How to Video Conference

1. Assess the needs of your audience through survey, focus group, popular demand, etc. (Example of a Survey).
2. Develop a Power Point presentation and handouts and get them approved through Karl Koenig at least 4 weeks before the conference (See Doc Library Formatting Guidelines and Examples: Power Point Presentation and Handout).
3. Convey the topic, type of media (Power Point and handouts), length of the video conference, tentative date and time to several Educational Service Centers (ESCs) or districts in your service area and ask if they would like to participate. (General rule when setting up locations: travel time should not exceed 30 minutes. Districts can also ask their ESC to add them to the conference as a satellite.)
4. Get the name, email address, and phone number of each site's technical support and the video conferencing capability (DID No. and if they have an ATM switch).
5. Get a host for each site to take registrations and email them to you, direct people to the computer lab, take attendance, turn power point pages, give evaluation forms, etc. Also set a deadline for ESC registrations.
6. Call Janice Smith (614-466-7001) to see if the time slot is available for the video conferencing equipment. If not, get a new time and date from the sites and confirm with Janice.
7. Send a ticket to Information Technology Office (ITO) with time, date, sites and their technical people's names, e-mail addresses, phone numbers, and their technical capabilities (Example: ITO Ticket).
8. Once confirmed with ITO (Janice Smith), confirm time, place, hosts, and technical support with your satellite locations. Clearly list everyone's responsibilities in the confirmation sheet. (Example: Confirmation).
9. Write an announcement and run it by the hosts to make sure all information is correct and clear (Example: Announcement).
10. Alert Karl Koenig that he will need to input data into STARS once ESCs have registered prospective attendees and emailed you the information.
11. Send out the announcement to all participants via e-mail at least 3 weeks ahead of the presentation. Get CCIP contact e-mailing list from Microstrategy (How to Create a CCIP Email List and an Example of the CCIP Email List). Include homework assignments, reading material, power point handouts to districts to read ahead of the conference and bring with them. (See Homework in Announcement.)
12. Post materials in the CCIP Doc Library, under Conferences, after they are approved (via Karl Koenig).
13. Remind districts of the video conference at least one week ahead of the ESC deadline for registering (Example: Announcement).
14. Attend test when Janice Smith schedules it. Provide necessary input to the technical support and hosts. Ask for the power point to be projected and an image of the presenter be on another screen. This requires you to e-mail the power point presentation to the ESC technical support ahead of the time (keep the Power Point file under 10 Megabytes, or about 50 slides with print screens/graphics).
15. Present the Power Point and remind the audience to complete an evaluation. Have the host mail you the evaluations (Example: Training Evaluation Form).
16. **For additional technical assistance, contact: Karl Koenig, Elena Sanders, Lakshmi Nandula, or Elaine Zabor**.

Example of a Survey

I am setting up a video-conference study group. The sessions will be held several times a year at Trumbull ESC, Mahoning ESC, and Jefferson ESC

I would like to tailor the sessions to your needs. To that end, attached to this email is a survey which I would like you to save to your desk top, fill out, and return to me as an email attachment by October 3, 2005: elaine.zabor@ode.state.oh.us. I'll advise you of the results and the topic of the first session.

Rank from the highest priority (1) to the lowest priority (13+)

