



Santa Rosa Office
5350 Skylane Blvd., Santa Rosa, CA 95403
Phone: 707-524-2690
Fax: 707-578-0517

Ukiah Office
2240 Old River Rd., Ukiah, CA 95482
Phone: 707-467-5127

2023-2024 Workshops

as of September 13, 2023

Sonoma County Office of Education 5340 Skylane Blvd., Santa Rosa, CA 95403

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
September 14, 2023 10:00 a.m. – 12:00 p.m. clients \$35/person non-clients \$45/person	Legal Best Practices for Supporting Transgender and Gender-Nonconforming Students & Staff	Danielle Houck	K-12 Administrators, student services directors, district staff	Sonoma COE TLC Eagan 1&2
September 21, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	How to Respond to a Public Records Act Request ²	Frank Zotter, Jr.	K-12 / CCD Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE TLC Eagan 1&2
September 25, 2023 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Why IEPs Go Bad (How to Avoid Conflict)	Brian R. Sciacca	K-12 Administrators, School Psychologists, Case Carriers, Related Service Providers	Zoom*
September 28, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	How to Respond to those Frequently Asked Questions: A legal overview of key issues when responding to student, parents, community, trustee and administrator questions and requests.	Steven P. Reiner & Nicollette M. Alvarado	K-12 School site and district office staff who regularly respond to questions and requests from parents, community members, board trustees, administrators and/or students	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
October 5, 2023 10:00 a.m. – 11:30 a.m. clients \$35/person non-clients \$45/person	Managing Public Disruptions at Board Meetings	Danielle Houck & Frank Zotter, Jr.	K-12/CCD Board members, Superintendents, and Safety Officers	Sonoma COE TLC Eagan 1&2
October 10, 2023 1:00 p.m. – 3:00 p.m. clients \$35/person non-clients \$45/person	Confidentiality and Record Retention/Destruction 101 ²	Jennifer Henry & Frank Zotter, Jr.	K-12/CCD Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE TLC Eagan 1&2
October 18, 2023 9:00 a.m. – 3:00 p.m. clients \$90/person non-clients \$100/person	Human Resources – Personnel Academy ²	Danielle Houck & Kaitlyn A. Schwendeman	K-12 Staff responsible for HR matters.	Sonoma COE TLC Eagan 1&2
October 23, 2023 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Prior Written Notice	Brian Sciacca	K-12 Special Education Administrators	Zoom*
November 2, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Layoffs 101 (Certificated & Classified)	Loren W. Soukup & Kaitlyn A. Schwendeman	K-12 Staff responsible for layoffs.	Sonoma COE TLC Eagan 1&2
November 7, 2023 12:00 p.m. – 1:30 p.m. clients \$35/person non-clients \$45/person	Maintaining Staff/Student Professional Boundaries	Danielle Houck	K-12 Administrators	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
November 14, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	School and Workplace Investigations ²	Danielle Houck & Frank Zotter, Jr.	K-12/CCD Site administrators, HR Staff, Title IX Coordinators, any others who might conduct investigations.	Sonoma COE TLC Eagan 1&2
November 16, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Campus Security	Frank Zotter, Jr. & Nicollette M. Alvarado	K-12/CCD Site administrators, Board members, Superintendents, and Safety Officers	Sonoma COE TLC Eagan 1&2
December 7, 2023 10:00 a.m. – 11:30 a.m. clients \$35/person non-clients \$45/person	Drafting a Legally Compliant Board Meeting Agenda	Frank Zotter Jr. & Jessica E. Ozalp	K-12/CCD Superintendents, board members, and anyone responsible for drafting meeting agendas	Sonoma COE TLC Eagan 1&2
December 14, 2023 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	Public Contracting ²	Loren W. Soukup & Jennifer Henry	K-12 /CCD Superintendents, Business Managers, Facility Directors	Sonoma COE Oak Room
January 17, 2024 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Responding to Subpoenas	Steven P. Reiner	K-12/CCD Administrators, HR, and Records Custodians	Sonoma COE TLC Eagan 1&2
January 22, 2024 3:00 p.m. – 6:00 p.m. clients \$50/person non-clients \$60/person	Brown Act, Ethics, and Conflicts of Interest ²	Jennifer Henry & Frank Zotter, Jr.	K-12/CCD Board members, Administrators, Deputy/Asst. Administrators, Business Managers, etc.	Sonoma COE Redwood A&B

