

# **School Office Support Staff PD Day – Friday, March 10, 2017**

St. Madeleine Sophie School, Bellevue

4400 130<sup>th</sup> PL SE

Bellevue, WA 98006

Google directions: [click here](#)

10 AM to 2 PM

[Click here to register](#) – **please bring your Laptop**

## **Preliminary Agenda**

10:00 Welcome, Opening Prayer

10:15 – 11:00 **Records Retention Overview** – Seth Dalby, Archives

- \*Which documents need to be kept and for how long?
- \*What qualifies as “sensitive information”?
- \*Where should sensitive information be stored?
- \*What are appropriate disposal methods for documents that do not need to be kept?
- \*Q and A

11:00-11:15 Break and networking time

11:15 to 12:15 **In-depth Tour of MyDesk**

- \*What resources are available on MyDesk?
- \*Where can links to Archdiocese of Seattle departments and document be found?
- \*Superintendent and Assistant Superintendent Blogs
- \*Documents and Forms
- \*Contact Lists

12:15 to 1:00: Lunch – Lunch will be provided at the school

1:00 to 2:00: **Questions and Answers and Worktime in OCS Databases**

- \*Introduction to the Catholic School Employee Portfolio
- \*Celebration of Catholic School Employee Database clean up!
- \*Q and A and Worktime in:
  - CSEP
  - CSED
  - Aesop
  - Applitrack

2:00 PM – **Evaluation and closing prayer**