CCIP Consolidated Application Topics

RANK	TOPIC	CCIP DOC LIBRARY	STUDY QUESTIONS
	Nonpublic School Services and NS3	NS3 explanation, Consultation Process, Nonpublic Q and A	How do I use NS3 to identify NP school and determine eligibility? How should I give required consultation? How do I complete the CCIP pages for NP?
	Needs Assessment	Needs Assessment and Planning, Planning Rating Tool	What does the new CCIP Needs Assessment page require? What are the basic pieces of data and analysis I need? How do I relate needs to strategies and budgets?
	Allowable Activities and Budget Restrictions of Grants (I, II, IV,V, IDEA)—Aligning Budget, Budget Details pages, and Strategies.	Allowable Activities, Budget Function Codes,	Once I have determined how to solve the need, how do I complete the Budget, Budget Details and Strategies to align with the need and Goal?
	Correctly Matching the CCIP pages	Help links	How does Set aside match Budget page? Budget, Budget Details page?
	Selecting/Developing CCIP Strategies and Action Steps		How do I make canned strategies meet my needs? When should I use Action Steps?
	Title I Building Eligibility	Title I Building Eligibility	How do I determine Building Eligibility for Title I? How do I rank buildings? Do PPAs?
	Supplementing vs. Supplanting	USDE Supplant letter	What are situations where Title I, II-A, V and IDEA would be supplanting local and state funds?
	Planning Ahead for completing the CCIP and getting it approved on the first submission	CCIP Checklist, Planning Ahead, Help links, Title I Timeline, appropriate docs on titles, Navigating the CCIP	What are the events I need to complete starting now?
	Navigating the CCIP	Navigating the CCIP	How is the CCIP organized? What pages go together? How does the Planning Tool work (including SW, SI, DI, HQT plans)?

Other Topics not in the CCIP			
	Student Eligibility for Title I Targeted	Student Eligibility Form	What can I use for the 2 eligibility criteria? How do I rank students? What district policies/procedures should I have about serving Title I children?
	Targeted vs. Schoolwide	Targeted and Schoolwide docs	What is the difference between TA and SW? What are the TA delivery methods? What are the requirements of TA and SW for the CCIP? How does a school become a SW?
	Parent Involvement Requirements for Title I	Parent packet	What must I do? What would be effective?
	PACTS Self -Evaluation	PACTS Self Eval	What documentation do I need to have in place?
	Other: specify		
	Other: specify		

I plan to attend the first session of the study group on Dec. 6, 2005:

Yes No

The best time of month for me to attend a video-conference study group is:
(number by priority—1 the highest priority)

____ 1st week
____ 2nd week
____ 3rd week
____ 4th week

The best day of the week for me to attend video-conference study group is:
(number by priority—1 the highest priority)

____ Monday
____ Tuesday
____ Wednesday
____ Thursday
____ Friday

The best time of day for me to attend a video-conference study group is:
____ 9-11 am ____ 1-3 pm

Please return to: elaine.zabor@ode.state.oh.us by Nov 15.

Doc Library Formatting Guidelines

Please follow this checklist to assure the document meets all guidelines. If corrections are necessary, Communications staff or Coordinators will return the document with this checklist, marking the areas needing attention. Make the corrections as indicated and return the document and checklist as soon as possible.

Basic Doc Format

1. Forms	Use form field tools when necessary, not lines made with the underscore character.	☐
	Use check boxes, not bullets that look like check boxes.	☐
2. Permissions	If applicable, obtain proper copyright permission. Attach it when submitting this form.	☐
3. File Name	The file name should be the same as the Document Title	☐
4. Logo/Icon	Use Example D of the ODE logo ODE1G6CZ.TIF on page 8 in the ODE Identity Manual.	☐
	Place the ODE Logo in the left upper corner.	☐
	Place the center/office name on the line at the right top of the page.	☐
5. Headings	Center the main heading on the third line below the letterhead.	☐
	Do headings/subheadings in bold.	☐
	Use down-style capitalization (where the first character and proper nouns only are capitalized) for headings and subheadings. Do not use all caps.	☐
	Include the main heading in the footnote, center justified.	☐
6. Issue Date	Include **Issue Date** and the current date left justified in the heading and the date by itself right justified in the footer. Use the Document Template. See link on last page.	☐
	Use **Revised** only when a corrected copy replaces the previous version during the same fiscal year.	☐
	Include the revised date, right justified in the heading and footer.	☐
7. Page	List page number in the footnote, left justified, in this format: page 1 of 1.	☐
8. Source	List **Source** and cite the exact source of the information (section of law, rules, guidance, etc.)	☐
9. Key Words	List the generally known **Key Words** (key concepts) for the Keyword List drop-down box. Use the words found in the CCIP Doc Library index, key word list, and the title of the document when possible. Do not use generalities. Limit to five or so key words per document.	☐
10. Summary	List **Summary** and give a brief extract (no more than 50 words) with the topic, purpose, major points, and audience (Superintendents, Treasurers, etc.) Be specific and concise.	☐
11. Margins	Use one-inch margins on text and no less than one-half inch on charts, graphs.	☐
12. Line Spacing	Skip two lines after the logo line and after the summary.	☐
	Everywhere else, skip one line after a main/subheading or to denote a new paragraph.	☐
13. Font	Use Times New Roman font.	☐
	Use 14-point font or larger for the main heading.	☐
	Use 12-point font for subheadings.	☐
	Use 11- or 12-point font for paragraphs, nothing smaller.	☐
	Use 10-point font for the footer and summary.	☐
14. Format	Use the 'frequently asked question' format, charts, graphs, or short excerpts with subheadings. Group related subject matter together. Make it brief and reader-friendly.	☐
15. Headings in Doc Lib	Place docs under existing Doc Library headings. Do not create new headings unless you have submitted them to the Doc Library Committee for approval.	☐
16. Limit the Need for	Eliminate specific staff names, the year in due dates, etc. that will change. Link to other lists/charts that are updated regularly.	☐

