



COLORADO
Department of Education

Zooming a National Conference: Lessons Learned

Kristen Brown, Jason Harlacher, and Sean Taylor from the
Office of Learning Supports

Objectives

- ❑ Highlight the lessons learned in planning and implementing a national SPDG conference with multiple sessions being offered
- ❑ Provide an overview of program planning
- ❑ Review lessons learned in Zoom planning



Identifying Needs



Colorado School District Needs Inventory

April 17, 2020 | District/BOCES-Level Findings

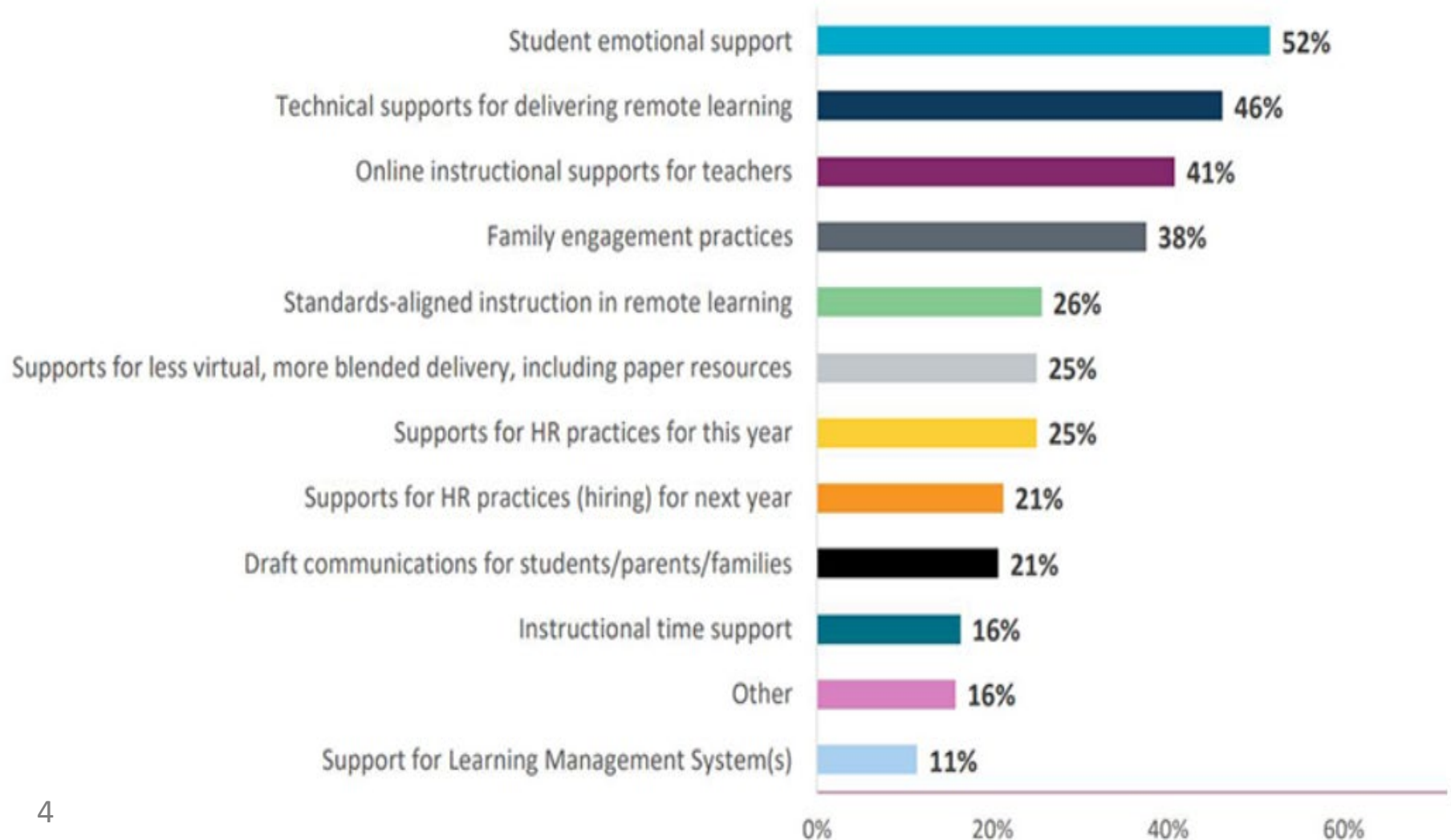


<https://www.cde.state.co.us/communications/needsinventory-results>



Top Education Supports Needed Across Colorado Districts

Percentage Selecting the Following Education Supports as Top Needs



Virtual 2020 CO-MTSS Summit

- 1149 participants nationwide signed up for our 2020 COMTSS Virtual Summit!
- Specifically included sessions on remote data use and supports to meet identified needs of the field
- Created nearly two dozen sessions that were live or pre-recorded



