

MODESTO CITY SCHOOLS

STAFF DEVELOPMENT

for Classified, Certificated
and Management Staff

2011-2012





Welcome to the 2011-2012 school year!

My goal this year is for all of us to focus on three C's. The first 'C' is for **Communication**. I am committed to keeping lines of communication open throughout the District and community.

The second 'C' stands for **Collaboration**. MCS staff possess incredible knowledge and skills. As a district, this year we will tap into our internal experts. There are a number of opportunities for professional development right here.

We will also collaborate with local businesses, officials and parents to provide support to our students and our schools.

District administration and I are strongly committed to ensuring all staff are able to access professional development which is timely, appropriate and relevant, believing that this adds immense value to both the organization and the individual. This investment takes on even greater importance given the challenging economic times that we face, as it is even more crucial that staff have the skills and abilities to adapt to changing times. It is important that all staff take responsibility to be a life-long learner, and be equipped with not only the necessary skills and knowledge to perform their current role, but also to prepare them for future opportunities and changes required in order to support the continued success of the district.

We are pleased to be able to offer this comprehensive guide of professional development opportunities available to staff in the coming year. For the first time we have attempted to bring together details of all staff development provided within Modesto City Schools into one handy reference booklet. It contains information about all kinds of learning opportunities available to classified, certificated and management staff. This booklet will be updated throughout the year and will be available on the district's public webpage under the "Employees" tab (<http://mcs.monet.k12.ca.us/employees>). To register for one of these classes, please contact the lead person. The district is currently researching a process that will allow for online registration, so watch for updates on this exciting opportunity to come out later this fall.

You will notice that the majority of courses do not have fixed dates at this point; dates will be arranged and staff will be notified as this information becomes available. Some courses will have a minimum number required and scheduling availability will depend upon demand. If you have a particular need which you feel may be common across the district but which is not addressed please let us know by using the suggestion box on mcsonline under the 3Cs tab (<http://mcsonline/ThreeCs/default.aspx>). After you have completed a workshop we will ask you to provide feedback and I would strongly encourage you to do so to facilitate continuous improvement in the training which will be provided.

The last 'C' is for **Celebration**. We have so many things to celebrate: our test scores are on the rise, daily student attendance is strong and we have a passionate, dedicated administrative, teaching and support staff who are committed to students' growth academically, socially and emotionally.



I am proud to be a part of Modesto City Schools and I look forward to working together to making a difference in our students' lives.

Pamela Able, Superintendent

REGISTRATION INFORMATION

To register for a Staff Development workshop, please contact the lead person for specific details on registration. This booklet will be updated throughout the year and will be available on the district webpage under the Employees tab (<http://mcs.monet.k12.ca.us/employees>)

Specific Instructions to register for Instructional Technology classes –



1. Find a class that fits your needs in the booklet.
2. Click on the link to register: <http://mcs.monet.k12.ca.us/itech/sti/default.aspx> .
3. If you are registering for Outlook for the first time you have to call 576-4106 to register.

All Instructional Technology classes are on a first-come, first-serve basis with limited enrollment. While every effort is made to conduct these classes according to the training calendar, there are times when a class may have to be canceled due to district conflicts or lack of enrollment. In which case the participants will be notified prior to the start of class. Training calendars are posted on the web. Not all classes are offered each month so it is important that you check the training calendar on a regular basis. If there is a class that you'd like that isn't offered, sent an email to us and we will try to offer it.

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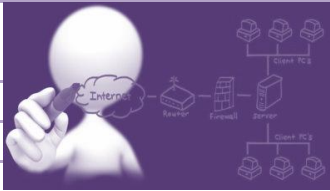
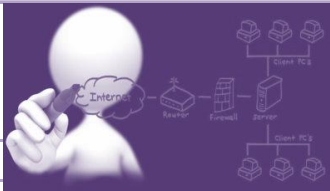

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Modesto City Schools Staff Development 2011-2012

| | | |
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| Access Basics | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | Defining database terminology. This session will focus on how to set up tables, enter and print data from within the table. Topics will include: creating a database, defining a data table, setting field names and types, entering data, sorting and filtering. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |
| Access: Creating Forms and Reports | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | This session will explore the various components of the reports and forms modules. It will look at setting control properties and setting some simple relationships between tables. Topics include: creating a form and report, modifying control properties, and setting filters. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |
| Access: Creating Relationships | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | This session will explore the process of setting control properties for | |

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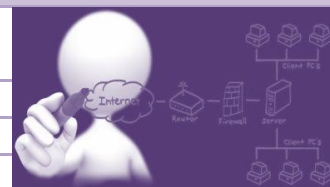
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|-----------------------------------|---|
| | simple relationships between tables. Creating relationships between tables of the database allow data to be linked in a variety of ways enabling complex sorting, filtering, and easy maintenance. A firm grasp of Access tables and database structure is essential. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Access: Using Mail Merge



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | If you are already using an Access database to store name, address, etc., why not use it when you need to send out letters or forms. You will experience the thrill of exporting fields from individual records so that the data can be used to merge letters or forms with Microsoft Word. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |


Access: Using Simple Queries




| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn the difference between queries, filters, and how to put them to use for ultimate productivity. This session will cover the development of simple queries, create calculated fields using the "Build" function to build mathematical and text constructs. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Modesto City Schools Staff Development 2011-2012




Adobe Acrobat

| | | |
|-----------------------------------|---|---|
| • Lead Person | Instructional Technology Staff |  |
| • Department | Instructional Technology | |
| • Description | Adobe Acrobat is an application that will allow you to take any of your office documents and convert them into a read-only, web-safe document that anyone using Acrobat Reader can open and read. This class covers various ways to create a basic PDF file, how to edit and view, how to edit page layout, and learn how to scan into Adobe Acrobat. You will also learn how to protect your document by setting permissions to edit and/or print. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |

Adobe Acrobat Professional: Creating Interactive Forms

| | | |
|-----------------------------------|--|---|
| • Lead Person | Instructional Technology Staff |  |
| • Department | Instructional Technology | |
| • Description | Learn how to create interactive forms with Adobe Acrobat 9. Use the form wizard to automatically recognize form fields in a document. Learn how to create different types of fields, for example, a calculated field, or a text field. Learn how to assign properties to each field and create buttons for Save, Reset, and Submit. Learn multiple ways to submit the form and learn how to extend the form usage for Adobe Reader users so they don't have to have Adobe Professional to use the form | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |

Modesto City Schools Staff Development 2011-2012

| | | |
|-----------------------------------|---|---|
| <h3>Brown Bag Lunch Series</h3> | |  |
| • Lead Person | Sheri Cummings, Administrative Secretary Cummings.s@monet.k12.ca.us | |
| • Department | Business Services | |
| • Description | The goal of the Brown Bag Lunch Series is for District Office staff to bring their lunch, get acquainted with co-workers and hear a presentation on a variety of topics. Volunteer presenters cover a wide range of work and non-work related topics. | |
| • Appropriate Participants | District Office Staff | |
| • Date | Even Months | |
| • Time | Lunch time for 1 hour | |
| • Location | District Office | |
| • Registration Information | No registration is necessary to attend the Brown Bag Lunch Series | |
| <h3>Budget 101</h3> | |  |
| • Lead Person | Michelle Price, Budget Manager Price.mi@monet.k12.ca.us | |
| • Department | Budget Office | |
| • Description | What do all the numbers mean? Ever wonder what the account number string means and how at a simple glance you can determine whether it is referencing a substitute teacher vs. office supplies? Please join this session if you would ever see an account number, have to assign an account number to a pay claim or requisition. Staff will also show you how to read budget reports and track information electronically through QCC. | |
| • Appropriate Participants | Budget Officers, Clerical staff | |
| • Date | Fall 2011 | |
| • Time | 1 hour | |
| • Registration Information | Contact lead person listed above | |
| <h3>Bullying/Cyber-bullying</h3> | |  |
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association, gowans.m@monet.k12.ca.us | |
| • Presenter | Rowena Russo, California Teachers Association | |
| • Department | Modesto Teachers Association | |
| • Description | Everyday young people across the country become victims of bullying and cyber-bullying. At the state level, Assembly Bill 9, more commonly | |

Modesto City Schools Staff Development 2011-2012

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|-----------------------------------|---|
| | known as Seth's Law, is awaiting legislative approval in order to formalize more effective responses to adolescent bullying. Modesto City Schools is committed to providing a safe environment for all of its students through a pro-active approach. This workshop will offer a chance for staff and students to better understand the various forms of bullying, as well as appropriate responses. An emphasis will be placed on intervention strategies, as well as ways to create positive and supportive environments for the nearly 30,000 students who attend Modesto City Schools. First day of training will review what to look for, then the second day will be on how to respond. |
| • Appropriate Participants | All staff and students of Modesto City Schools, Interested Community Members |
| • Date | January 31 and February 7, 2012 |
| • Time | 3:30 – 5:30 pm |
| • Location | Downey High School Room 1 |
| • Registration Information | Contact MTA Office at (209) 526-0191 |