Updates		

Identity Manual **For the following items, follow the ODE Identity Manual (http://intranet.ode.state.oh.us/dms/dms2/homepages/IdentMan.htm)**		
17. Justification	Always left justify text. Do not indent.	☐
18. Space after Punctuation	Use only one space after all punctuation, including colons and periods.	☐
19. Underlining	Do not underline anything except Web addresses and links.	☐
20. Web Use Text	Make navigation directions easy to understand.	☐
	When a link takes readers to another site, give details on how they must navigate further.	☐
21. Voice	Use active, not passive voice, so the person/agency is taking the action. Example: Local educational agencies must provide professional development; NOT professional development must be provided by local educational agencies.	☐
22. Abbreviations	Spell the words the first time you use an abbreviation, per document, and place the abbreviation in parentheses. Example: Ohio Department of Education (ODE). Limit the use of abbreviations. Use official **ODE Acronyms**: http://www.ode.state.oh.us/employee/acronyms.asp	☐
23. Plain Language Guidelines	Use short sentences (average of 20 words). Limit each sentence to one idea, each paragraph to one issue. Use numerical steps when possible.	☐
	Use the present tense.	☐
	List the most important information before the least important, general before specific, ordinary before extraordinary.	☐
	Delete unnecessary words like *very* and *in order* to, *you need to*.	☐
24. Jargon	Do not use legal, computer, or educational jargon except for generally understood concepts and terms.	☐
25. Consistency	Use the correct word consistently, as used in the law. Examples: local educational agency (LEA), free and reduced price meals, low-income students, adequate yearly progress (AYP), highly qualified teacher. If not sure, look it up in the law or rules.	☐
26. Ages	Use figures when referring to ages. Example: 7 years old.	☐
27. Dates-Day, Month, Year	Do not separate month and year with commas. Example: May 2004.	☐
	When using a phrase with month, date, and year, set off the year with commas. Example: On May 2, 2004, we completed the revision.	☐
28. Must/ May/ should	Use *must* to show obligation, *may* for permission, and *should* for preference.	☐
29. Grades/ Grade Spans	Spell out grades/graders/grade span. Example: kindergarten to third grade, not K-3, or K-gr.3.	☐
30. Numerals and Numbers	For general use within a sentence, spell numerals one through nine and use figures for numerals 10 and higher.	☐
	For ordinals, spell first through ninth when they indicate a sequence in time or location. Starting with 10^{th}, use figures.	☐
	Spell out a numeral at the beginning of a sentence.	☐
31. Money	Use the dollar sign and figures ($100, $10,000) except for million ($10 million). Do not use hyphens.	☐

