

Region IX Education Cooperative

An educational service agency committed to providing a continuum of comprehensive education-related services to children, families, schools and communities with the purpose of supporting successful student outcomes

All Staff Orientation
Tuesday, August 19, 2008
8:00-3:00
REC IX

AGENDA

8:00-8:45	Breakfast (provided)	Conference Room
8:45-9:45	General Session	Conference Room
9:50-10:20	Assigned Breakout 1	See page 2
10:25-10:55	Assigned Breakout 2	See page 2
10:55-11:25	Assigned Breakout 3	See page 2
11:25-12:45	Lunch (on your own)	
12:50-1:20	Assigned Breakout 4	See page 2
1:25-1:55	Assigned Breakout 5	See page 2
2:00-2:50	Wrap-up	Conference Room
2:55-3:25	Benefits vendor presentations	Conference Room

*See back page for breakout stand titles and locations. Please stay with assigned strands and rotation schedule in packet.

Breakout Strands

Strand 1:	Fiscal Policies & Procedures	Fiscal Room (upstairs)
Strand 2:	Policy Manual & Procedures	Breakroom (upstairs)
Strand 3:	Gmail/Email	ITV Room (downstairs)
Strand 4:	Get to Know Your REC	Educational Services (upstairs)
Strand 5:	Time and Attendance	Conference Room (downstairs)

Rotation Schedule

Blue Dots	Strand 1, 2, 3, 4, 5
Red Dots	Strand 2, 3, 4, 5, 1
Green Dots	Strand 3, 4, 5, 1, 2
Yellow Dots	Strand 4, 5, 1, 2, 3
Orange Dots	Strand 5, 1, 2, 3, 4