

Huntington Beach Union High School District

DISTRICTWIDE CLASSIFIED STAFF DEVELOPMENT DAY

Marina High School

Monday, January 27, 2020

Classified employees have organized and planned a staff development day under the guidance of TBC (Team Building Through Communication) representatives. Site supervisors have been encouraged to provide staff release time in order for staff to attend the following program.

7:15 Registration/Breakfast

8:00 Welcome (Gymnasium)
Dr. Clint Harwick, Superintendent
Susan Henry, President, Board of Trustees
Bonnie Bruce, Chairperson, Personnel Commission

8:15-8:45 Keynote Address

8:45-9:00 B r e a k

MORNING SESSIONS:

9:00 and/or 10:45 Selected Workshops @ MHS

12:15 Lunch on Your Own

AFTERNOON SESSIONS:

1:30-3:00 Advanced Excel, TBD
1:30-3:00 Social Security & Medicare, Board Room, DO
1:30-3:00 Working Together with CSEA, HB Room, DO

PARKING & CARPOOLING:

Please carpool with your colleagues as there is limited parking space at Marina High School.

Part-time employees will be paid for sessions they attend up to a maximum of 8 hours.

DISTRICTWIDE CLASSIFIED STAFF DEVELOPMENT DAY

WORKSHOP OPPORTUNITIES

MORNING SESSIONS

FIRST SESSION (9:00 a.m. to 10:30 a.m.)

- ◆ **ACTIVE SHOOTER TRAINING** (9:00 am - 10:30 am & 10:45 am to 12:15pm) – *Band Room*
Presented by Officer Shane Dishman, Bakersfield Police Department
This presentation offers you training in critical situations of an on-campus active shooter. By the end of this training, attendees will be well informed and able to be proactive in this specific crisis.

- ◆ **AUTISM AND BEHAVIORAL STRATEGIES** (9:00 am - 10:30 am only) – *Room 101*
Presented by Psychologist Interns (Alex Bell, Jenna Danzer, & Rachel Moore)

The CDC reports that 1 in 68 children in the U.S. is diagnosed with an autism spectrum disorder, a developmental disorder that appears during the first three years of life and is generally characterized by challenges in social interaction, communication, and by repetitive behaviors. Through this informative, interactive presentation, we intend to enhance your ability to understand and better communicate with the many students who are on the autism spectrum by focusing on what autism means, what it looks like, and what researchers say about helping students with autism.

- ◆ **BENEFITS OVERVIEW** (9:00 am – 10:30 am & 10:45 am – 12:15 pm) – *Room 110*
Presented by Janet Phillips, Risk Management Technician
This workshop will go over the district-provided benefits. It will be a broad overview with time for questions at the end of the class. It is the perfect class for those who want to brush up on their coverage!

- ◆ **BUSINESS APPLICATIONS - Intro to File Management & How to use Excel and Google Documents and Google Sheets to Share, Download & Edit Documents**
Presented by Maggie Ratanapratum, Information Services (9:00 am – 10:30 am only) – *Room 348*
We will practice downloading files, learn where to save them and selecting the best application to edit files. Snip and shortcuts for taking screenshots will be utilized.

- ◆ **CalPERS – NEW MEMBERS** (9:00 am - 10:30 am only) – *Library*
Presented by Renzo Vergara, RPS II, CalPERS Representative
This class is for early to mid-career members who want to get a head start on understanding their retirement benefits. Topics include how your retirement allowance is calculated, service credit, power of attorney and more.

- ◆ **CPR & AED-ADULT/CHILD/INFANT** (9:00 am - 10:30 am only) – *Black Box*
Presented by Megan Irvine, Trainer, OC-CPR
This course will provide you with the knowledge and skills necessary to recognize an emergency, call for help, and provide temporary basic life support for the victim/patient. AHA certificates of completion that will be valid for two years will be issued after the class. (Note: A fee of \$25 for this class will be collected at the door. \$45/person for both CPR/AED and First Aid courses. Cash only please.) [PLEASE DRESS IN COMFORTABLE CLOTHES.]