Identity Manual For the following items, follow the ODE Identity Manual (http://intranet.ode.state.oh.us/dms/dms2/homepages/IdentMan.htm)		
32. Percentages	Use figures and spell out the word *percent*. Repeat *percent* with each individual figure. Example: 25 percent, 48 percent to 50 percent.	☐
33. Computer Words	Use correct computer words: *dropdown box, download, e-mail, home page, Internet, intranet, login, logon, logoff, online, Web site, Web page, World Wide Web.*	☐
34. Titles for Positions	Capitalize titles only when they precede a person's name. Example: Superintendent Jane Smith. Jane Smith, the school district superintendent.	☐
35. Punctuation with Quotations	Always put the period and comma within the quotation marks.	☐
36. Bulleted Phrases	Use semicolons at the end of each line, except in the last line where you use a period. Do not use *and* or other conjunctions in the second to last item. Capitalize first word of each bullet.	☐
37. Hyphens in Modifiers	When two or more words preceding a noun express a single concept, use hyphens to link all the words in the modifier. Example: set-asides page.	☐
38. Semicolons	Use semicolons to separate elements of a series when individual segments contain material set off by commas.	☐
39. Citations in Text	Cite the author's name as follows: author's last name and page numbers in parentheses (Magny 67). Follow the ODE Identity Manual for footnotes.	☐
40. Accuracy	Check and recheck all facts, technical explanations, references to legislation/rules/guidance, titles, names, dates, phone numbers, Web site addresses, Web links, etc. The writer is responsible for all aspects of technical correctness of the document.	☐
41. Spell Check	Always use Spell and Grammar Check (on the menu bar under Tools).	☐
42. Other (Specify)		☐

Document Example

Document Template

ITO Ticket

1. To get to the ITO ticket pictured below, go to the ODE intranet home page: http://intranet.ode.state.oh.us

2. When the page opens, place your cursor over "Computer Help" on the left black menu. When the drop down box appears, click "Computer Help Requests."

3. When the page opens, under Manage your Work Order Requests, click "add a new Work Order."

4. Insert your text using this example:

   Summary: Schedule video conference
   Description: Please schedule a video conference for November 1, 2006 from 1:00 pm to 3:30 pm with the following ESCs:

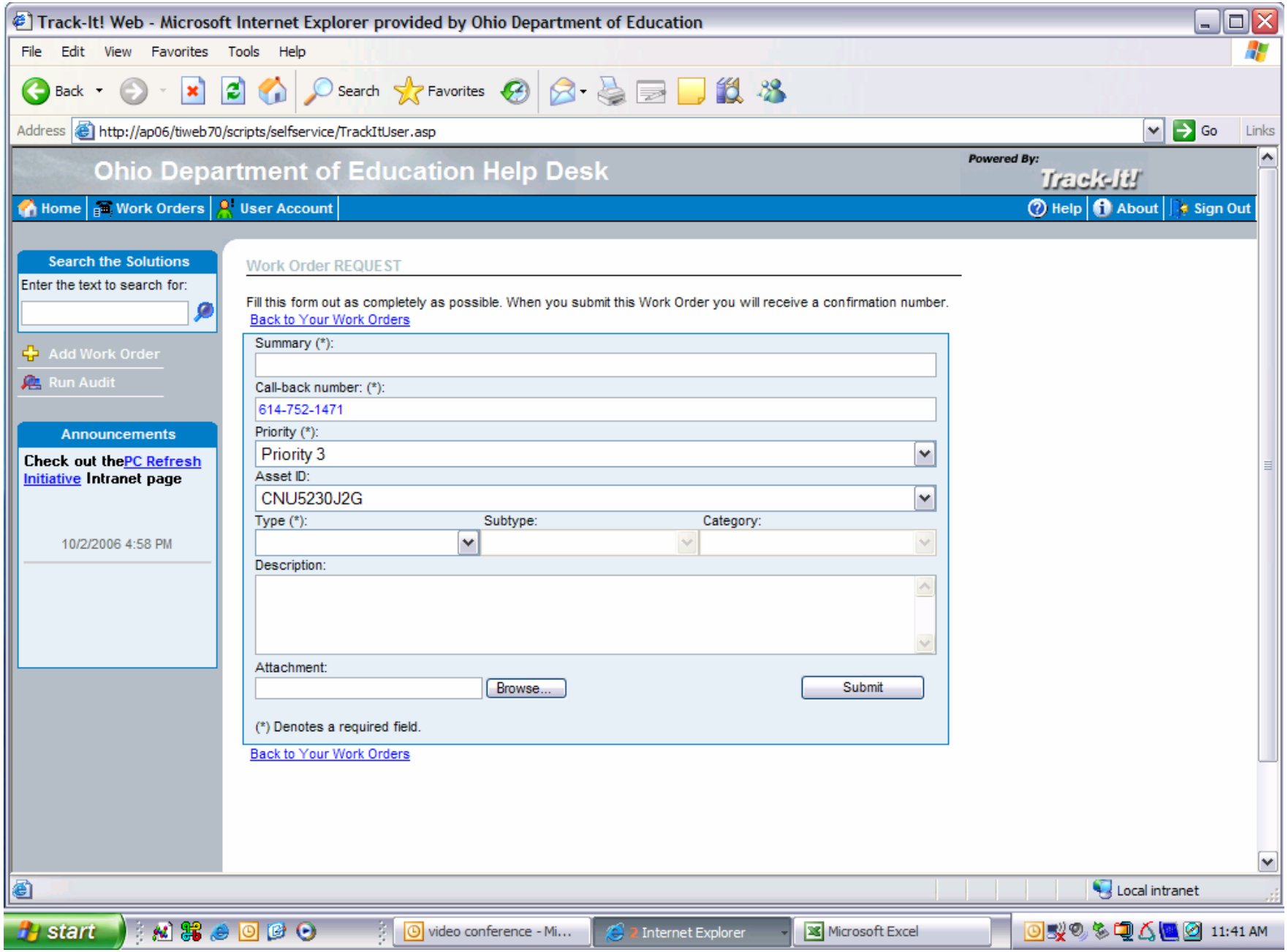
   Trumbull County ESC—Steve Garton, steve.garton@neomin.org, 330/675-2800 X126. ESC does not have an ATM switch (no DID #) but is directly connected to DAS: K12 Trumbull Cnty ESCTI.

   Mahoning County ESC—Andrew Velchek, mcoe_apv@access-k12.org, 330/965-7828 X1120. ESC has ATM switch: K-12 Mahoning Cnty ESC-Site A. DAS DID: 7193652

   Jefferson County ESC—Angie Underwood, angie.underwood@omeresa.net, 740/283-2050 X 116 (or press 0 to locate her). ESC has an ATM switch and can bridge

   Please, announce and do a test run with all ESCs and me.
   I would like a Power Point presentation to show on one screen while the presenter shows on another screen.
   I will email the Power Point to each site a day before the test.

5. After you have inserted your text, click the Submit button on the bottom right.


Track-It! Web - Microsoft Internet Explorer provided by Ohio Department of Education
File Edit View Favorites Tools Help
Back Search Favorites
Address http://ap06/tiweb70/scripts/selfservice/TrackItUser.asp
Go Links
Ohio Department of Education Help Desk
Powered By: Track-It!
Home Work Orders User Account Help About Sign Out
Search the Solutions
Enter the text to search for:
Add Work Order
Run Audit
Announcements
Check out thePC Refresh Initiative Intranet page
10/2/2006 4:58 PM
Work Order REQUEST
Fill this form out as completely as possible. When you submit this Work Order you will receive a confirmation number.
Back to Your Work Orders
Summary (*):
Call-back number: (*):
614-752-1471
Priority (*):
Priority 3
Asset ID:
CNU5230J2G
Type (*):
Subtype:
Category:
Description:
Attachment:
Browse...
Submit
(*) Denotes a required field.
Back to Your Work Orders
Local intranet
start
video conference - Mi...
2 Internet Explorer
Microsoft Excel
11:41 AM