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
January 30, 2024 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	Collective Bargaining: Everything District Negotiators Need to Know	Kaitlyn A. Schwendeman	K-12/CCD Negotiation Team Members	Sonoma COE TLC Eagan 1&2
February 1, 2024 12:00 p.m. – 1:00 p.m. clients \$25/person non-clients \$35/person	Employee Progressive Discipline: Evaluations and Documentation	Danielle Houck & Steven P. Reiner	K-12 Staff that Supervise Employees and/or Conduct Investigations	Sonoma COE TLC Eagan 1&2
February 6, 2024 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	Review of New Legislation Impacting Education for 2024 ²	Jennifer Henry	K-12 Board Members and Superintendents	Sonoma COE Oak Room
February 27, 2024 10:00 a.m. – 11:30 a.m. clients \$35/person non-clients \$45/person	Form 700	Frank Zotter Jr.	K-12 /CCD Board members, Superintendents, site administrators (principals and vice-principals) or anyone that has to file a Form 700 (i.e. anyone who holds a “designated position”)	Sonoma COE TLC Eagan 1&2
March 6, 2024 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	How to Respond to a Public Records Act Request ²	Jennifer Henry & Frank Zotter, Jr	K-12 /CCD Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE Redwood A&B

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
April 9, 2024 9:00 a.m. – 3:00 p.m. clients \$90/person non-clients \$100/person	Employee Health Leave Rights and Employer Responsibilities ²	Danielle Houck & Kaitlyn A. Schwendeman	K-12/CCD Any administrator or employee responsible for monitoring or approving employee leaves or for providing notices related to health leaves	Sonoma COE TLC Eagan 1&2
April 25, 2024 9:00 a.m. – 3:00 p.m. clients \$90/person non-clients \$100/person	School Site Administrators 101	Danielle Houck & Kaitlyn A. Schwendeman	K-12 School site administrators	Sonoma COE TLC Eagan 1&2

* Attendees registered for workshops presented via Zoom will receive the Zoom link and materials via email no later than close of business the day preceding the workshop.

Workshop dates and times subject to change.

Check <http://www.sclscal.org> for more details regarding the above programs and registration.

¹ This course meets the qualifications for continuing education credit for LEPs, LPCCs, LMFTs, LCSWs, and NCSP. It also qualifies for hours of continuing professional development for Nationally Certified School Psychologists under provider number 1025. The California Association of School Psychologists maintains responsibility for the program and its content. Participants in this training will earn Continuing Education Units – one unit hour per hour of instruction at the workshop - which can be used toward CASP certification. If you wish to receive credit, add “CEU” after your last name at the time of registration for the workshop. For in-person attendees, each registrant wishing to receive credit must submit at the time of the workshop, a check for \$20 made out to CASP and a completed CASP form which SCLS will provide. For virtual attendees, information will be provided at the beginning of the workshop. This payment is separate and in addition to the workshop fee which is paid to SCLS. SCLS will submit the checks and forms for CEU’s to CASP.

² Participants in this training will earn Continuing Education Units for the total length of the workshop, which can be used towards California Association of School Business Officials CASBO certification.

Certificates of completion can be provided upon request as evidence of completion for the American Speech-Language-Hearing Association.

Advance reservations are necessary and space is limited. You may register on our website at www.sclscal.org, by calling (707) 524-2690, or by email to register@sclscal.org. The workshop fee must be paid prior to the workshop date and can be done by mailing checks payable to School and College Legal Services to 5350 Skylane Blvd., Santa Rosa, CA 95403 or by faxing a purchase order made out to School and College Legal Services to (707) 578-0517.

Workshop registration fees are per person.

The workshop fee will be charged for cancellations received less than seven days prior to the date of the workshop. If you are attending this workshop and are an individual with a disability who needs a special accommodation to participate, please call (707) 524-2690 at least 48 hours in advance of the workshop.