics will also pertain to the dissemination, the collection and submission process for schools, and the importance of Impact Aid funding.

**Day/Date:** Wednesday, October 12, 2011

**or**

Thursday, October 13, 2011

**Time:** 12:30 p.m. – 2:30 p.m.

**Location:** SAB – Multipurpose Room

**Presenter:** Mr. Theo Faulk, Administrative Director of Accounting and Finance

**Target Audience:** Classified personnel who handle federal cards at their schools  
***(Mandatory for one classified employee from each school)***

**#3 - FAIR LABOR STANDARDS ACT (FLSA)**

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This training is designed to provide a brief overview of the Fair Labor Standards Act (FLSA) and School Board Policy 8-22. Employee timekeeping procedures, FLSA classifications, and overtime calculations will be discussed.

**Day/Date:** Friday, October 14, 2011

**Time:** 9 a.m. – 9:30 a.m.

***or***

3 p.m. – 3:30 p.m.

**Location:** SAB – Multipurpose Room

**Presenter:** Mrs. Audrey Conrad, Senior Analyst for Human Resources and Information Technology

**Target Audience:** Non-Exempt Personnel from SAB and ISC  
***(Mandatory for target audience)***

**#4 - KRONOS: TIMEKEEPERS' SEMINAR**

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The purpose of this training is to provide a regular forum for discussing and addressing timekeepers' concerns regarding KRONOS. Timekeepers will be supplied with the information, tools, training, and support necessary to assist them in using KRONOS in the most efficient and effective manner.

**Day/Date:** Tuesday, October 18, 2011

**Time:** 9 a.m. – 10:30 a.m.

***or***

1 p.m. – 2:30 p.m.

**Location:** SAB – Multipurpose Room

**Presenters:** Mr. Mike Drischler, Project Manager  
Mrs. Terry Bruce, Payroll Clerk II

**Target Audience:** School Timekeepers

**#5 - ABC'S AND 123'S OF MICROSOFT OUTLOOK**

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This seminar is designed for custodians to explore the basics of Microsoft Outlook. Using Outlook, participants will learn how to receive, send, and forward e-mail. Participants will also learn how to attach files. By the conclusion of this session, participants will have a variety of tools to assist them in communicating efficiently and effectively.

**Day/Date:** Thursday, November 10, 2011

**Time:** 8 a.m. – 10 a.m.  
**or**  
10 a.m. – 12 p.m.  
**or**  
12 p.m. – 2 p.m.  
**or**  
2 p.m. – 4 p.m.

**Location:** ESC – Lab 120

**Presenters:** Application Systems Analysts

**Target Audience:** Head Custodians

**Note:** Registration for these sessions will be handled by the Custodial Services Department.

**#6 - SMART SURVIVAL TOOLKIT: PART I**

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This training will provide paraprofessionals the opportunity to learn the basics of surviving in a classroom with SMARTBoards and document cameras. Participants will be engaged with hands-on opportunities guaranteeing comfort and proficiency with the technology at the end of the session. Come and learn the SMART Way!

**Day/Date:** Thursday, November 10, 2011

**Time:** Paraprofessionals (K-2) ~ 8 a.m. – 10 a.m.  
**and**  
Paraprofessionals (3-5) ~ 10:30 a.m. – 12:30 p.m.  
**and**  
Paraprofessionals (6-12) ~ 1:30 p.m. – 3:30 p.m.

**Location:** Greenbrier Middle School – Room 900

**Presenter:** Mrs. Adrienne Sawyer, Supervisor of Elementary Science

**Target Audience:** General Education Paraprofessionals and  
Special Education Paraprofessionals

**#7 - SMART SURVIVAL TOOLKIT: PART II**

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This training will provide paraprofessionals the opportunity to learn intermediate level skills to feel more comfortable when working with SMARTBoards and document cameras.

**Day/Date:** Friday, January 27, 2012

**Time:** Paraprofessionals (K-2) ~ 8 a.m. – 10 a.m.  
**and**  
Paraprofessionals (3-5) ~ 10:30 a.m. – 12:30 p.m.  
**and**  
Paraprofessionals (6-12) ~ 1:30 p.m. – 3:30 p.m.

**Location:** Greenbrier Middle School – Room 900

**Presenter:** Mrs. Adrienne Sawyer, Supervisor of Elementary Science

**Target Audience:** General Education Paraprofessionals and  
Special Education Paraprofessionals

**#8 - SPECIAL ED 101 FOR PARAPROFESSIONALS**

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In this seminar, participants will discuss topics related to special education to include disability categories, services, IEP's, behavior management, and data collection.

**Day/Date:** Friday, January 27, 2012

**Time:** Secondary Paraprofessionals ~ 8:30 a.m. – 10 a.m.  
**and**  
Elementary Paraprofessionals ~ 1 p.m. – 2:30 p.m.