Confirmation of Video Conference

Hosts:

- Barbara Williams--Mahoning ESC, 330/965—7828, mcoe_baw@access-k12.org
- Fred Burns--Jefferson ESC, 740/283-3347, jc_fred@omeresa.net
- Vicki Giovangnoli--Trumbull ESC, 330/505-2800, vicki.giovangnoli@neomin.org)

Technical Staff:

- Andrew Velchek—Mahoning, 330/965-7828 X1120, mcoe_apv@access-k12.org ESC has ATM switch: K-12 Mahoning Cnty ESC-Site A. DAS DID: 7193652.
- Angie Underwood-- Jefferson740/283-2050 X 116, angie.underwood@omeresa.net ESC has an ATM switch and can bridge.
- Steve Garton—Trumbull ESC, 330/675-2800 X126, steve.garton@neomin.org, ESC does not have an ATM switch (no DID #) but is directly connected to DAS: K12 Trumbull Cnty ESCTI.

Thank you for agreeing to be a part of our November 1, 2006 video conference on PACTS-Self Evaluation. The session will be from 1:00 pm to 3:30 pm and will be broadcasted from ODE, Columbus to your three ESCs that are strategically located for the districts in the service area.

Please check your information above to make sure it is correct and email me with any changes.

The ESC hosts--Barbara, Fred, Vicki-- are asked to take registrations (including person's name, e-mail address, phone, district name, district address) and e-mail them to me the day of the conference, direct people to the conference room on Nov 1, have attendees sign in and e-mail/fax me the list after the conference, have a few extra PACTS Self-Evaluations on Nov 1 for those who forget to bring theirs, and collect evaluations at end and mail to me. The PACTS Self Evaluation is at: http://ccip.ode.state.oh.us/ccip/documentview.asp?docid=526. A few days before the conference, I will email all districts the slide handout and also email it to you so you can bring a few extra copies.

The ESC technical staff--Steve, Andrew, Angie-- are asked to be available at the numbers listed above for the test (ODE will contact you directly) and on the day of the conference in the event of problems. I would like the power point presentation to be projected on one screen (I will send the power point to you the day before the conference). I would like to be on another screen. I will explain this again at the test.

Please e-mail or call me if there are any problems.

Thank you again for your time and effort.

Elaine M. Zabor, Consultant
Ohio Dept. of Education
Office of Federal Programs
25 S. Front St, Mail Stop 404
Columbus OH 43215
Phone: 614/466-4161
Fax: 614/752-1622
Email: elaine.zabor@ode.state.oh.us

Announcement of Video Conference

October 12, 2006

Dear CCIP Coordinators:

The Youngstown-Steubenville area study group video conference is Wednesday, November 1, 2006 at 1:00 to 3:30 pm. Please register for this ASAP but no later than October 26. See directions below under "How to Register."

What: Video conference on PACTS--Self Evaluation

When: Wednesday, November 1, 2006, 1:00-2:30 pm

Who Should Attend:
Every few years, every district/agency receiving CCIP Consolidated Application federal funds has to complete the Self-Evaluation as part of the compliance system for federal programs. (Current list of review dates is in the CCIP Doc Library under Compliance: http://ccip.ode.state.oh.us/ccip/documentview.asp?docid=907.) This session will review the PACTS document that must be completed online and the type of documentation you need to have on file every year for compliance purposes. Even if you do not have to complete the Self-Evaluation this year, this session is helpful for NEW CCIP coordinators, Title I coordinators, federal programs coordinators, or those not familiar with the compliance requirements of Title I, II-A, II-D, III, IV, V, IDEA, and ECSE.

