

Lake County Educational Services

a Division of the Regional Office of Education

Professional Development Opportunities

December 2018

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[Illinois State Board of Education](#)

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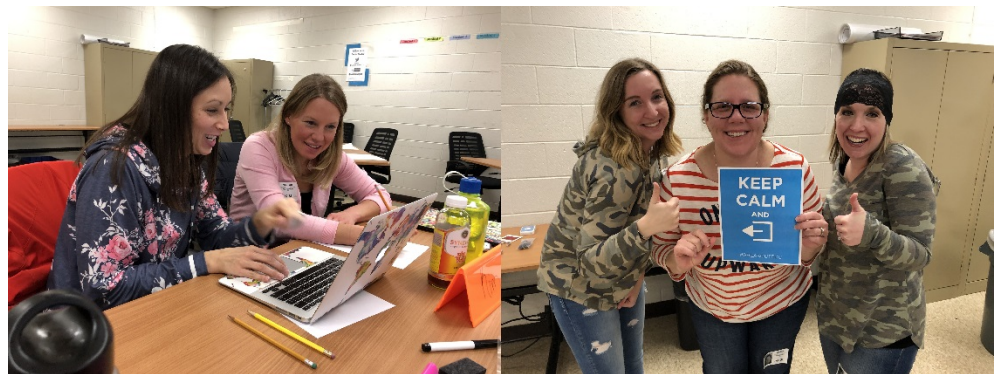
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Profiling December's Best PD

December 12th - STEAM Up Your Instruction!

The Lake County ROE's first STEAM Workshop was a HUGE success! Participants joined from several districts for a day filled of tech conversations and ideas that supported embedding literacy purposefully into STEAM instruction. Educators immersed themselves in a day of fun with BreakoutEdu, Novel Engineering, and EdCamp topics. Participants left with more ideas, knowledge, and ready-to-use materials for Novel Engineering lessons as well as resources to use with their colleagues and students. A special thank you to Stacia Dirks, Round Lake's Technology Integration Specialist, who co-facilitated this brand new workshop with Nicole Stroup (ELA Coordinator, Lake County ROE).



FOLLOW US ON FACEBOOK & TWITTER @LAKECOUNTYES

Lake County Educational Services, 19525 West Washington Street, Grayslake, Illinois 60030

Phone: (847) 223-3400

Hours: Monday-Friday 8:00 am – 4:30 pm

Lake County Educational Services

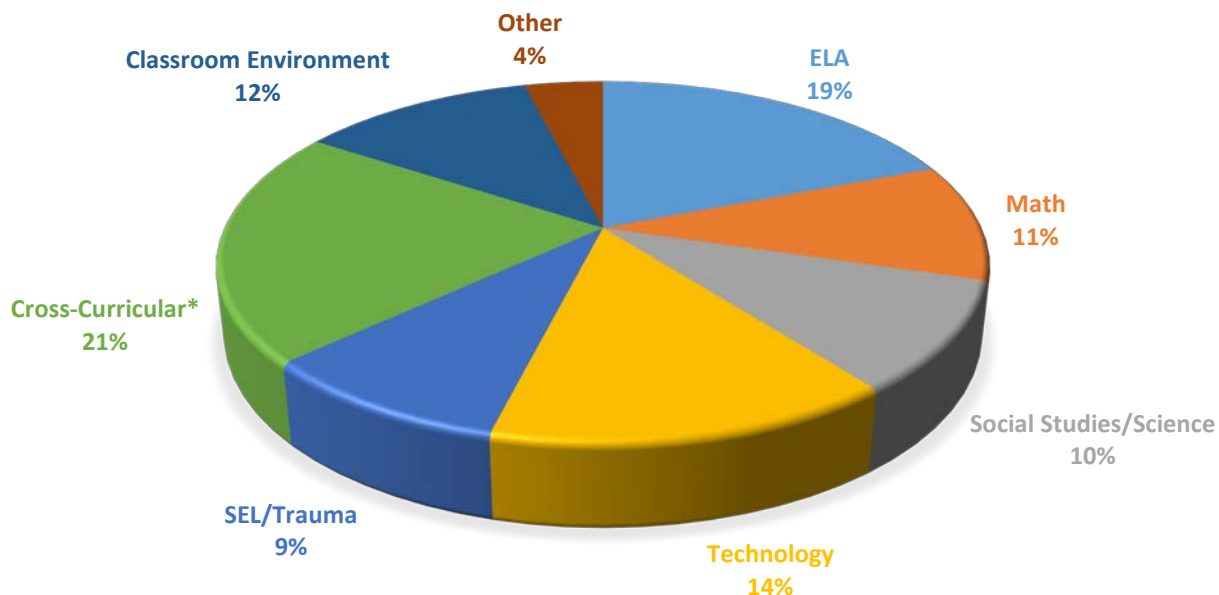
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Professional Development Opportunities

