

## 2009-2010 IN-SERVICE PROGRAM SCHEDULE

**Monday, August 3, 2009**

<i>TIME</i>	<i>TOPIC</i>	<i>ROOM</i>
9:00 – 10:00	Complimentary Breakfast (Coffee, Juices, Bagels, Donuts)	MPR
10:00 – 10:45	<i>New Teachers only</i> Presentation Building Tours- Mr. Deniz Keys – Mr. Deniz New employee forms (I-9, A4, W4, Highly Qualified)- Mr. Deniz	Science
10:45 – 11:00	Copier- Mr. Ozel  <i>Everyone</i>	Staff Lounge
11:00 – 11:45	Introductions Employee Handbook- Mr. Deniz	Science
11:45 – 12:00	Forms (Reimbursement, Field Trip etc)	Science
12:00 – 1:00	Lunch (on your own)	
1:00-3:00	Faculty Meeting/ Afterschool Clubs/ tutoring / Curriculum Maps, Syllabi- Mr. Ozel	Science
3:00 –4:15	Special Education(Sped and Speech Teacher)	Science

**Tuesday, August 4, 2009 (In Ahwatukee Campus)**

<i><b>TIME</b></i>	<i><b>TOPIC</b></i>	<i><b>ROOM</b></i>
8:30-9:00	Breakfast	
9:00-10:00	Central Office Welcome presented by <b>Central Office Team</b>	
10:00-11:00	ACCORD Presentation	
11:00-11:45	Schools' Academic Vision- <b>Mr. Dilshod Achilov</b>	
12:00-1:00	Lunch	
1:00-3:00	Legal Issues- presented by <b>Alice Callison</b>	
3:00-3:30	Break	
3:30-5:00	Exceptional Student Services presented by <b>Peggy Fontenot</b>	

**Wednesday, August 5, 2009 (In Ahwatukee Campus)**

<i><b>TIME</b></i>	<i><b>TOPIC</b></i>	<i><b>ROOM</b></i>
8:15-9:00	Insurance Benefit Presentation by <b>Jeff Gietl</b>	
9:00-9:30	School Information System-School Master 101- <b>Tolga Ozel</b>	
9:30-10:00	Grant Writing Strategies- <b>Mr. Rachimov</b>	
10:00-11:45	Breakdown Sessions-“DATA DATA DATA!”  <ul style="list-style-type: none"> <li>office</li> <li>principals</li> <li>business managers</li> <li>elementary</li> <li>counselors</li> <li>extra-curricular coordinators</li> <li>vp- academic</li> <li>discipline</li> <li>foreign language</li> <li>departments</li> <li>accord team</li> </ul>	
11:45-12:15	Business Related Orientation- <b>Mr. Rachimov</b>	
12:00-1:00	Lunch	
1:00-3:00	TRUTH Program	
3:00-3:30	Break	
3:30-5:00	TRUTH Program	

**Thursday, August 6, 2009**

<b>TIME</b>	<b>TOPIC</b>	<b>ROOM</b>
8:00-8:30	Complimentary Breakfast (Coffee, Juices, Bagels, Donuts)	Comp. Lab
8:30- 11:30	Schoolmaster (Attendance, report cards, gradebook) – Mr. Ozel	
11:30 – 1:30	Complimentary Lunch – Olive Garden	
1:30 – 3:00	Work on your classrooms	
3:00 – 6:00 pm	Student Orientation (teachers will help orientation program and/or meet parents)	MPR

**Friday, August 7, 2009**

<b>TIME</b>	<b>TOPIC</b>	<b>ROOM</b>
8:00-8:30	Complimentary Breakfast (Coffee, Juices, Bagels, Donuts)	MPR
8:30 – 9:45	DPS, Student Handbook – Mr. Naci, Mr. Owen, Mrs. Virden	Science
9:45 – 10:15	E-mail, Calendar, homework and website – Mr. Azat	Computer Lab
10:30-12:30	MAP Test Training – Mr. Ozel	Computer Lab
12:30- 1:30	Lunch (on your own)	
1:30 – 3:00	Work on your classrooms	
3:00-6:00	Student Orientation (teachers will help orientation program and/or meet the parents)	MPR