How to Register by October 26:
Send your name, district name, address, phone number, and email address to the following:
For Trumbull ESC attendees--email Vicki Giovangnoli (vicki.giovangnoli@neomin.org)
For Mahoning Co ESC attendees--email Barbara Williams (mcoe_baw@access-k12.org)
For Jefferson Co ESC attendees--email Fred Burns (jc_fred@omeresa.net)

Where to Attend:
So each ESC listed can accommodate you, please attend the ESC assigned to you as follows:
Districts/agencies in Trumbull County GO TO Trumbull County ESC.
Districts/agencies in Mahoning County GO TO Mahoning County ESC.
Districts/agencies in Carroll, Columbiana, Harrison, Jefferson, County GO TO Jefferson ESC.

Homework:
Please review the PACTS-Self Evaluation Summary before the session: http://ccip.ode.state.oh.us/ccip/documentview.asp?docid=526. The slide handout will be emailed to you a few days before the video conference.

Bring to Meeting:
A copy of the PACTS-Self Evaluation listed under Homework and the slide handout that will be emailed to you a few days before the video conference.

Discussion Leader:
Elaine Zabor, Consultant, Office of Federal Programs, Ohio Dept of Education, (614) 466-4161, elaine.zabor@ode.state.oh.us

How to Create a CCIP Email List

1. Go to the MicroStrategy Web site: http://ap28/Microstrategy/asp/Main.aspx?rn=/20061106113913358

2. Click CCIP.

3. Click District Contacts by Funding Application.

4. Click Consultant over to the right column.

5. Click ODE Consultant column and move it upward until yellow lines appear. Let go between the lines.

6. Beside “ODE Contact,” click the down arrow until drop down box opens. Select your name.

7. Click File on menu and select Export.

8. When page opens, make sure Export Whole Report shows in the box. Click Excel with plain text.

9. Save to your desk top.

10. When you need to email CCIP Contacts, copy the email address column and past into your e-mail’s **Send To** box.

County	IRN	District Name	Position	Fname	Lname	Phone	Ext.	E-mail
Mahoning	48298	Austintown Local SD	LEA Other User	VINCENT	COLALUCA	(330)797-3900	1502	AUST_VSC@ACCESS-K12.ORG
Columbian	46425	Beaver Local SD	LEA Other User	Elaine	Humphrey	(330)385-6831		BEAV_EH@access-k12.org
Trumbull	50096	Bloomfield-Mespo Local SD	LEA Treasurer/Fis	William	Daugherty	4406854752		bill.daugherty@neomin.org
Mahoning	48306	Boardman Local SD	LEA Other User	Linda	Ross	(330)726-3412		boar_lr@access-k12.org
Trumbull	50112	Bristol Local SD	LEA Other User	Carl	Clark	(330)889-2700		carl.clark@neomin.org
Trumbull	50120	Brookfield Local SD	LEA Superintende	Michael	Notar	3304484930		michael.notar@neomin.org
Carroll	46177	Brown Local SD	LEA Other User	Jane	Swinderman	(330)863-1355	7	swindermanj@hornet.sparcc.org
Jefferson	47787	Buckeye Local Local SD	LEA Other User	Diane	Basich	(740)769-7395		buc_diane@omeresa.net
Mahoning	43703	Campbell City SD	LEA Other User	KEN	EKIS	(330)799-6810		CAMP_KE@ACCESS-K12.ORG
Mahoning	48314	Canfield Local SD	LEA Superintende	Dante	Zambrini	3307027011		canf_dz@access-k12.org
Carroll	71076	Carroll County Board of MR&DD	LEA Other User	Tammy	Maney	(330)627-7651		tmaney@carrollhills.com
Carroll	45278	Carrollton Ex. Village SD	LEA Other User	Dave	Lyon	(330)627-2181		car_dave@omeresa.net
Trumbull	50138	Champion Local SD	LEA Treasurer/Fis	Brian	Gillespie	3308472330	2337	brian.gillespie@neomin.org