Summit resources are available @ https://comtss.padlet.org/CDE/virtual_summit_2020

Resources for this Session



<https://padlet.com/comtss/ZoomingaNationalConference>

Planning for the Conference



Washington Office of Superintendent of
PUBLIC INSTRUCTION

Used Data to Meet Needs of State

Percentage Selecting the Following Education Supports as Top Needs




Sessions:

- Keynotes adjusted content to address current climate
- 1 session on student emotional support
- 1 session on family engagement
- 1 session on recentering/recalibrating when school begins again
- 2 sessions on virtual/online learning
- additional sessions on content identified from student outcome data (e.g., literacy, discipline)

For Attendees: Session Structure and Program Plan


- Structured to ensure engagement and context
 - *12 sessions between two time slots*
 - *2 keynotes*
 - *30 min breaks*
 - *45 min sessions*
 - *11 recorded sessions to have more topics*
- Program plan to with all information on speakers and session
- Provided links within the program plan and via email



VIRTUAL
2020 CO-MTSS Summit

Passion, Purpose, and Problem Solving

August 3
8:45am - 2:45pm
Virtual Setting

 **COLORADO**
Department of Education

Schedule at a Glance

8:45-9:00	Welcome and Overview of Day
9:00-9:30	MTSS Overview by Dr. Tim Lewis
9:30-10:30	Morning Keynote by Dr. Rich Milner
10:30-11:00	<i>Break</i>
11:00-11:45	Morning Breakout Sessions
11:45-12:30	<i>Lunch</i>
12:30-1:30	Afternoon Keynote by Dr. Donna Ford
1:30-2:00	<i>Break</i>
2:00-2:45	Afternoon Breakout Sessions

Information

Joining Sessions

The links for each keynote and breakout session are listed in the detailed agenda beginning on page 6. To join any session, simply click on the link provided or copy and paste the link into a browser. You will be prompted to enter your name and email address.

Session Description

You'll find description detail about each session.

- **Intended audience:** Teachers, District Admin, School Admin, Support Staff
- **Grade-level:** Preschool, Elementary School, Middle School, High School
- **Content-level:** Advanced

Materials

All of the materials for this session are available at comtss.padlet.org/CD



Get your voice heard!
Let the community share their experiences.

Certificate of Completion

A certificate of completion will be provided to all participants. Please take the survey at www.surveymonkey.com/s/123456789 to access the survey.



Recorded Sessions
All of the recorded sessions are available on the same site. Visit page 10 for a list of the recorded sessions.

11:00-11:45

An Open Conversation with Dr. Rich Milner

Rich Milner, *Cornelius Vanderbilt Distinguished Professor of Education, Department of Teaching and Learning, Peabody College of Vanderbilt University*

This session provides attendees an opportunity to interact with Dr. Milner about the content from the keynote. Join this conversational session to ask questions and to dig deeper into topics covered in the keynote.

Audience: Teachers, District Admin, School Admin, Support Staff
Grade-level: Preschool, Elementary School, Middle School, High School
Content level: Advanced

Zoom link:

https://zoom.us/webinar/register/WN_1ea0oiA2OUJaAOHVUEU8X_Eg

12:30-1:30

Afternoon Keynote:

How Passion, Compassion, and Equity are Essential to Recruit and Retain Underrepresented Students

Donna Y. Ford, *PhD, Distinguished Professor of Education and Human Ecology, College of Education and Human Ecology, Ohio State University; Faculty Affiliate, Kirwan Institute*

Nationally and statewide, minoritized students, particularly Black, Hispanic, and Native American are underrepresented in programs and services for advanced learned - gifted and talented and Advanced Placement. Within this keynote, barriers to their recruitment and retention are described, along with recommendations guided by passion, compassion, and equity. Data are provided accompanied by an equity-based formula to set quantifiable representation goals at the state, district, and building levels. Resources are shared for reading and ongoing discussion.

Audience: Teachers, District Admin, School Admin, Support Staff
Grade-level: Preschool, Elementary School, Middle School, High School
Content level: Advanced

Zoom link:

https://zoom.us/webinar/register/WN_eFQ6XpVuRnO8BCoiFF0inQ



For Team: Script



- Support person in each session
 - Provided script and PowerPoint
- Had a script indicating when and where to be for our entire team
 - Practice sessions and training for all presenters

2020 COMTSS Summit Script

8:45-9:00	Welcome and Overview of Day	Zoom Accounts that have webinar
9:00-9:30	MTSS Overview by Dr. Tim Lewis	Adam (1000) collins_a@cde.state.co.us
9:30-10:30	Morning Keynote by Dr. Rich Milner	Jason (500) harlacher_j@cde.state.co.us
10:30-11:00	<i>Break</i>	Robyn (500) shank_r@cde.state.co.us
11:00-11:45	Morning Breakout Sessions	Micah (500) hawk_m@cde.state.co.us
11:45-12:30	<i>Lunch</i>	Allison (500) green_e_a@cde.state.co.us
12:30-1:30	Afternoon Keynote by Dr. Donna Ford	Sean (500) taylor_s@cde.state.co.us
1:30-2:00	<i>Break</i>	
2:00-2:45	Afternoon Breakout Sessions	