- ◆ **GOOGLE FOR THE WORKPLACE: SPREADSHEETS** (9:00 am – 10:30 am & 10:45 am – 12:15 pm) – *Room 234*
Presented by Eric Wrye, Information Services Department
Spreadsheets are the most practical way to view data, but without some basic skills they can seem overwhelming. This class will focus on simple tips and tricks for using Excel and Google Sheets to view and

manipulate data. This beginner level class will help you learn to use spreadsheets in your daily work environment.

- ◆ **ON THE ROAD TO CLIMATE ACTION** (9:00 am – 10:30 am & 10:45 am – 12:15 pm) – Room 139
Presented by Dr. Shahir Masri, Scientist – University of California, Irvine
Dr. Shahir Masri, an Environmental Pollution Scientist who works on Climate Change Communications Research at UCI, will discuss how to become an effective leader within the workplace and at home to lower our carbon footprint. Learn about the causes, impacts, and solutions relating to global climate change and review how HBUHSD has made improvements to reduce our negative impact on the environment. Hear the latest on global energy and discover lifestyle changes that will improve your impact on the environment, both at home and at work.
- ◆ **PARTNERING TOGETHER FOR SUCCESSFUL FOOD SERVICES** – (9:00 am – 10:30 am only) – Cafeteria
Presented by Brian Wong, Orange County Health Department

Priority registration to Food and Nutrition Staff:
Learn the basics of food safety and how working together with the OC Health Department can lead to a successful food service at your schools. This includes what health inspectors look for during school/restaurant inspections (i.e. vermin) and how you can apply these things at home to prevent getting food poisoning.
- ◆ **PESTICIDE HANDLER TRAINING** (9:00 am - 10:30 am only) – Room 217
Presented by Donna Browne, Vice President Sales of Agri-Turf Distributing

Priority registration to Maintenance Staff:
Annual certification is required by the State of California for pesticide handlers. The training is designed for gardeners and ground-maintenance workers who handle pesticides, which means mixing, loading, transferring, applying or assisting with the application in order to meet federal and state minimum requirements.
- ◆ **TEST TAKING & INTERVIEW TIPS** (9:00 am – 10:30 am only) – Room 218
Presented by Anil Muhammed, HR Classified
Huntington Beach Union High School District is a Merit District. In a merit system, all classified positions require some combination of written and an oral technical appraisal. Successful applicants are then ranked on an eligibility list for employment consideration. This workshop discusses various forms of written exams and structured interviews. Participants will learn about best practices and tips to effectively prepare and present themselves for their next promotional opportunity!
- ◆ **THE JOYFUL TEAM** (9:00 am – 10:30 am & 10:45 am – 12:15 pm) – Room 304
Presented by Virginia Turner, Catherine Lawlor, Alyssa Gino & Kelly Prouty
A fun, interactive workshop focused on ways to have fun, and connect with your co-workers. while remaining highly effective in the workplace. This session will also touch on being a supportive team member and customer service.

SECOND SESSION (10:45 a.m. to 12:15 p.m.)

- ◆ **ACTIVE SHOOTER TRAINING** (9:00 am - 10:30 am & 10:45 am to 12:15pm) – Band Room
Presented by Officer Shane Dishman, Bakersfield Police Department
This presentation offers you training in critical situations of an on-campus active shooter. By the end of this training, attendees will be well informed and able to be proactive in this specific crisis.

