



**SCHOOL & COLLEGE LEGAL SERVICES**  
**OF CALIFORNIA**

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**2023-2024 Workshops**

as of October 24, 2023

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

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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 & Nicollette M. Alvarado	<b>K-12</b> 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	<b>K-12</b> Administrators	Sonoma COE TLC Eagan 1&2
November 14, 2023 9:00 a.m. – 12:00 p.m. clients \$50/person non-clients \$60/person	School and Workplace Investigations <sup>2</sup>	Danielle Houck & Frank Zotter, Jr.	<b>K-12/CCD</b> 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	<b>K-12/CCD</b> Site administrators, Board members, Superintendents, and Safety Officers	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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	<b>K-12/CCD</b> Superintendents, board members, and anyone responsible for drafting meeting agendas	Sonoma COE Redwood A&B
December 14, 2023 1:00 p.m. – 4:00 p.m. clients \$50/person non-clients \$60/person	Public Contracting <sup>2</sup>	Loren W. Soukup & Jennifer Henry	<b>K-12 /CCD</b> 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	<b>K-12/CCD</b> 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	Effective Board Meeting Management	Jennifer Henry & Frank Zotter, Jr.	<b>K-12/CCD</b> Board members, Administrators, Superintendents, Safety Officers, Deputy/Asst. Administrators, Business Managers, etc.	Sonoma COE Redwood A&B
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	<b>K-12/CCD</b> Negotiation Team Members	Sonoma COE TLC Eagan 1&2

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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	<b>K-12</b> 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 <sup>2</sup>	Jennifer Henry	<b>K-12</b> 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.	<b>K-12 / CCD</b> 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 <sup>2</sup>	Jennifer Henry & Frank Zotter, Jr	<b>K-12 / CCD</b> Administrators, Deputy/Asst. Administrators, Business Managers, lower-level administrative staff	Sonoma COE Redwood A&B
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 <sup>2</sup>	Danielle Houck & Kaitlyn A. Schwendeman	<b>K-12/CCD</b> 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

DATE	TITLE	PRESENTER	INTENDED AUDIENCE	LOCATION
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	<b>K-12</b> 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.

- <sup>1</sup> 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.
- <sup>2</sup> 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](http://www.sclscal.org), by calling (707) 524-2690, or by email to [register@sclscal.org](mailto: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.