Cell phones (contact Jason or Sean for technical support on day of Summit)

Jason. (harlacher_j@cde.state.co.us)

Sean. (taylor_s@cde.state.co.us)

Critical Links:

- Slides for sessions:
 - <https://drive.google.com/drive/u/1/folders/1gOSIRUQ2K91AKI3R2oFUNYqyb0erC3R7>
- Protocol for Slides/Session:
 - https://docs.google.com/document/d/1GfuvPSeipaa1awwYRm1_m80HOwnBpIFDg7H_gyOuH-Y/edit
- Evaluation link for Survey
 - www.surveymonkey.com/r/CO-MTSS_Summit2020

10:30-11:00: Break

11:00-11:45 Afternoon Sessions

To start/join your session, either use the email from Zoom or login to the appropriate account. Robyn and Micah can login to the account and start it from there. Using the link in the program plan won't work for you.

Time	Staff	Session/Description	Support
10:30	Jason	Jason will compile questions from keynote and email them to Sam	Sean
10:45	Sean	Joins Lynne's session to check in. Then joins Robyn's. Then Adam's	
10:45	Jason	Jason starts session for Sarah Benz and Lindsey Hayes. Assign the Participant to type under Closed Caption. Transfers host controls to them and exits. Then Jason logs into his personal account and joins Sam to ensure she's ready. Then joins Milcah.	Sean
10:45	Lynne	Lynne logs into Allison's account and starts session. Sean joins on personal account to check that Lynne is good to go. Assign the Participant to type under Closed Caption	Sean
10:45	Robyn	Robyn launches her session (her own zoom account). Assign the Participant to type under Closed Caption	Sean
10:45	Sam	Sam starts the session from her account via email from Adam. Promote Rich to host when he joins. Assign the Participant to type under Closed Caption	Jason

Before the Event



Practice with co-presenters and facilitators
Make sure you have a facilitator for
Think about closed captioning prior
Plan to be on time. Make sure people
Make sure you have a microphone
Decide on Meeting or Webinar
know how to share screen.

Before the Event



- Make sure you have a facilitator for each presenter of Zoom
- Make sure you have a facilitator for each presenter of Zoom
- Triple check on Zooming in before the event. Make sure people know how to share screen.
- Think about Closed Captioning prior



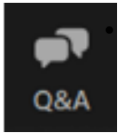
How we Practice



- Send out video “How-To’s” so presenters and facilitators can learn on their own time.
 - Created on Snagit software
- Schedule in Zoom Meeting or Webinar with each presenter and the facilitator
- Have templates for introductions and to prep the audience

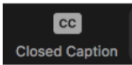
Example slides for attendees

Q&A, Chat, CC



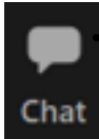
Use to ask our speaker questions related to the topic.

- A Zoom Host will provide questions to the presenter. We'll try to answer as many we can, but may not get to all of them.



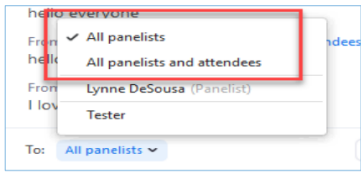
Use the CC button for closed caption.

7



Add a comment for the good of all participants

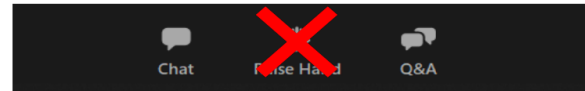
- You can also send a technical question to the panelists only if you are having technical issues.



Zoom Navigation

Participants will not have audio or video.

There are two ways to interact during the presentations. Ask questions of the presenter using the **Q&A** button. Make comments in the using the **Chat**.

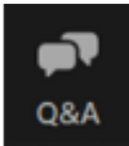


The Raise Hand feature will not be utilized

6

Questions during keynote

- Dr. Milner will have a breakout session devoted to answering questions and discussion with attendees.



- Use the Q&A feature to submit questions during the keynote. Questions may be answered as they come up, but we will compile the questions to be answered during the Q&A breakout session.

Tim Lewis, PhD

Essential Features of MTSS: Building Systems to Meet the Needs of All Students



*Professor, Special Education, University of Missouri
Director, University of Missouri Center for School-wide Positive Behavior Support
Co-Director, Office of Special Education Programs Center for Positive Behavioral Interventions and Supports*

During the Event



- If Webinar, practice before you broadcast
- Someone to monitor the chat. Have them have the links ready to important documents throughout the presentations
- Someone separate to monitor the Q&A and present questions to the speaker

Questions