Columbian	65920	Columbiana County Board of MR&	LEA Other User	Cynthia	Stoughton	(330)424-7787		cstoughton@spii.net
Columbian	50906	Columbiana County JVSD	LEA Other User	Karen	Taylor	(330)424-9561	114	covs_kt@access-k12.org
Columbian	46417	Columbiana Education Service Ce	LEA Superintende	Anna	Vaughn	3304249591		avaughn@ccesc.k12.oh.us
Columbian	45328	Columbiana Ex. Village SD	LEA Treasurer/Fis	Lori	Posey	3304825353		coex_lgp@access-k12.org
Harrison	47548	Conotton Valley Union Local SD	LEA Other User	John	Evanosky	(740)269-2000		cv_john@omeresa.net
Columbian	46433	Crestview Local SD	LEA Other User	Rick	Gates	(330)482-5370		rgates@crestviewlocal.k12.oh.us
Mahoning	134080	Eagle Heights Academy	LEA Other User	Barbara	Taylor	(330)742-9090	126	taylor_b@treca.org
Columbian	43919	East Liverpool City SD	LEA Other User	Daniel	Ferreri	(330)385-7132	116	DFerreri@eastliverpool.k12.oh.us
Columbian	43927	East Palestine City SD	LEA Superintende	Jeffrey	Richardson	3304264191	239	epal_jr@access-k12.org
Jefferson	47795	Edison Local SD	LEA Parent Coord	George	Ash	(740)282-0068	106	edis_ga@omeresa.net
Trumbull	44065	Girard City SD	LEA Other User	Joseph	Jeswald	(330)545-2596	150	joseph.jeswald@neomin.org
Harrison	78014	Harrison County Board of MR&DD	LEA Treasurer/Fis	Dawn	Barnhart	7409422158		dbhcbmrd@eohio.net
Harrison	45245	Harrison Hills City SD	LEA Other User	John	Rocchi	(740)942-7814		harr_jar@omeresa.net
Trumbull	50161	Howland Local SD	LEA Other User	Louise	Caldrone	(330)856-8200	68201	lcpeac@earthlink.net
Trumbull	45427	Hubbard Ex. Village SD	LEA Other User	Lucille	Esposito	(330)534-1921	1008	lucille.esposito@neomin.org
Jefferson	47803	Indian Creek Local Local SD	LEA Other User	Joseph	Roshak	(740)266-2911	102	ic_joseph@omeresa.net
Mahoning	48322	Jackson-Milton Local SD	LEA Other User	Kirk	Baker	(330)538-2257		jack_kb@access-k12.org
Jefferson	66068	Jefferson County Board of MR&DI	LEA Treasurer/Fis	Michael	Zinno	7402647176		mikez@jcmrdd.com
Jefferson	51128	Jefferson County JVSD	LEA Treasurer/Fis	Karen	Spoonemore	7402645545	113	spoonemore@jcjvs.k12.oh.us
Trumbull	50179	Joseph Badger Local SD	LEA Superintende	David	Bair	3308761051	106	david.bair@neomin.org
Trumbull	50245	LaBrae Local SD	LEA Other User	Perry	Nicholas	(330)898-1592		perry.nicholas@neomin.org
Trumbull	50187	Lakeview Local SD	LEA Other User	Delores	Uber	(330)637-3809		delores.uber@neomin.org

Training Evaluation Form

PACTS-Self Evaluation Video Conference
November 1, 2006

ESC you are attending: _____

We would appreciate knowing how you rate this program in comparison to similar professional development sessions you have attended.

Which of the following best represents your current position?

_____Title I Coordinator (Adm.)

_____Title I Teacher/Coordinator

_____Federal Program Coordinator

_____Building Principal

_____Central Office Administrator

_____Treasurer

_____Superintendent

_____Regional Service Provider

_____Other Agency Administrator

For each of the items below, provide a 1 to 4 rating. Please use a pencil or ink pen.	Strongly Disagree 1	Disagree 2	Agree 3	Strongly Agree 4
1. The program helped me to expand my professional knowledge, skills and understanding.				
2. The program directly relates to my current professional learning needs.				
3. The presenter's overall effectiveness was high.				
4. The presenter was responsive to the audience.				
5. The presenter's handouts were appropriate and useful.				

Comments: _____