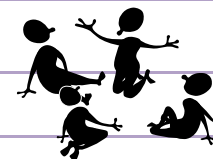
Cal Pers Retirement Seminar



| | |
|-----------------------------------|--|
| • Lead Person | Michele Landini, Payroll Supervisor Landini.m@monet.k12.ca.us |
| • Department | Payroll |
| • Description | <p>During this seminar CalPers members will learn about their CalPERS benefits and the services available to them, along with health and retirement benefits, service credit, Social Security, and more. Presenters will also answer questions.</p> <p>During 2011, CalPERS has suspended Retirement Planning Fairs as they prepare to launch my CalPERS enhancements. The fairs will resume in 2012. In the meantime, staff can go to their website (www.calpers.ca.gov) to view the following webinars to help prepare for retirement:</p> <ul style="list-style-type: none"> • Retirement Benefit Basics • The Service Credit Factor • Health Benefits into Retirement <p>Staff can also take retirement planning classes online through the CalPERS Education Center. Choose a class and enroll online. Then take your class online or in the classroom. Instructor-led classes are offered through our eight Regional Offices.</p> |
| • Appropriate Participants | All Classified Staff |
| • Date | Spring 2012 |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Online workshop, no registration is necessary |

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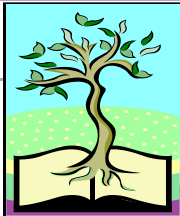

| Classroom Management | |
|---|---|
| <ul style="list-style-type: none"> • Lead Person | Mark Herbst, Director, Special Education Herbst.m@monet.k12.ca.us |
| <ul style="list-style-type: none"> • Department | Special Education |
| <ul style="list-style-type: none"> • Description | Student achievement is strongly related to positive classroom structure where behavior expectations are clearly communicated. The Classroom Management series will focus on setting up a classroom, developing classroom rules, establishing and monitoring classroom procedures, using positive behavioral supports, and managing extreme individual behaviors. Teacher friendly systems for reinforcement will be discussed. The series will give any teacher some basic tools and strategies for setting up and maintaining a well-run classroom. Participants must commit to the entire series of 1 full day and 2 half days. Substitutes will be provided. |
| <ul style="list-style-type: none"> • Appropriate Participants | New teachers, teachers who want students to increase time on task, teachers who want to cultivate a positive environment within their class. Limited to 20 teachers |
| <ul style="list-style-type: none"> • Date | September 28, 2011 |
| <ul style="list-style-type: none"> • Time | 8:30 am – 3:00 pm |
| <ul style="list-style-type: none"> • Location | TBD |
| <ul style="list-style-type: none"> • Registration Information | Contact lead person listed above |
| Closing the Vocabulary Gap | |
| <ul style="list-style-type: none"> • Lead Person | Rick Pinedo, Bilingual Language Development Specialist – Admin pinedo.r@monet.k12.ca.us |
| <ul style="list-style-type: none"> • Department | English Language Development |
| <ul style="list-style-type: none"> • Description | Vocabulary discrepancies in early life inevitably lead to vast vocabulary deficiencies later on in life. In this session, teachers and administrators will learn about the vocabulary gap and about ways to close it. Vocabulary instruction tips for all learners, ELs and Eos, will be shared. Highlights include learning about cognates and morphological analysis. Come learn about Avril Coxhead's Academic Word List and how to get all students to speak "Academic" English. |
| <ul style="list-style-type: none"> • Appropriate Participants | All K-6 Teachers |
| <ul style="list-style-type: none"> • Date | TBD |
| <ul style="list-style-type: none"> • Time | 2 hours |
| <ul style="list-style-type: none"> • Location | TBD |
| <ul style="list-style-type: none"> • Registration Information | Contact lead person listed above |



Modesto City Schools Staff Development 2011-2012

| Common Core Standards Mathematical Content (K-6) | |
|---|---|
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6, Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | Start familiarizing yourself with the new National Common Core Standards that will be implemented in California in 2014. This in-service will take an in-depth look at the new Standards for Mathematical Content, which were formed from research-based learning progressions detailing what is known today about how students' mathematical knowledge, skill, and understanding develop over time. Come see how you can start implementing these changes in your classroom. |
| • Appropriate Participants | All K-6 Teachers |
| • Date | TBD |
| • Time | 2 hours |
| • Location | TBD |
| • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |
| Common Core Standards Mathematical Practices (K-6) | |
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6, Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | The new National Common Core Standards contain two sets of math standards, Standards for Mathematical Content and Standards for Mathematical Practice. This in-service will help you familiarize yourself with the eight Standards for Mathematical Practice that teachers will need to teach and develop in every student from grades Kindergarten to Grade 12. See how you can start implementing these Mathematical Practices tomorrow in your current classroom. |
| • Appropriate Participants | All K-6 Teachers |
| • Date | TBD |
| • Time | 2 hours |
| • Location | TBD |
| • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |

Modesto City Schools Staff Development 2011-2012

| Common Core Training | |  |
|--|--|---|
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association gowans.m@monet.k12.ca.us | |
| • Presenter | Marlene Fong, California Teachers Association | |
| • Department | Modesto Teachers Association | |
| • Description | This training will look at the new Common Core standards, and how to prepare for their implementation. | |
| • Appropriate Participants | All district employees | |
| • Date | March 27, 2012 | |
| • Time | 3:30 – 5:30 pm | |
| • Location | Downey High School Room 1 | |
| • Registration Information | Contact MTA Office at (209) 526-0191 | |
| Comprehension | |  |
| • Lead Person | Elsa Martinez, Bilingual Language Development Specialist – Admin Martinez.e@monet.k12.ca.us Rick Pinedo, Bilingual Language Development Specialist – Admin pinedo.r@monet.k12.ca.us | |
| • Department | English Language Development | |
| • Description | This session introduces teachers to how to use the following strategies to teach comprehension: Question-Answer-Response, Think Alouds, retelling, “think-clouds”, and graphic organizers. Teachers will examine student text features that support comprehension such as connecting reading to writing, making text connections, and comprehension practice in a CST format. Teachers will become familiar with the Gradual Release Model of Comprehension found in <i>California Treasures</i> . | |
| • Appropriate Participants | All K-6 Teachers | |
| • Date | TBD | |
| • Time | 3 hours | |
| • Location | TBD | |
| • Registration Information | Contact lead person listed above | |
| Contract And Services Agreement Processing | |  |
| • Lead Person | Julie Chapin, Associate Superintendent, Chief Business Official Chapin.j@monet.k12.ca.us Sheri Cummings, Administrative Secretary Cummings.s@monet.k12.ca.us | |

Modesto City Schools Staff Development 2011-2012

| | |
|-----------------------------------|---|
| | both universal screening and progress monitoring. |
| • Appropriate Participants | All district employees |
| • Date | TBD |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Examview



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn how to create test using standards. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Excel Basics



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn how to use this popular spreadsheet application. You will explore the various components of the Excel spreadsheet while learning how to work with labels, values, and formulas. This session will be an overview of formatting cells, identifying ranges of data, entering formulas to calculate numerical totals, and insert and/or delete rows and columns. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Modesto City Schools Staff Development 2011-2012

| Excel: Conditional Formatting | |
|--|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Conditional Formatting Feature enables you to set up special formatting that is automatically applied by Excel only when cell contents meet certain criteria. For example, you want to display all the amounts over \$5000 in bold, blue with a yellow background. You can use Conditional Formatting to automatically apply the desired formatting. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |
| Excel: Create a Summary Report and Data Consolidation | |
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | If you have a number of Microsoft Excel worksheets that contain related data, you'll likely need to create a report that consolidates and summarizes the data. If those worksheets are laid out identically to one another, this tip will show how you can have Excel's Data Consolidate feature consolidate the worksheets into a summary report. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |



Modesto City Schools Staff Development 2011-2012

| Excel: Creating Charts and Graphs | |
|--|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Excel is an excellent tool for creating "what-if" scenarios for evaluating situations where data and/or values are fluid and require manipulation to synthesis any possible outcome. From the data, you will learn to create any number of various charts and graphs to visually represent the data. You will also learn how to transfer that graph into other applications such as Word or PowerPoint. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |
| Excel: Database Features | |
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | While not a "relational" database like Access, Excel can perform a number of the same processes to assist you in tracking and extracting data. You will learn how to create a "flat file" type database using Excel, how to sort and filter it, and finally how to chart or print your results. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |



Modesto City Schools Staff Development 2011-2012

| Excel: Working with Pivot Tables | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | A pivot table is a dynamic summary report generated from a database. The data can reside in a worksheet or in an external file. A pivot table can help transform endless rows and columns of numbers into a meaningful presentation of data. For example, if you have a list of all the students in the district by grade level and by home language, you can determine how many 1st graders have the home language of Spanish. You can determine by site, by grade level, by gender. A very handy tool. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |
| Executive Function | |
| • Lead Person | Ginger Johnson, Assistant Superintendent, Special Education Johnson.v@monet.k12.ca.us |
| • Department | Special Education |
| • Description | This workshop focuses on understanding executive dysfunction in children with Autism Spectrum Disorder, ADHS or Learning Disabilities. Step by step instruction on teaching the skills necessary for executive function will be provided including: recall, organization, prioritizing, critical thinking skills and self-management. Participants will receive Learning the R.O.P.E.S. for Improved Executive Function which is full of useful worksheets and graphic organizers. |
| • Appropriate Participants | Priority will be given to Speech therapists, teachers instructing students with Autism Spectrum Disorder. Limited to 35 participants. |
| • Date | October 20, 2011 and November 9, 2011 |
| • Time | 8:30 am – 3:00 pm |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |



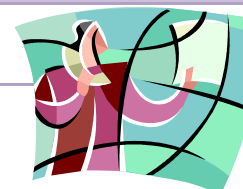
Modesto City Schools Staff Development 2011-2012

| | | |
|--|--|---|
| Field Trip Software (TOM) | |  |
| • Lead Person | Katie Powell, Dispatch Supervisor Powell.k@monet.k12.ca.us | |
| • Department | Transportation | |
| • Description | Workshop will introduce the Transportation Operations Manager (TOM) field trip software "Webtrips", the importance of 10 day advance requests, and the approval process. The workshop will also cover the importance of checking back in Webtrips to confirm transportation. | |
| • Appropriate Participants | Staff who have responsibility for arranging transportation | |
| • Date | TBD | |
| • Time | TBD | |
| • Location | TBD | |
| • Registration Information | Contact leader person listed above | |
| Gay, Lesbian, Bisexual, Transgender Youth: Breaking the Silence | |  |
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association gowans.m@monet.k12.ca.us | |
| • Presenter | Rowena Russo, California Teachers Association | |
| • Department | Modesto Teachers Association | |
| • Description | As students struggle to deal with gay and lesbian issues, educators need factual information so they can correct the misinformation about homosexuality. This training will provide participants with strategies for reducing hostilities towards gay and lesbian students and learn ways to create a safe free learning environment for all students. In addition, participants will learn what their Chapters and Service Centers can do to promote tolerance and understanding of these issues. | |
| • Appropriate Participants | All district employees | |
| • Date | December 6, 2011 | |
| • Time | 3:30 – 5:30 pm | |
| • Location | Downey High School Room 1 | |
| • Registration Information | Contact MTA Office at (209) 526-0191 | |
| General Payroll/Insurance | |  |
| • Lead Person | Michele Landini, Supervisor, Payroll and Benefits Landini.M@monet.k12.ca.us | |
| • Department | Payroll/Insurance | |
| • Description | Explanation of deadlines and where/how to find information regarding | |

Modesto City Schools Staff Development 2011-2012

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|-----------------------------------|---|
| | pay dates and how to read your pay stub |
| • Appropriate Participants | All district employees |
| • Date | September |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Grants



| | |
|-----------------------------------|--|
| • Lead Person | Kim Kamstra, Accounting Supervisor Kamsta.k@monet.k12.ca.us Sheri Cummings, Administrative Secretary Cummings.s@monet.k12.ca.us |
| • Department | Accounting and Business Services |
| • Description | <p>Wanting to write a grant? The first part of this workshop will assist you in getting started. Presenters from Business Services, Budget and Accounting will discuss the necessary steps to receive district support and cabinet approval including such items as district match requirements, how to request salary information, indirect rate, etc.</p> <p>The second half of the training will explain what to do with a grant once you have received the award and how to properly monitor to ensure your grant is not overspent. This will also explain how to set up your budget, fill out CDE expenditure reports and budget proposals.</p> |
| • Appropriate Participants | Staff who are responsible for monitoring grants at school sites – bookkeepers and grant coordinators. |
| • Date | TBD |
| • Time | 1-2 hours |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Harcourt Math – Grades K-5

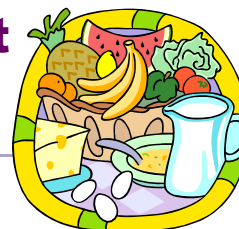
HSP Math

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|-----------------------------------|---|
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6 Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | Support is available to help you use your Harcourt HSP Math series as efficiently and effectively as possible. Whether it be developing lessons, looking at formative assessment options, examining supplements that give extra support to the standards, using the technology and ThinkCentral website, or helping with other Harcourt program needs. Support is available all year long and can be arranged for one or more teachers at a time. |
| • Appropriate Participants | All K-5 Teachers |

Modesto City Schools Staff Development 2011-2012

| | |
|-----------------------------------|--|
| • Date | TBD |
| • Time | 2 hours |
| • Location | TBD |
| • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |

Hazard Analysis Critical Control Point (HACCP)



| | |
|-----------------------------------|---|
| • Lead Person | Sulyn Madsen, Assistant Director, Nutrition Services madsen.s@monet.k12.ca.us and Blanca Zermeno, NSC HACCP Technician ZermenoDePrather.b@monet.k12.ca.us |
| • Department | Nutrition Services |
| • Cost | \$85 per person |
| • Description | <p>At the end of the 8-hour class an examination will be administered. After passing the proctor administered examination the employee will receive a ServSafe certificate which is valid for 5 years in the State of California. This class is open to the first 30 employees each year that register.</p> <p>The class is taught in both English and Spanish. The class fee covers the book, examination form and certificate from the National Restaurant Association.</p> |
| • Appropriate Participants | Any Nutrition Services employee who wishes to gain more knowledge in the area of food safety. |
| • Date | TBD |
| • Time | 8 hour class |
| • Location | Nutrition Services |
| • Registration Information | Contact lead person listed above |

Head Custodian Training



| | |
|----------------------|--|
| • Lead Person | Roger Orth, Director, Operations Orth.r@monet.k12.ca.us |
| • Department | Operations |
| • Description | <p>Head Custodian Training to include</p> <ul style="list-style-type: none"> • Avenues of procurement • Curb Appeal/Grounds • Deep Cleaning • Maintenance Projects • Site Purchases and Renovations |

Modesto City Schools Staff Development 2011-2012

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| | <ul style="list-style-type: none"> • Heat Illness Prevention, Vandalism and Theft • Fire Safety and Fire Extinguishers • Employee Accidents • Employee Basics • Security • Williams Act |
| • Appropriate Participants | Head Custodians |
| • Date | Fall 2011 |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

HOLT Mathematics – Grade 6



| | |
|-----------------------------------|--|
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6 Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | Support is available to help you use your Holt Mathematics series as efficiently and effectively as possible. Whether it be developing lessons, looking at formative assessment options, examining supplements that give extra support to the standards, using the technology and Holt website, or helping with other Holt program needs. Support is available all year long and can be arranged for one or more teachers at a time. |
| • Appropriate Participants | All 6th Grade Teachers |
| • Date | As Needed |
| • Time | TBD |
| • Location | 2 hours |
| • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |

How to be a Para Pro



| | |
|-----------------------------------|---|
| • Lead Person | Devon Homme, Program Manager, BCBA Homme.d@monet.k12.ca.us |
| • Department | Special Education |
| • Description | This workshop provides the basic tools and strategies for para-professionals assigned to a behaviorally challenged student. Topics include communication with teachers and parents, how to encourage motivation and independence, reinforcement strategies to bring about behavioral change, and simple data collection. Later in the year, this group will be brought back again for continued learning opportunities. |
| • Appropriate Participants | Special Education paraprofessionals who are assigned as a 1:1 or as |

Modesto City Schools Staff Development 2011-2012

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| | additional classroom support |
| • Date | August 9, 2011 (additional dates will be available) |
| • Time | 8:30 am – 3:30 pm |
| • Location | Pearson Room 5 |
| • Registration Information | Contact lead person listed above |

Identifying and Monitoring Progress of English Learners






| | |
|-----------------------------------|---|
| • Lead Person | Melanie McCleary, Director State and Federal Programs, McCleary.m@monet.k12.ca.us |
| • Department | State and Federal |
| • Description | At the end of this workshop, participants will be able to: describe how an EL is identified, identify the similarities and differences between an EO, I-FEP, R-FEP, and EL, explain the construct of CELDT and its purpose, and monitor English Learner progress. |
| • Appropriate Participants | Teachers, Administrators, Program Managers, Speech Therapist, School Psychologist, Special Education Resource Teachers, SST Members |
| • Date | TBD |
| • Time | 2 day workshop |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Identifying and Monitoring Progress of English Learners: Cohort 1 Follow-up



| | |
|-----------------------------------|--|
| • Lead Person | Melanie McCleary, Director State and Federal Programs, McCleary.m@monet.k12.ca.us |
| • Department | State and Federal |
| • Description | This workshop will review Part 1: describe how an EL is identified, identify the similarities and differences between an EO, I-FEP, R-FEP, and EL, explain the construct of CELDT and its purpose, and monitor English Learner progress. |
| • Appropriate Participants | This workshop is designed for those who have completed the 2 day workshop, "Identifying and Monitoring Progress of English Learners." |
| • Date | TBD |
| • Time | 8:30 am – 12:30 pm |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Modesto City Schools Staff Development 2011-2012

