

Huntington Beach Union High School District

DISTRICTWIDE CLASSIFIED STAFF DEVELOPMENT DAY

Huntington Beach High School

Monday, January 31, 2022

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** (*Auditorium/Theater*)
Dr. Bonnie Castrey, President, Board of Trustees
Dr. Clint Harwick, Superintendent
- 8:10-8:45** **Keynote Address**
- 8:45-8:50** Dr. Alan Rasmussen, Chair, Personnel Commission
- 8:50-9:00** **B r e a k**

MORNING SESSIONS:

9:00 and/or 10:45 **Selected Workshops @ HBHS**

12:15 **Lunch on Your Own**

AFTERNOON SESSIONS:

- 1:30-3:00** **Social Security & Medicare, (Online Webinar:**
<https://bit.ly/SocialSecurityandMedicare>)
- 1:30-3:00** **Working Together with CSEA, Board Rm, District**
Office

PARKING & CARPOOLING:

Please carpool with your colleagues as there is limited parking space at Huntington Beach 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.)

♦ **AUTISM AND BEHAVIORAL STRATEGIES** (9:00 am - 10:30 am) – Room C2

Presented by Psychologist Interns (Maddy Braverman, Rebecca Richmond, & Sabrina Khan)

The CDC reports that 1 in 54 children in the U.S. is diagnosed with an autism spectrum disorder. Autism is a developmental disorder that manifests 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 the research says about supporting students with autism.

♦ **BENEFITS OVERVIEW** (9:00 am – 10:30 am) – Room D4

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!

♦ **COMPUTERS TIPS & TRICKS - 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) – Rm: College/Career Center

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.

♦ **FINANCIAL PLANNING FOR RETIREMENT** (9:00 am – 10:30 am) – Room D3

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.

♦ **GOOGLE FORMS** (9:00 am – 10:30 am) – Room A10

Presented by James Kaufman, Information Services Department

Google Forms is an on-line information collection tool that makes it easy to create surveys, forms, questionnaires and quizzes. Google Forms allows you to watch responses in real time and then gather results in a spreadsheet to analyze the data. This introductory level class will help you learn how to start using Google Forms.

♦ **MINDFULNESS** (9:00 am – 10:30 am) – Room D2

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.

♦ **PARTNERING TOGETHER FOR SUCCESSFUL FOOD SERVICES** – (9:00am – 10:30am) – Student Ctr.

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.

- ◆ **SELF-CARE FOR SCHOOL PERSONNEL** (9:00 am – 10:30 am) – Room D1
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 aid to know how to speak with students to maximize assisting them and minimize further distress.
- ◆ **XQ INNOVATIONS – DISC PROFILE (KEYNOTE FOLLOW-UP)** (9:00 am – 10:30 am) – Auditorium
Presented by Joe Keshmiri, CEO – XO Innovations
This session dives further into The Indigo Assessment. It uncovers unique insights about observable behaviors, as well as what motivates you. This assessment is sometimes referred to as “the operator’s manual for people.” The research-backed Indigo Assessment highlights specific behavioral characteristics a person is likely to possess as well as what motivates them, making it a solid predictor of future behavior—as well as the motivations behind it.

SPECIAL EXTENDED SESSION (9:00 a.m. to 12:15 p.m.)

- ◆ **CPR, First Aid & AED-ADULT/CHILD/INFANT** (9:00 am – **12:15 pm**) – Gymnasium
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. *[PLEASE DRESS IN COMFORTABLE CLOTHES.]*

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

- ◆ **ADVANCED EXCEL** (10:45 am – 12:15 pm) – Room D4
Presented by Judy Forbes, Educational 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.
- ◆ **GOOGLE SHEETS** (10:45 am – 12:15 pm) – Room A10
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 Google Sheets to view and manipulate data. This beginner level class will help you learn to use spreadsheets in your daily work environment.
- ◆ **HEALTH & SAFETY IN THE WORKPLACE** (10:45 am – 12:15 pm) – Room D1
Presented by Jennifer Newsom, Registered Nurse.
Maintaining your health and safety at work is extremely important. If you are not feeling well you need to take care of yourself before you can take care of anyone else. Self-care can be complex and includes issues such as improving sleep, healthy eating habits, regular exercise, and preventative care. These topics along with the subject of safety in the workplace are just some of the material that the District Nurse Jennifer Newsom will cover during the annual classified workshop.

