



Virtual Education Office Professional Conference *Challenge Brings Opportunities*



Although we are unable to hold a face-to-face conference this year due to the current challenges we face, we have turned the *challenge* into an *opportunity*! We are happy to provide our conference virtually!

Topics

Session A: Civility 101

Gina Fallica, Executive Assistant to the Superintendent, St. Johns Co. School District

We will discover why it is important to talk about civility and uncover examples of incivility. We will learn ways to treat others in a civil manner, explore personal, professional and social responsibility, and the principals of servant leadership.

Session B: Effective Collaboration in the Microsoft 365 Environment

Jeff Olefson, President, Staff Development Associates

Current circumstances have accelerated an already emerging trend toward cloud-based collaboration. We will examine the tools and approaches that schools and school districts can use to leverage synchronous and asynchronous cloud-based collaboration within the Microsoft 365 environment. While we will look deeply at OneDrive, One Note, and Word, the concepts also apply to other applications in the suite such as Excel and PowerPoint. We will focus on practical examples to meet common educational office challenges. G Suite strategies will also be shared for those utilizing Google.

Session C: Health/Wellness/Yoga

Valerie Bolger, Masters in Health Education, Certified Yoga Instructor

This session will focus on identifying internal and external resources to help increase productivity, manage stressful situations and improve health and wellness. What if you do not have external resources? No problem. You will learn how to apply internal resources that are always with you. Please have a yoga mat available, if possible.

Who Should Attend?

School-based and district-level secretaries and support staff

Registration (registration deadline – August 10, 2020)

Participants will be assigned a group to allow for the audience size. After the registration period ends, participants will receive instructions and a link to each session.

First-time ePDC registrants, visit <http://my.paec.org/epdc> to “Create an Account”. Follow instructions in the confirmation email, then register using the instructions below.

Register in ePDC: https://www.paec.org/epdc/epdc_Course_Search_ext.asp

Search for course name: PAEC CASSC Virtual Education Office Professional Conference

Contact: Veronica Smith, 850-638-6131 ext. 2236 veronica.smith@paec.org

Details

Date: August 20, 2020

Time: 8:30 – 12:15 Central
(9:30 – 1:15 Eastern)

Location: Online

Registration fee for non-member districts: \$25

Registration deadline:
August 10, 2020

Payment deadline:
August 14 (payment by credit card, purchase order or check)

Our Partner

Catskill Area School Study Council (CASSC)

CASSC was organized in 1951 as a partnership between SUNY Oneonta and area school districts. Operation of the Study Council remains one of the longest continuous educational partnerships in the region. CASSC serves 26 member districts to provide student enrichment programs and professional development opportunities.

Cancellation Policy for Events for Which There is no Charge. For events made available at no cost, PAEC respectfully asks that you notify the contact person if you must cancel in order to give those on the wait list the opportunity to attend.

PAEC reserves the right to cancel any session due to insufficient enrollment. Participants **who have provided a working e-mail address and/or phone number** will be notified by email or phone if a session is cancelled.

Panhandle Area Educational Consortium

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Advancing Schools & Communities for Student Success