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|---|---|---|
| <h3>Instructional Technology: Classified Training</h3> | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | Instructional Technology offers specific Microsoft Office and Adobe products training for clerical during the day. The classes are usually one session. These training sessions focus on job tasks and technical applications relating to many of the clerical projects and reports required by the site. | |
| • Appropriate Participants | TBD | |
| • Date | TBD | |
| • Time | TBD | |
| • Location | TBD | |
| • Registration Information | Contact Instructional Technology Department | |
| <h3>Instructional Technology: Departmental Trainings</h3> | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | Instructional Technology is available to conduct departmental trainings for the various administrative offices around the district. We are available to assist with specific trainings on any of the Microsoft Office products. Our knowledgeable staff can design and provide guided training for departmental staff. Trainings can be scheduled throughout the year in the Reno Instructional Technology Lab. | |
| • Appropriate Participants | TBD | |
| • Date | TBD | |
| • Time | TBD | |
| • Location | TBD | |
| • Registration Information | Contact Instructional Technology Department | |
| <h3>Instructional Technology: Instructional Training</h3> | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | Instructional Technology offers specific trainings for teachers. These trainings are specific to the classroom environment. | |

Modesto City Schools Staff Development 2011-2012

| | |
|-----------------------------------|---|
| • Appropriate Participants | TBD |
| • Date | TBD |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact Instructional Technology Department |

Internet Explorer Basics and Overview of the Modesto City Schools Website



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | This is a fast-paced visit to the World Wide Web and its vast collection of resources. You will learn and practice the most common ways of moving around the Internet using a browser. You will start Internet Explorer, set the startup page, use hyperlinks, navigate the Internet and use URL's. This class will demonstrate how the user can set up the homepage by using the Internet Options with Internet Explorer and how to download files and graphics available on the Internet. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Internet Explorer : Searching the Internet



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn about some of the differences in search engines; which ones are fastest, best for what you're looking for, and the easiest for you to use. Learn how to conduct complex and Boolean based searches using meta-search engines. Create effective online searches. Learn how to use narrow the parameters of your search. Collect, bookmark, and store the results of your search on the local computer for retrieval through other programs such as Microsoft Word. |
| • Appropriate Participants | All district employees |

Modesto City Schools Staff Development 2011-2012

| | |
|-----------------------------------|---|
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Macmillan/McGraw-Hill Comprehension



| | |
|-----------------------------------|--|
| • Lead Person | Terry Wilcox, K-6 Literacy Intervention Coordinator Wilcox.t@monet.k12.ca.us |
| • Department | English Language Arts K-6 |
| • Description | This session introduces teachers on how to use the following strategies to teach comprehension: Question-Answer Response, Think Alouds, retelling, “think clouds”, and graphic organizers. Teachers will examine the student text features that support comprehension such as connecting reading to writing, making text connections, and comprehension practice in a CST format. Teachers will become familiar with the Gradual Release Model of Comprehension found in <i>California Treasures</i> . |
| • Appropriate Participants | K-6 Classroom Teachers, Support Staff, Administrators |
| • Date | TBD |
| • Time | 3 hours or All day |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Macmillan/McGraw-Hill Instructional Routines



| | |
|----------------------|--|
| • Lead Person | Terry Wilcox, K-6 Literacy Intervention Coordinator Wilcox.t@monet.k12.ca.us |
| • Department | English Language Arts K-6 |
| • Description | Instructional Routines are an integral part of California Treasures. They are found in the Teachers’ Editions as well as in a separate component called the Instructional Routine Handbook. The Instructional Routine Handbook is available in book format as well as a download from the California Treasures Companion Website. This session features routines for Phonological Awareness, Phonemic Awareness, Phonics, Fluency, Vocabulary, High-Frequency Words, Spelling, Comprehension, Grammar, Writing, Classroom Management and Assessment. Participants will view master teacher videos of routines, learn features of routines and practice routines with others. |

Modesto City Schools Staff Development 2011-2012

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|-----------------------------------|---|
| • Appropriate Participants | K-6 Classroom Teachers, Support Staff, Administrators |
| • Date | TBD |
| • Time | 3 hours or All day |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Macmillan/McGraw-Hill Model Lessons



| | |
|-----------------------------------|--|
| • Lead Person | Terry Wilcox, K-6 Literacy Intervention Coordinator Wilcox.t@monet.k12.ca.us |
| • Department | English Language Arts K-6 |
| • Description | Student achievement is strongly related to positive classroom structure where behavior expectations are clearly communicated. The Classroom Management series will focus on setting up a classroom, developing classroom rules, establishing and monitoring classroom procedures, using positive behavioral supports, and managing extreme individual behaviors. Teacher friendly systems for reinforcement will be discussed. The series will give any teacher some basic tools and strategies for setting up and maintaining a well-run classroom. Substitutes will be provided. |
| • Appropriate Participants | K-6 Classroom Teachers, Support Staff, Administrators |
| • Date | TBD |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Managing Small Groups



| | |
|-----------------------------------|--|
| • Lead Person | Terry Wilcox, K-6 Literacy Intervention Coordinator Wilcox.t@monet.k12.ca.us |
| • Department | English Language Arts K-6 |
| • Description | Managing Small Groups: These sessions begins with an overview of current research on differentiation done by Dr. Jan Hasbrouck and Vicki Gibson. Teachers will learn how to group students, become familiar with the “yellow page” lessons in their Teacher’s Edition, and explore the Approaching, Beyond and English Learner components. Tips will be given for how to build a productive learning environment, how to implement routines and how to phase in small group instruction. |
| • Appropriate Participants | K-6 Classroom Teachers, Support Staff, Administrators |
| • Date | TBD |
| • Time | 3 hours |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Modesto City Schools Staff Development 2011-2012

Mandated Cost Training



| | |
|-----------------------------------|---|
| • Lead Person | Sheri Cummings, Mandated Cost Coordinator Cummings.s@monet.k12.ca.us |
| • Department | Business Services |
| • Description | <p>The State of California since 1975 has provided reimbursement for costs incurred by school districts because of mandates the State has imposed for new programs or a higher level of service for existing programs. Mandated Cost claiming is an activity that the Administration of Modesto City Schools has directed that we pursue; therefore, the collection of this data is not optional.</p> <p>The revenue generated over the past ten years by Mandated Cost activities is significant. Mandated Cost data is relatively easy information for staff to collect if done timely and recordkeeping is done consistently. This workshop will review guidelines to assist you and your staff in the collection of mandated cost data and to reduce the number of errors and/or problems on the forms.</p> |
| • Appropriate Participants | Certificated, Classified and Management staff that have claimable time in one or more of the Mandated Cost areas. |
| • Date | As requested |
| • Time | 1 hour |
| • Location | Site or District Office |
| • Registration Information | Contact lead person listed above |

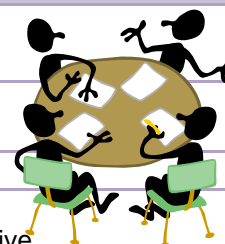
Maintenance And Operations Administrator



| | |
|-----------------------------------|--|
| • Lead Person | Roger Orth, Director, Operations Orth.r@monet.k12.ca.us |
| • Department | Operations |
| • Description | <p>Maintenance and Operations Administrator in-service to include</p> <ul style="list-style-type: none"> • Avenues of procurement • Site Inspections • Operations procedures • Deep Cleaning • Special Events • Williams Act • Housekeeping/Safety issues • Fire Safety • Work Orders |
| • Appropriate Participants | Site Administrators |

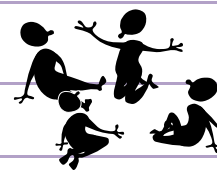
Modesto City Schools Staff Development 2011-2012

| | |
|-----------------------------------|--|
| • Date | TBD |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |
| Math CADRE | |
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6, Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | As a member of the MCS Math Cadre, you will be part of an on-going network of teachers that will receive in-depth training on math concepts, instructional strategies, latest math research, Common Core Standards updates, integration of reading strategies, and more. Each site may choose two teachers to be their representatives for Math Cadre. Those representatives will share information back at their sites. Teachers who are not site representatives are also welcome to attend voluntarily. |
| • Appropriate Participants | Two teacher representatives from every school site will be paid participant rate for attending. See your site principal. All other teachers are welcome to attend voluntarily. Please RSVP. |
| • Date | Last Thursday of every month |
| • Time | 3:30 – 5:00 p.m. |
| • Location | District Office, Staff Development Rooms 1 and 2 |
| • Registration Information | Contact lead person listed above |
| Math Content Support | |
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6, Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | Do your students struggle with a particular math content area (such as, fractions, long division, percentages, regrouping, etc.)? Are you new to a grade level? Support is available to show different strategies for teaching the math content, including the development of conceptual understanding. Support is available all year long and can be arranged for one or more teachers at a time. |
| • Appropriate Participants | All K-6 Teachers |
| • Date | TBD |
| • Time | 2 hours |
| • Location | TBD |
| • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |



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Math Vocabulary Strategies



| | |
|-----------------------------------|---|
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6, Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |
| • Description | This in-service will focus on research-based, practical strategies for mathematical vocabulary development. Participants will be shown how to select words for instruction, and how to engage students in developing student-friendly explanations of new words. Come away with graphic organizers and games designed to get students to use math vocabulary. Part of the in-service is based on Isabel Beck's book, <u>Bringing Words to Life: Robust Vocabulary Instruction</u> . |
| • Appropriate Participants | All K-6 Teachers |
| • Date | TBD |
| • Time | 2 hours |
| • Location | TBD |
| • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |

Medical Administrative Activities (MAA) Annual Training



| | |
|-----------------------------------|---|
| • Lead Person | David Antinetti, Director, Business Services, Antinetti.d@monet.k12.ca.us |
| • Department | Business Services |
| • Description | All MAA participants must be trained each year |
| • Appropriate Participants | CWA Attendance Liaisons, School Nurses, School Psychologist, Speech and Language Therapists, School Staff |
| • Date | TBD |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Medical Procedures Specialists




| | |
|----------------------|--|
| • Lead Person | Linda Cayabyab, School Nurse Cayabyab.l@monet.k12.ca.us |
| • Department | Special Education |
| • Description | Provide updates on items such as procedural guidelines, assignments, staff protocols and procedures. Specifically we will cover topics such as: medical issues such as diabetes and seizures, lifting techniques, blood borne pathogens, MAA and LEA |


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| | billing, attendance reporting, LVN Guidelines/Job Descriptions, First Aid procedures and G-Tube procedures. |
| • Appropriate Participants | Mandatory for all Medical Procedures Specialists |
| • Date | August 9, 2011 |
| • Time | 8:00 am – 1:00 pm |
| • Location | Child Development Conference Room |
| • Registration Information | Contact lead person listed above |

Microsoft Word Basics

| | | |
|-----------------------------------|--|---|
| • Lead Person | Instructional Technology Staff |  |
| • Department | Instructional Technology | |
| • Description | Use Microsoft Word to develop classroom and office documents. In this session you will be introduced to many of Word's formatting and layout features. You will explore many of the graphic capabilities, learn to form text with color, size and font styles, set tabs and margins, and print the document. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |

Microsoft Word: Graphics

| | | |
|-----------------------------------|---|---|
| • Lead Person | Instructional Technology Staff |  |
| • Department | Instructional Technology | |
| • Description | Fred R. Barnard said "A picture's worth a thousand words." Word allows you to incorporate text and graphics into your documents. In this class you will learn to insert and adjust graphics from clip art, digital photographs, and pictures from the Internet. Learn some tricks and tips for successfully using graphics to increase audience interest. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |

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| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |
| <h3 style="margin: 0;">Microsoft Word: Mail Merge</h3> | |
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Create customized reports and letters by merging names and addresses into an existing letter or form. You will learn how to use Word's Mail Merge feature to create a source document, data list and merged letters. Once you learn the concept of merging you can use it in Publisher to merge student names into certificates. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |



| | |
|---|---|
| <h3 style="margin: 0;">Microsoft Word: Page and Section Formatting</h3> | |
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Many types of page formatting can be applied to a document sections. For example, a header is text or other information that appears at the top of each page. Rather than have the same thing appear at the top of every page in a document, you can create different document sections, each with its own custom header. Multiple-column text is another example of formatting that can be applied to document sections. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |



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Microsoft Word: Ruler and Tab Features



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn to use Word's ruler, tab settings, and format style painter to develop a student handout containing quotations, essay questions, and imported material from other sources. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Microsoft Word: Table of Contents



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | A table of contents lists, in order of appearance, the major headings within a document. The table of contents lists the chapters and first level headings with their corresponding page numbers. A table of contents can help readers find specific content within a lengthy document. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Microsoft Word: Working with Tables



| | |
|----------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Microsoft Word's table feature enables you create tables of information. Table structure and format are extremely flexible and can be modified |

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| | to meet your needs. A cell can expand vertically to accommodate long blocks of text or graphics; you can sort or total column. You can format cells, merge cells, and split cells. You can even put a table within a table cell. These features make the table a good choice for organizing a wide variety of data. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Moodle for Elementary Teachers



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | How to create a website for your students using Moodle. You can post assignments, links to sites, and forums. You can also use the email feature. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Moodle Using class.com



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn to use the curriculum from class.com. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at |

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|----------------------------|---|
| | http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Open Enrollment Benefit Workshops



| | |
|----------------------------|--|
| • Lead Person | Michele Landini, Supervisor Payroll and Benefits Landini.m@monet.k12.ca.us |
| • Department | Payroll and Insurance |
| • Description | Assist staff with the open enrollment process |
| • Appropriate Participants | All district employees and retirees |
| • Date | October 10, 2011 – November 4, 2011 |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Outlook Calendaring



| | |
|----------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Once you've learned the basics of Outlook's e-mail, you may wish to expand your skills to Outlook's calendaring system. You will learn how to setup your calendar, schedule appointments, and invite others to a meeting. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Outlook E-Mail Basics



| | |
|---------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | This is the introduction class to sending and receiving e-mail using the Modesto City School's Outlook e-mail system. This session covers the basics of managing your Inbox, creating a signature block, addressing, and attaching documents. You |

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|-----------------------------------|---|
| | will also learn how to connect from home through the Internet to your district e-mail. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Outlook: Advanced Features



| | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Besides calendaring and e-mail, Outlook offers a plethora of other features such as tracking tasks, searching for specific e-mails, and creating remote mailboxes for storing important e-mail. You will learn how to set up and use these important organizational features of Outlook. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

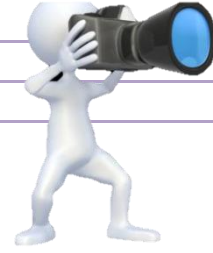
Pay Claims



| | |
|-----------------------------------|---|
| • Lead Person | Michelle Price, Budget Manager Price.mi@monet.k12.ca.us Michele Landini, Payroll Supervisor Landini.m@monet.k12.ca.us |
| • Department | Budget and Payroll |
| • Description | How to complete and properly code pay claims |
| • Appropriate Participants | Staff who are responsible for coding pay claims |
| • Date | TBD |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

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Photoshop Elements Basics



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Photoshop Elements is a digital editing tool for editing scanned or digital photographic images. This class will introduce you to the basic features and tools of Elements. You will learn how to copy and paste image portions, add text to an image, adjust colors, and print your image. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Photoshop Elements: Advanced Techniques



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Photoshop Elements, like its relative Photoshop CS, has a number of special features that can be used to enhance your images. You will learn how to apply various actions and effects to your images to create some amazing creations and special effects. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

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Photoshop Elements: Creating Custom Composites



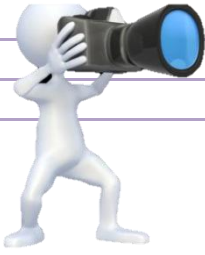


| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Using Photoshop Elements, learn how to apply masks to images to create complex composite images, logos and fun illustrations. You will learn how to use the "magic wand" to create masks and isolate image features for editing or clipping. You will also learn how to incorporate text onto your image. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Photoshop Elements: Using Digital Cameras



| | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | In this session you will learn: how to adjust and set various camera features, special effects, taking high quality pictures, and how to transfer them into your digital image editor. Cameras will be provided, but you may bring your own camera to get some tips and tricks on its use. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
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| Photoshop Elements: Using Scanners | |
|---|---|
| <ul style="list-style-type: none"> • Lead Person • Department • Description | Instructional Technology Staff Instructional Technology Photoshop Elements allows you to scan printed images or photographs and digitize them for editing. This class takes you through scanning graphics, clipping and importing into Photoshop Elements. You will also learn how to adjust your scanned images and save them for use in other applications. |
|  | |
| <ul style="list-style-type: none"> • Appropriate Participants • Date | All district employees Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| <ul style="list-style-type: none"> • Time • Location • Registration Information | TBD Reno Computer Lab See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |
| | |
| PhotoStory 3 | |
| <ul style="list-style-type: none"> • Lead Person • Department • Description | Instructional Technology Staff Instructional Technology Using Photo Story 3, create slideshows using digital photos and/or images. With a single click, edit photos; add stunning special effects, soundtracks, and voice narration to your photo stories. Then, personalize them with titles and captions. |
|  | |
| <ul style="list-style-type: none"> • Appropriate Participants • Date | All district employees Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| <ul style="list-style-type: none"> • Time • Location • Registration Information | TBD Reno Computer Lab See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |
| | |
| PowerPoint Advanced Features | |
| <ul style="list-style-type: none"> • Lead Person • Department • Description | Instructional Technology Staff Instructional Technology Learn about all of those special features |
|  | |