- ◆ **PESTICIDE HANDLER TRAINING** (10:45 am – 12:15 pm) – Room A7
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.

- ◆ **SIGN LANGUAGE (BASIC CONVERSATION)** (10:45 am – 12:15 pm) – Room A8
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.

- ◆ **SOCIAL MEDIA 101** (10:45 am – 12:15 pm) – Room D3
Presented by Hayley Berbower, Interim Public Information Coordinator
Using social media might be second nature for some, but for others it can be confusing and overwhelming. Learn how best to navigate the various platforms by signing up for ***Social Media 101!*** This course will provide an in-depth look at some of today's most popular platforms – *Facebook, Instagram, and LinkedIn*. There will also be a brief overview of other platforms, such as Twitter and Pinterest. This workshop is great for those interested in sharing photos/videos with family and friends, but also for those who wish to promote themselves, their schools, and their noteworthy programs! ***Social Media 101*** will walk you through mastering all of these communications tools. Then, have fun! We will explore each of the sites together and then, on your own, consider how each can benefit you, both personally and professionally.

NOTE: It is suggested that all Social Media 101 attendees have accounts created for each of the social media platforms they wish to use, but it is not required. While you're at it, feel free to follow the Huntington Beach Union High School District accounts for exciting district updates. Accounts:

- Instagram: www.instagram.com/hb_uhsd
- Facebook: www.facebook.com/hbuhsd
- Twitter: www.twitter.com/hbuhsd

- ◆ **TEST TAKING & INTERVIEW TIPS** (10:45 am to 12:15 pm) – Room D2
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!

- ◆ **UNDERSTANDING TEEN ANXIETY/DEPRESSION & HOW TO RESPOND TO/SUPPORT TEENS**
(10:45 am – 12:15 pm) – Room C2
Presented by Psychologist Practica Students (Arely Colindres, Phoebe Beckman, & Cassidy Newman)
Anxiety and Depression are among the most commonly diagnosed mental disorders in teenagers. During this informative presentation, we will provide an overview of anxiety and depression, identify what anxiety and depression look like in teens, and give you strategies and resources you can use to support teens with anxiety and/or depression.

- ◆ **VIRTUAL MEETINGS** (10:45 am – 12:15 pm) – Room A9 College/Career Center
Presented by Mark Ford, Information Services
Join us for a quick overview of some of the Virtual Meeting Platforms in use at HBUHSD. We'll take a quick look at Google Meet, Zoom, WebEx, Microsoft Teams from a participant's perspective.

AFTERNOON SESSIONS

♦ **SOCIAL SECURITY & MEDICARE** (1:30 pm – 3:00 pm only) – **ONLINE WEBINAR:**

<https://bit.ly/SocialSecurityandMedicare>

Presented by Guillermo Barron, Los Angeles Metro Area Public Affairs Specialist

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, Board 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 online. This presentation includes a Question and Answer session.

CLASSIFIED STAFF DEVELOPMENT DAY JANUARY 31, 2022

REGISTRATION PROCEDURE

You may begin registering for workshops upon receiving the link.

To Register:

- Go to www.hbuhsd.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 Team 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	Crystal Vo	(714) 842-4227	48616
DO/WOCCSE	Tomoko Gane	(714) 903-7000	50221
EHS	Stephanie Matua	(714) 962-1356	55427
FVHS	Loraine Gomez-Leatherwood	(714) 962-3301	54427
HBHS	Cynthia Jacobs	(714) 536-2514	51402
MHS	Kim Popp	(714) 893-6571	53413
OVHS	Tomoko Gane (D.O.)	(714) 903-7000	50221
VvHS	Norm Dobrofsky	(714) 964-7766	59610
WHS	Nancy Carbajal	(714) 893-1381	52426

DEADLINE TO REGISTER: January 18, 2022

If you have questions, please call the HR-Classified Office (#50, x50221).

NORTH BLEACHERS