- ◆ **BENEFITS OVERVIEW** (9:00 am - 10:30 am & 10:45 am to 12:15pm) – Room 110
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- ◆ **CalPERS – PLANNING YOUR RETIREMENT** (10:45 am - 12:15 pm only) – Library
Presented by Renzo Vergara, RPS II, CalPERS Representative
Are you near retirement? Learn how to plan for retirement and the process of retiring. Subjects include service credit, retirement formulas and benefit factors, final compensation, retirement calculation, survivor continuance, retirement payment options, and much more.
- ◆ **CRISIS/TRAUMA TRAINING** (10:45 am - 12:15 pm only) – Room 101
Presented by Robyn Moses, Director – Psychology Mental Health
Staff in the front office, on the campus, and in the classroom are often the first to talk with a student who is in crisis, and a lot of high school students have a lot of crises, so it happens on our campuses every day. Participants will learn the basics of psychological first aide to know how to speak with students to maximize assisting them and minimize further distress.
- ◆ **FINANCIAL PLANNING FOR RETIREMENT** (10:45 am - 12:15 pm only) – Room 138
Presented by Liz Shatzel, Retirement Plan Representative, SchoolsFirst Federal CU
This workshop will include: Retirement planning for School Employees, How much should you be saving each month, & How to become a SchoolsFirst Federal CU Member and start your retirement plan.
- ◆ **FIRST AID** (10:45 am - 12:15 pm only) – Black Box
Presented by Megan Irvine, Trainer, OC-CPR
Basic first aid program participants will learn to recognize the signs and symptoms of injuries and sudden illness. Included will be crucial information about how to deal with emergencies; i.e., bleeding, shock, burns, strains, fractures, allergic reactions, diabetic symptoms, and seizures. Certificates of completion valid for two years will be issued after the class. (Note: A fee of \$25 for this class will be collected at the door. \$45/person for both CPR/AED and First Aid courses. Cash only please.) [PLEASE DRESS IN COMFORTABLE CLOTHES.]
- ◆ **GOOGLE FOR THE WORKPLACE – SPREADSHEETS** (9:00 am – 10:30 am & 10:45 am – 12:15 pm) – Room 234
Presented by Eric Wrye, Information Services Department
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- ◆ **MINDFULNESS** (10:45 am – 12:15 pm only) – Room 217
Presented by Dawn Basquez, Supervision – FVHS
This workshop offers the benefits of mindfulness strategies on the mind and body, and give you healthy strategies to slow down, and cope with the pressures of our fast-paced lives.
- ◆ **ON THE ROAD TO CLIMATE ACTION** (9:00 am – 10:30 am & 10:45 am – 12:15 pm) – Room 139
Presented by Dr. Shahir Masri, Scientist – University of California, Irvine
Dr. Shahir Masri, an Environmental Pollution Scientist who works on Climate Change Communications Research at UCI, will discuss how to become an effective leader within the workplace and at home to lower our carbon footprint. Learn about the causes, impacts, and solutions relating to global climate change and review how HBUHSD has made improvements to reduce our negative impact on the environment. Hear the latest on global energy and discover lifestyle changes that will improve your impact on the environment, both at home and at work.

- ◆ **SIGN LANGUAGE (BASIC CONVERSATION)** (10:45 am – 12:15 pm only) – Room 218
Presented by Colleen Dunkle, Interpreter/Tutor Certified – Hearing Impaired Program
This workshop introduces basic conversational sign language vocabulary and everyday phrases, alphabet/fingerspelling & the numbering system intended for individuals without any signing background.
- ◆ **TEEN PRESSURES (An Overview)** (10:45 am - 12:15 pm only) – Gym
Presented by Kylie Bernstein & Kayla Perkoski – Wellness Specialists, DO
This presentation focuses on common modern stressors we see in our district's teens, including general mental health concerns (e.g., depression, anxiety, etc.), the impact of social media/technology, substance abuse, fear of gun/school violence, unease related to family separation/deportation because of documented status, gender identity/sexual orientation diversity, and extreme pressure to get into colleges.
- ◆ **THE JOYFUL TEAM** (9:00 am - 10:30 am & 10:45 am to 12:15pm) – Room 304
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A fun, interactive workshop focused on ways to have fun, and connect with your co-workers. while remaining highly effective in the workplace. This session will also touch on being a supportive team member and customer service.