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|-----------------------------------|---|
| | that PowerPoint offers to the adventurous designer. This session will explore such features as hyper-linking from PowerPoint to the Internet, creating a navigation structure, copying slides from other presentations, and creating custom presentation lists. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

PowerPoint and Multimedia



| | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn the tricks, tips, and pitfalls in using media such as video clips, music and sound tracks, and flash movie components in PowerPoint. You will see how these items can enhance the presentation and complicate the development. You will also learn how to apply transitions and custom animated effects to your text and graphics. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

PowerPoint Basics



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn to use PowerPoint to create a class or parent presentation using professional looking graphics, reports, and text. You will learn how to select and apply various designs and slide layouts to make an attractive presentation. You will also learn how to print your presentation for your audience. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at |

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|-----------------------------------|---|
| | http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

PowerPoint Presentation Tricks and Tips



| | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | In only two sessions, create a lesson from beginning to end (or at least almost). Bring a lesson for which you want to create a PowerPoint and receive on-the-spot assistance from the instructor on best practice presentation skills. (This is a two session class.) |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

PowerPoint: Creating Custom Backgrounds



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | PowerPoint allows the user to either select a preexisting background template or create a standard background of their own choosing. You will learn how to create your own custom background using the "Master Slide" and "Master Handout" features of PowerPoint. Discover how to set a default text and numbering scheme for your presentations and save it so students and others can use it as a presentation template. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |

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| | |
|-----------------------------------|--|
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

PowerPoint: Using Graphics





| | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | PowerPoint has a number of features that will allow you to add vibrant graphics to your presentation. During this session, you will learn how to include various graphic images into your presentation. We will explore how to include clip art, Word art, Internet images, and digital photographs into PowerPoint. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

PowerSchool Gradebook





| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Overview of the Gradebook. This will focus on categories and assignments as well as grouping students. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
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| | | |
|---|---|---|
| Premiere Elements | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | Before you capture and edit video, you need to start a project. Projects combine all of the video, audio, effects, and titles you use to create a final movie. Learn to create a single project with Adobe Premiere Elements file that combines everything you need to create a movie, including video, audio, effects, and titles. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |
| Premiere Elements: Digital Video Techniques for Teachers | |  |
| • Lead Person | Instructional Technology Staff | |
| • Department | Instructional Technology | |
| • Description | Learn to create a single project with Adobe Premiere Elements file that combines everything you need to create a movie, including video, audio, effects, and titles. | |
| • Appropriate Participants | All district employees | |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx | |
| • Time | TBD | |
| • Location | Reno Computer Lab | |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx | |

Modesto City Schools Staff Development 2011-2012

| | | |
|--|---|---|
| Principal Secretaries Workshop (7-12) | |  |
| • Lead Person | Carolyn Mulgrew, Administrative Secretary Mulgrew.c@monet.k12.ca.us Sheri Cummings, Administrative Secretary Cummings.s@monet.k12.ca.us | |
| • Department | Ed Services and Business Services | |
| • Description | Workshop will consist of review and training on Ed Services and Business Services procedures and policies. This will be a “nuts and bolts” training specifically geared for 7-12 staff who implement the procedures and policies. | |
| • Appropriate Participants | 7-12 Principal Secretaries and other interested support staff | |
| • Date | Fall 2011 | |
| • Time | 3 hours | |
| • Location | District Office | |
| • Registration Information | Contact lead person listed above | |
| Principal Secretaries Workshop (K-6) | |  |
| • Lead Person | Carolyn Mulgrew, Administrative Secretary Mulgrew.c@monet.k12.ca.us Sheri Cummings, Administrative Secretary Cummings.s@monet.k12.ca.us | |
| • Department | Ed Services and Business Services | |
| • Description | Workshop will consist of review and training on Ed Services and Business Services procedures and policies. This will be a “nuts and bolts” training specifically geared for K-6 staff who implement the procedures and policies. | |
| • Appropriate Participants | K-6 Principal Secretaries | |
| • Date | Fall 2011 | |
| • Time | 3 hours | |
| • Location | District Office | |
| • Registration Information | Contact lead person listed above | |
| Pro Act | |  |
| • Lead Person | Ginger Fontana, Program Manager Fontana.g@monet.k12.ca.us and Beth Stehle, Program Manager, stehle.b@monet.k12.ca.us | |
| • Department | Special Education | |
| • Description | As required by law, staff must use appropriate restraint techniques during emergency situations. This 20 hour workshop offers de-escalation techniques and proper restraints designed to keep both staff | |

Modesto City Schools Staff Development 2011-2012

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| | and students safe. Additionally, legally mandated forms will be reviewed and discussed. |
| • Appropriate Participants | All SH/ED teachers and paraprofessionals are required to keep certification current |
| • Date | Cohort 1: September 15, 22 and 29, 2011 Cohort 2: February 2, 9 and 16, 2012 |
| • Time | First two days 8 am – 4 pm, third day 1 – 5 pm (20 hours total) |
| • Location | Staff Development Room 1 |
| • Registration Information | Registration is by invitation only, as there is limited space. |

Professional Learning Communities (PLCS) and the Common Core (Day 1 and 2)



| | |
|-----------------------------------|---|
| • Lead Person | Thor Harrison, Director, Ed Services 7-12 Harrison.t@monet.k12.ca.us |
| • Department | Ed Services |
| • Description | The professional development in this workshop is designed to build sustained leadership for school leaders and teacher teams, while addressing the needs of the school sites' implementation of the Common Core State Standards (CCSS). In order to successfully transition to the CCSS, site leadership teams need to acquire the skills necessary to lead our schools' transformation to the Common Core's more rigorous standards and assessments. Participants will learn to develop Professional Learning Communities (PLC) and the commensurate skills necessary to evoke change related to the CCSS. |
| • Appropriate Participants | K-6: 3 to 5 teachers and 1 administrator 7-8: 5 teachers and 1 administrator 9-12: 10 teachers and 2 administrators |
| • Date | July 27 and 28, 2011 |
| • Time | 8:00 a.m. to 3:00 p.m. |
| • Location | Gregori High School Gymnasium |
| • Registration Information | Contact lead person listed above |

Professional Learning Communities (PLCS) and the Common Core (Day 3 and 4)



| | |
|----------------------|---|
| • Lead Person | Thor Harrison, Director, Ed Services 7-12 Harrison.t@monet.k12.ca.us |
| • Department | Ed Services |

Modesto City Schools Staff Development 2011-2012

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| • Description | Day 3 and 4 of the “PLC and the Common Core” professional development series will focus on continuing common language related to PLC work. The training will also continue to address the Common Core and what teacher-leaders can expect when the new standards are in place. |
| • Appropriate Participants | K-6: 3 to 5 teachers and 1 administrator 7-8: 5 teachers and 1 administrator 9-12: 10 teachers and 2 administrators. |
| • Date | October 18, 2011 and March 20, 2012 |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Publisher Basics



| | |
|-----------------------------------|---|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Microsoft Publisher is a simple desktop publishing program used to produce high-quality flyers, newsletters, posters, etc. Publisher has many features. It is ideal for students from intermediate grades through high school. In this session, you will explore many of Publisher's pre-constructed templates that can be used in the classroom. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Publisher: Mail Merge



| | |
|-----------------------------------|--|
| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Like Publisher's easy creation of flyers and certificates? Did you know that you can also merge your students' names directly into your certificates? You will learn how to set up your certificates and data sources so you can mail merge directly into your certificates and flyers. Now you can personalize your Publisher material. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at |

Modesto City Schools Staff Development 2011-2012

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|----------------------------|---|
| | http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

READ 180 Cadre



| | |
|----------------------------|--|
| • Lead Person | Tina Bell, District English Language Coordinator 7-8 Bell.t@monet.k12.ca.us Shelli Wesson, Instructional Coach – Special Education Wesson.s@monet.k12.ca.us |
| • Department | Ed Services and Special Education |
| • Description | As a member of the READ 180 and System 44 cadre, you will be a part of an on-going network of teachers that will receive in-depth training on delivering instructional routines, motivating students, monitoring student software, using data from SAM to drive instruction, and more. These meetings will allow teachers to collaborate, share ideas and become experts in implementing READ 180. |
| • Appropriate Participants | READ 180/System 44 Teachers |
| • Date | September 1, 2011, November 3, 2011, February 9, 2012, and April 5, 2012 |
| • Time | 3:30 – 5:00 p.m. (attendance is voluntary) |
| • Location | Pearson Elementary in Building G-7-12 Curriculum (Tina Bell's Office) |
| • Registration Information | Contact lead person listed above |