**Location:** ~~SAB—Multipurpose Room~~  
**Greenbrier Middle School – Room 622 (LOCATION CHANGE)**

**Presenters:** Mrs. Susan Page, Special Education Administrator  
Ms. Laurie Tibbetts, Special Education Administrator  
Mrs. Deirdre Williams, Special Education Administrator

**Target Audience:** Special Education Paraprofessionals

**#9 - PEOPLESOFT USERS**

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The purpose of this training is to provide a regular forum for discussing and addressing PeopleSoft users' concerns regarding PeopleSoft modules. Users will be supplied with information, tools, training, and support necessary to assist them in using PeopleSoft in the most efficient and effective manner.

**Day/Date:** ~~Wednesday, February 8, 2012~~ **(CANCELLED)**

**Time:** 9 a.m. – 11 a.m.

**Location:** SAB – Multipurpose Room

**Presenters:** Mr. Mike Drischler, Project Manager  
Mrs. Sherrie McCabe, Financial Management Specialist

**Target Audience:** All PeopleSoft Users

**#10 - COLOR ME SUCCESSFUL**

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Paraprofessionals are an important part of every educational team! In this seminar, participants will learn the importance of their instructional role using *Color Me Successful*, a paraprofessional program designed to enhance instructional skills, personal attributes, enthusiasm, and knowledge of student motivation techniques. Beginning and veteran paraprofessionals will leave with a greater understanding of how to become a more valuable member of the school's instructional team!

**Day/Date:** Friday, April 6, 2012

**Time:** 8:30 a.m. – 10:30 a.m.  
***or***  
12:30 p.m. – 2:30 p.m.

**Location:** SAB – Multipurpose Room

**Presenters:** Ms. Susan Carroll, Assistant Principal,  
Crestwood Intermediate School  
Mrs. Shelia Johnson, Assistant Principal,  
Cedar Road Elementary School  
Mrs. Karen Lopez, Assistant Principal,  
Thurgood Marshall Elementary School  
Mr. Joseph Sciuillo, Assistant Principal,  
Camelot Elementary School

**Target Audience:** Paraprofessionals

**Note:** This seminar is designed for paraprofessionals who have not previously participated in *Color Me Successful* training at the building level.

**#11 - ATTENDANCE PERSONNEL TRAINING:  
ENROLLMENT AND WITHDRAWAL PROCEDURES**

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In this seminar, participants will receive instruction on completing the enrollment packet, using withdrawal codes, monitoring attendance, and entering information into Star\_Student. In addition, information that needs to be verified will be discussed. A review of the attendance handbook will be included in this presentation.

**Day/Date:** Thursday, April 19, 2012

**Time:** 8:30 a.m. – 11:30 a.m.

**or**

12:30 p.m. – 3:30 p.m.

**or**

**Day/Date:** Friday, April 20, 2012

**Time:** 8:30 a.m. – 11:30 a.m.

**Location:** SAB – Multipurpose Room

**Presenters:** Mrs. Sabrina Richards, Supervisor of Student Enrollment  
Dr. Cassandra Barksdale, Supervisor of Data Reporting,  
Remediation, and Summer Programs

**Target Audience:** Attendance Clerks, School Administrators, and Guidance  
Personnel who deal with attendance  
***(Mandatory for at least one building representative and all  
data quality secretaries)***

**Note:** Individuals who are invited but not required to attend include other school administrators, guidance personnel, and office staff who are involved with attendance or enrollment of students. Building administrators are asked to balance the session requests for their buildings.

## #12 - **DATA QUALITY TRAINING UPDATE**

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The purpose of this training is to review expectations regarding the accurate collection of data for the 2011-2012 school year. Participants will have an opportunity to ask questions related to attendance and withdrawal procedures. Specific information related to Star\_Student codes will be discussed.

Participants are encouraged to email specific questions regarding attendance, withdrawal, and data collection procedures to Cassandra Barksdale ([cassandra.barksdale@cpschools.com](mailto:cassandra.barksdale@cpschools.com)) by November 3, 2011.

**Day/Date:** Thursday, November 10, 2011

**Time:** 9 a.m. – 11 a.m. (Elementary)  
***or***  
12:30 p.m. – 2:30 p.m. (Secondary)

**Location:** Deep Creek Middle School – Media Center

**Presenters:** Mrs. Debbie Hunley-Stukes, Director of Middle School Curriculum and Instruction  
Mrs. Sabrina Richards, Supervisor of Student Enrollment  
Dr. Cassandra Barksdale, Supervisor of Data Reporting, Remediation, and Summer Programs  
Mrs. Deana Berry, Database/Computer Operations Manager

**Target Audience:** Attendance Clerks, Data Quality Secretaries, and Guidance Personnel who deal with attendance