AFTERNOON SESSIONS

- ◆ **ADVANCED EXCEL** (1:30 pm – 3:00 pm only) – Location: Innovation Lab, District Office
Presented by Information Services
Move beyond the basics in this Advanced Excel class. Learn how to use vlookup, pivot tables, cell names, outlines and consolidate data, create and use templates and link formulas. If time permits the class will also cover advanced formatting features, styles, advanced filtering, and logical formulas. This will be a fast paced 90 minute course for the experienced Excel user.
- ◆ **SOCIAL SECURITY & MEDICARE** (1:30 pm – 3:00 pm only) – District Office, Board Room
Presented by Jeffrey Rodriguez, Social Security Administrator
Have you ever wondered how much Social Security you will receive when you retire? Should you retire at age 62 or wait until full retirement age? Will you be able to collect benefits on your spouse's Social Security record? What about Medicare – will you be eligible and how much does it cost? Do you even need it? Can you file for benefits online? Will CalPERS retirement reduce the social security amount? Get answers to these questions and more!
- ◆ **WORKING TOGETHER WITH CSEA** (1:30 pm – 3:00 pm only) – District Office, HB Room
Presented by Amy Gonzales, Labor Relations Representative, CSEA
Participants will learn what the law says, what the California Education Code says and how both relate to our contract language. We will highlight contractual rights and how they apply to the work environment. Participants will learn how to navigate the contract document and how to look things up on line. This presentation includes a Question and Answer session.

CLASSIFIED STAFF DEVELOPMENT DAY JANUARY 27, 2020

REGISTRATION PROCEDURE

You may begin registering for workshops upon receiving the link.

To Register:

- Go to www.hbuhdsd.edu
- Click on the Districtwide Classified Staff Development Day Registration Icon and follow the instructions:



Please note:

- Workshops are filled on a first-come, first-served basis.
- After you have registered, a confirmation email will be sent to the email address you indicated.

Please see your Committee Site Representative should you need any assistance with your registration. The Site Representatives are as follows:

<u>Site</u>	<u>Site Representative</u>	<u>Phone Number</u>	<u>Extension</u>
AS/CHS	Heidi Offerdahl	(714) 842-4227	0
DO/WOCCSE	Janet Phillips	(714) 903-7000	504371
EHS	Kelly Prouty	(714) 962-1356	4402
FVHS	Loraine Gomez-Leatherwood	(714) 962-3301	4427
HBHS	Maria Vega	(714) 536-2514	4405
MHS	Kim Popp	(714) 893-6571	4413
MHS	Sarah Thompson	(714) 893-6571	4402
OVHS	Carolina Alferez	(714) 848-0656	4407
VvHS	Norm Dobrofsky	(714) 964-7766	4610
WHS	Heather Stenseng	(714) 893-1381	4421

DEADLINE TO REGISTER: January 21, 2020

If you have questions, please call the HR-Classified Office (#50, x504221).

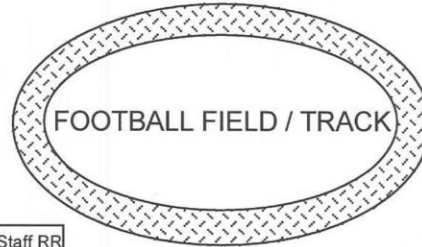
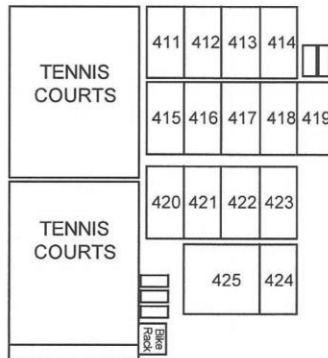


MARINA HIGH SCHOOL

HOME OF THE VIKINGS



301/302 - Activities office
324 - Supervision office

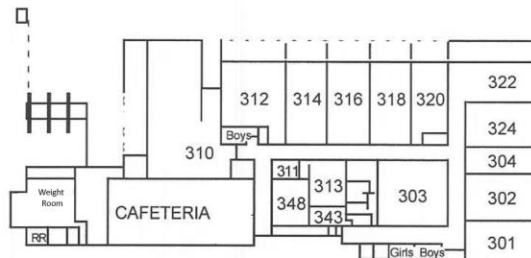
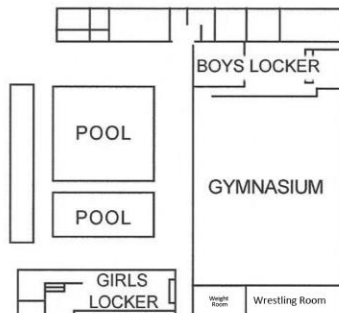


Staff RR

Stud. RR

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MARINA VIKING WAY



SPRINGDALE ST.