READ 180 Leadership



| | |
|----------------------------|--|
| • Lead Person | Tina Bell, District English Language Coordinator 7-8 Bell.t@monet.k12.ca.us Shelli Wesson, Instructional Coach – Special Education Wesson.s@monet.k12.ca.us |
| • Department | Ed Services and Special Education |
| • Description | This workshop will provide participants with an overview of the READ 180 and System 44 instructional design. The data collection management system, Scholastic Achievement Manager (SAM), will be explained and demonstrated. How to support teachers, monitor students' performances, and what to look for during a READ 180 classroom walkthrough will also be discussed. Participants will acquire an overall understanding of the instructional routines and technology of READ 180 and System 44. |
| • Appropriate Participants | Administrators |
| • Date | One presentation only, 2 – 4 hours in the morning |

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|----------------------------|----------------------------------|
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

READ 180 Training (New)



| | |
|----------------------------|--|
| • Lead Person | <p>Thor Harrison, Director, Ed Services 7-12 Harrison.t@monet.k12.ca.us Tina Bell, District English Language Coordinator 7-8 Bell.t@monet.k12.ca.us</p> |
| • Department | Ed Services |
| • Description | Teacher training for the new edition of Read 180. There will be two trainings; one for new Read 180 teachers and another for returning Read 180 teachers. The “New” teacher training will provide teachers the training required to implement the Scholastic curriculum with fidelity. |
| • Appropriate Participants | Teachers and administrators |
| • Date | August 4 and 5, 2011 |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

READ 180 Training (Not New)



| | |
|----------------------------|--|
| • Lead Person | <p>Thor Harrison, Director, Ed Services 7-12 Harrison.t@monet.k12.ca.us Tina Bell, District English Language Coordinator 7-8 Bell.t@monet.k12.ca.us</p> |
| • Department | Ed Services |
| • Description | Teacher training for the new edition of Read 180. This teacher training will focus on the new material. Teachers will learn to navigate the new Read 180, browser-based, electronic curriculum while learning about the new reading and writing portions of the curriculum. |
| • Appropriate Participants | Teachers and Administrators |
| • Date | July 26, 2011 or August 8, 2011 |
| • Time | TBD |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Modesto City Schools Staff Development 2011-2012

Reading The Fine Print



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|-----------------------------------|--|
| • Lead Person | Craig Rydquist, Associate Superintendent, Human Resources Rydquist.c@monet.k12.ca.us George Linn, Director, Risk Management Linn.g@monet.k12.ca.us |
| • Department | Risk Management |
| • Description | An introductory three hour session on the MTA and CSEA agreements. What managers need to know about these agreements. It is believed that this information will enable a manager to better deal with employment issues and problems when you encounter them. A second, advanced session is being planned for 2012. |
| • Appropriate Participants | All district employees |
| • Date | TBD |
| • Time | 3 hours |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Representative Training



| | |
|-----------------------------------|---|
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association gowans.m@monet.k12.ca.us |
| • Presenter | Marlene Fong, California Teachers Association |
| • Department | Modesto Teachers Association |
| • Description | Representative Training is intended for individuals who serve or are interested in serving as school site representatives. It focuses on developing the skills necessary to support colleagues in site-level meetings and explains the value of member involvement. |
| • Appropriate Participants | While open to all district employees, it is particularly geared to members of the MTA bargaining unit. |
| • Date | September 13, 2011 |
| • Time | 4:00 – 6:30 pm |
| • Location | Ceres CTA Office, 3900 Mitchell Road, Ceres CA |
| • Registration Information | Contact MTA Office at (209) 526-0191 |

Response to Intervention



| | |
|----------------------|---|
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association gowans.m@monet.k12.ca.us |
| • Presenter | Stacey Begin, California Teachers Association |
| • Department | Modesto Teachers Association |
| • Description | In this overview of Response to Intervention, will be included how Rtl |

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| | can positively impact students through appropriate identification and intervention. The process of Rfl will be discussed as well as how staff roles evolve during implementation and the change in school culture. |
| • Appropriate Participants | Rtl sites. It is suggested that sites team participate in the training |
| • Date | November 29, 2011 |
| • Time | 3:30 – 5:30 pm |
| • Location | Downey High School Room 1 |
| • Registration Information | Contact MTA Office at (209) 526-0191 |

School Site Council Training



| | |
|-----------------------------------|---|
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association, gowans.m@monet.k12.ca.us |
| • Presenter | Marlene Fong, California Teachers Association |
| • Department | Modesto Teachers Association |
| • Description | The School Site Council (SSC) represents the major mechanism for the governance of public schools in California. The SSC is intended to be representative of all segments of the school community and must adhere to funding guidelines established by the state. This training will focus on explaining the proper composition and operating procedures for School Site Councils in order to empower the students. |
| • Appropriate Participants | Parents, teachers, classified employees, and administrators who serve on these important school governance committees. |
| • Date | October 25, 2011 |
| • Time | 3:30 – 5:30 pm |
| • Location | Downey High School Room 1 |
| • Registration Information | Contact MTA Office at (209) 526-0191 |

Second Language Acquisition



| | |
|-----------------------------------|--|
| • Lead Person | Elsa Martinez, Bilingual Language Development Specialist – Admin Martinez.e@monet.k12.ca.us Rick Pinedo, Bilingual Language Development Specialist – Admin pinedo.r@monet.k12.ca.us |
| • Department | English Language Development |
| • Description | This session will focus on understanding the phases of language acquisition and recent developments in the field of language acquisition. Teachers will learn how to identify which phase of language acquisition an English Learner is going through, as well as how to use scaffolding strategies such as differentiated questioning to provide ALL English Learners with access to core. Teachers and administrators will learn about the CELDT descriptors of language proficiency levels. |
| • Appropriate Participants | All K-6 Teachers |

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|-----------------------------------|----------------------------------|
| • Date | TBD |
| • Time | 3 hours |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

SELPA Manager Training



| | |
|-----------------------------------|--|
| • Lead Person | Cathy Naeve, Program Manager Naeve.c@monet.k12.ca.us |
| • Department | Special Education |
| • Description | This training is a support for the teachers. Training includes: how to navigate the SELPA Manager Program, importance of timelines, review of appropriate forms and how to input information, learning to select appropriate goals, personnel responsibilities, how to fill out a register, transition plans requirements, and using resources within the program. |
| • Appropriate Participants | New teachers, teachers who need additional support in writing and completing the Web Based IEP. |
| • Date | August 18, 2011 |
| • Time | 8:00 am – 2:00 pm |
| • Location | Johansen High School Computer Lab |
| • Registration Information | Contact lead person listed above |

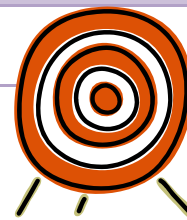
SELPA Series: Overview of Autism Spectrum Disorder



| | |
|-----------------------------------|---|
| • Lead Person | Ginger Johnson, Assistant Superintendent, SELPA Johnson.v@monet.k12.ca.us |
| • Department | Special Education |
| • Description | This nine session series is designed to provide participants with the necessary knowledge and skills to instruct students with Autism Spectrum Disorder. Participants are required to attend all nine sessions. This series provides all classwork needed for teachers to be eligible for an Autism Authorization. There will be two cohorts. |
| • Appropriate Participants | Series fulfills class requirements to Autism Authorization. Preference will be given to SDC LH teachers. |
| • Date | Cohort III: September 13, 2011, October 11, 2011, November 8, 2011, December 6, 2011, January 24, 2012, February 7, 2012, March 6, 2012, April 17, 2012 and May 1, 2012 Cohort IV: September 27, 2011, October 13, 2011, November 15, 2011, December 8, 2011, January 26, 2012, February 28, 2012, March 20, 2012, April 19, 2012, and May 3, 2012 |
| • Time | 8:30 am – 3:00 pm |
| • Location | Pearson Room 5 |
| • Registration Information | Contact lead person listed above |

Modesto City Schools Staff Development 2011-2012

| Setting Objectives | |
|---|---|
| <ul style="list-style-type: none"> • Lead Person | Elsa Martinez, Bilingual Language Development Specialist – Admin Martinez.e@monet.k12.ca.us Rick Pinedo, Bilingual Language Development Specialist – Admin pinedo.r@monet.k12.ca.us |
| <ul style="list-style-type: none"> • Department | English Language Development |
| <ul style="list-style-type: none"> • Description | Make your lessons more rigorous and impactful for all learners. In this session, teachers and administrators will learn how to unpack standards in order to create language objectives for all students. This session will go through the steps of identifying functional language opportunities embedded in the California Language Arts and English Language Development standards. Portions of this session will be based on <u>Classroom Instruction that Works with English Language Learners</u> , by Jane Hill and Kathlyn M. Flynn. |
| <ul style="list-style-type: none"> • Appropriate Participants | All K-6 Teachers |
| <ul style="list-style-type: none"> • Date | TBD |
| <ul style="list-style-type: none"> • Time | 2 hours |
| <ul style="list-style-type: none"> • Location | TBD |
| <ul style="list-style-type: none"> • Registration Information | Contact lead person listed above |
| SharePoint Websites for Teachers | |
| <ul style="list-style-type: none"> • Lead Person | Instructional Technology Staff |
| <ul style="list-style-type: none"> • Department | Instructional Technology |
| <ul style="list-style-type: none"> • Description | How to work with the WSS Site template for teacher websites. Teachers will be able to post assignments, homework, and anything that pertains to their classes for their students. |
| <ul style="list-style-type: none"> • Appropriate Participants | All district employees |
| <ul style="list-style-type: none"> • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| <ul style="list-style-type: none"> • Time | TBD |
| <ul style="list-style-type: none"> • Location | Reno Computer Lab |
| <ul style="list-style-type: none"> • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |



**Modesto City Schools
Staff Development 2011-2012**

SharePoint: Teacher Blogs Using Word



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| • Lead Person | Instructional Technology Staff |
| • Department | Instructional Technology |
| • Description | Learn how to add a Blog webpage to your Teacher WSS site and update it using Word. |
| • Appropriate Participants | All district employees |
| • Date | Please refer to the Instruction Technology Training Calendar located at http://mcs.monet.k12.ca.us/itech/sti/Lists/STAFF%20TRAINING%20CALENDAR/calendar.aspx |
| • Time | TBD |
| • Location | Reno Computer Lab |
| • Registration Information | See special instructions at the beginning of this booklet or go to http://mcs.monet.k12.ca.us/itech/sti/default.aspx |

Site Administrators And Head Custodians Working Together



| | |
|-----------------------------------|--|
| • Lead Person | Roger Orth, Director, Operations Orth.R@monet.k12.ca.us |
| • Department | Operations |
| • Description | What should you be expected to know? What to expect from your custodial staff? |
| • Appropriate Participants | Site Administrators |
| • Date | Every August |
| • Time | 20 minutes |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

SRA Direct Instruction



| | |
|----------------------|--|
| • Lead Person | Shelli Wesson, Instructional Coach – Special Education Wesson.s@monet.k12.ca.us |
| • Department | Special Education |
| • Description | SRA Direct Instruction Coaching sessions include but are not limited to model lessons, coaching sessions, explanation of programs, and overall support. The Direct Instruction programs include: Reading Mastery, Corrective Reading, Language for Learning, Reasoning and Writing, and Spelling Mastery. Participants |

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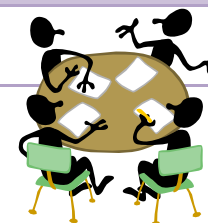
| | |
|-----------------------------------|---|
| | gain knowledge about administering placement tests, grouping students, maintaining a positive learning environment, monitoring student progress, analyzing student data and making instructional decisions based on data, delivering scripted lessons effectively, and more. Coaching sessions will be provided upon request. |
| • Appropriate Participants | Teachers and/or Paraprofessionals teaching any of the SRA Direct Instruction Programs |
| • Date | Coaching sessions will be provided upon request |
| • Time | TBD |
| • Location | Classroom |
| • Registration Information | Contact lead person listed above |

Stress Management



| | |
|-----------------------------------|---|
| • Lead Person | Megan Gowans, Executive Director, Modesto Teachers Association gowans.m@monet.k12.ca.us |
| • Presenter | Rowena Russo, California Teachers Association |
| • Department | Modesto Teachers Association |
| • Description | Do you experience stress? Everyone does, but each one of us reacts differently to the factors that cause stress. Improperly managing stress can have some significant effects on your mind, body and well-being. This workshop will provide techniques for managing stress. |
| • Appropriate Participants | All district employees |
| • Date | April 24, 2012 |
| • Time | 3:30 – 5:30 pm |
| • Location | Downey High School Room 1 |
| • Registration Information | Contact MTA Office at (209) 526-0191 |

Support for English Learners



| | |
|-----------------------------------|---|
| • Lead Person | Elsa Martinez, Bilingual Language Development Specialist – Admin Martinez.e@monet.k12.ca.us Rick Pinedo, Bilingual Language Development Specialist – Admin pinedo.r@monet.k12.ca.us |
| • Department | English Language Development |
| • Description | This session reviews current research for teaching English Learners and highlights the oral language development and vocabulary instruction found in the program. Special emphasis will be made to show the cast amount of language production and student talk incorporated within the Student’s Edition and weekly Teacher’s Edition lessons. |
| • Appropriate Participants | All K-6 Teachers |

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|-----------------------------------|----------------------------------|
| • Date | TBD |
| • Time | 3 hours |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

Training for New MCS Administrators



| | |
|-----------------------------------|--|
| • Lead Person | Jennifer Tyson, BTS/GATE Coordinator Tyson.j@monet.k12.ca.us |
| • Department | Educational Services |
| • Description | The first years of MCS administration can be overwhelming as administrators learn to tread the waters of leadership at their school sites. In order to ensure success, MCS has developed monthly trainings to support and coach new administrators along the way. Topics will include MCS policies, review of administration calendar and sharing of ideas on school site hot topics. Administrators will also read and discuss <u>Quadrant D Leadership</u> . |
| • Appropriate Participants | K-12 New Administrators |
| • Date | First Wednesday of each month |
| • Time | 3:30 – 5:00 p.m. |
| • Location | Pearson Room 1 |
| • Registration Information | Contact lead person listed above |

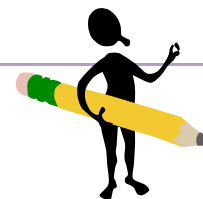
Traveling for District Business



| | |
|-----------------------------------|--|
| • Lead Person | Kim Kamstra, Accounting Supervisor Kamstra.k@monet.k12.ca.us |
| • Department | Accounting |
| • Description | This staff development will explain what forms and steps need to be taken when an employee will be traveling for district business. This will take you from the start of the travel to the finish, what is allowed and what is not, what approvals need to happen prior to the travel taking place and how much you are allowed to spend on your travel. |
| • Appropriate Participants | Principal and Department Secretaries |
| • Date | TBD |
| • Time | 20 minutes |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |

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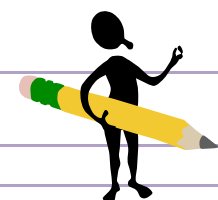
| Vocabulary Development | |
|-----------------------------------|---|
| • Lead Person | Elsa Martinez, Bilingual Language Development Specialist – Admin Martinez.e@monet.k12.ca.us Rick Pinedo, Bilingual Language Development Specialist – Admin pinedo.r@monet.k12.ca.us |
| • Department | English Language Development |
| • Description | This session focuses on increasing vocabulary instruction within core instruction. Teachers will learn routines and strategies such as Define/Example/Ask and Dr. Donald Bear Word Sorts. A special segment highlights Vocabulary Instruction for English Learners found within daily core instruction. |
| • Appropriate Participants | All K-6 Teachers |
| • Date | TBD |
| • Time | 3 hours |
| • Location | TBD |
| • Registration Information | Contact lead person listed above |



| What is a SELPA? | |
|-----------------------------------|--|
| • Lead Person | Mark Herbst, Director, Special Education Herbst.m@monet.k12.ca.us |
| • Department | Special Education |
| • Description | This workshop provides new staff members and overview of Modesto City Schools Special Education Department. Policy and procedures will be reviewed. District off staff will be introduced so staff knows who to contact when assistance is needed. |
| • Appropriate Participants | All new certificated Special Education staff |
| • Date | August 18, 2011 |
| • Time | 8:00 am – 2:00 pm |
| • Location | Johansen Computer Lab |
| • Registration Information | Contact lead person listed above |



| Writing in Math | |
|------------------------|--|
| • Lead Person | Melissa Bray, District Math Resource Teacher K-6 Bray.me@monet.k12.ca.us |
| • Department | Elementary Math |



Modesto City Schools Staff Development 2011-2012

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| <ul style="list-style-type: none"> • Description | <p>The “90/90/90 Schools” research showed that a common characteristic of the high achievement schools studied was an emphasis on nonfiction writing throughout ALL content areas. This in-service will show how to integrate writing into your math lessons to help your students develop their mathematical reasoning. Also, see how you can incorporate the 6 Traits + 1 Writing into your students’ math writing.</p> |
| <ul style="list-style-type: none"> • Appropriate Participants | All K-6 Teachers |
| <ul style="list-style-type: none"> • Date | TBD |
| <ul style="list-style-type: none"> • Time | 2 hours |
| <ul style="list-style-type: none"> • Location | TBD |
| <ul style="list-style-type: none"> • Registration Information | Workshop is available to sites upon request by schools, principals or teachers |



The Staff Development Booklet is updated regularly.
For the most current information go to the
Modesto City Schools public webpage
at <http://mcs.monet.k12.ca.us/employees>