December 2018

RAISING STUDENT ACHIEVEMENT CONFERENCE 2018

BREAKDOWN OF SESSIONS



*Cross-curricular = sessions that span across multiple grade levels and/or are rooted in instructional best practices that apply to more than one subject area

On December 3rd and 4th, the annual Raising Student Achievement Conference “Moving All Children Forward” was held at Pheasant Run Resort in St. Charles, IL. This interactive and engaging 2 day professional development series is presented by the Illinois Association of Regional Superintendents of Schools with support from Regional Offices of Education and Intermediate Service Centers. RSAC prides itself in offering a differentiated approach to professional learning. Teachers, administrators, and support staff are welcome to choose between a wide variety of innovative topics rooted in pedagogical best practice and aligned to the most up-to-date educational research. This year’s profiled speakers spoke of the implementation of building relationships with students through the lens of SEL and Trauma informed classrooms. **See above for a breakdown of sessions offered this year.** RSAC is committed to providing engaging keynote speakers and featured presenters. Thank you to all those who participated! Looking for more information? Visit roachievementconference.org for details.

**We look forward to seeing you at RSAC 2019!
December 9th and 10th in Schaumburg, Illinois**

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Hours: Monday-Friday 8:00 am – 4:30 pm

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Professional Development Opportunities

December 2018



Assessment PD is Coming to Town!

MAP: Professional Learning Series: Informing Instruction

January 24, 2019

This full day workshop will include the following:

Differentiating Instruction:

- + Build a shared understanding of differentiated instruction
- + Use MAP Growth reports to gauge student readiness
- + Identify instructional resources you can use to target diverse learning needs

Instructional Ladders:

- + Design tiered, responsive instructional plans by integrating standards, MAP Growth data, and local curriculum
- + Engage with topics of interest, such as formative assessment or flexible grouping, to deepen your understanding of instructional planning

Reserve your team's spot today! --- SPECIAL OFFER! Send 3 participants from the same district and pay \$200/group of 3 (Lake County Coop Members) and \$240/group of 3 (Non-Coop Members).

Math PARCC Prep Grades 6-8

February 5, 2019

With the PARCC Math assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC Math assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC Math questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

ELA PARCC Analysis & What's Next - Grades 6-8

February 26, 2018

With the PARCC ELA assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC ELA assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC ELA questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

TO REGISTER, CLICK [HERE](#)

Lake County Educational Services, 19525 West Washington Street, Grayslake, Illinois 60030

Phone: (847) 223-3400

Hours: Monday-Friday 8:00 am - 4:30 pm

Lake County Educational Services Academies & P.D. Workshops

January 2019		
01/17/2019	AD81029	A.A. #1801 Gathering Evidence During Observations and Conferencing Using the Danielson Model
01/24/2019	SD84005	MAP: Professional Learning Series: <i>Informing Instruction</i>
10/02/2018;	SD81014	Instructional Coaching Network
February 2019		
02/05/2019	ME84014	Math PARCC Prep Grades 6-8
02/13/2019	AD79176	A.A. #1085 Legal Issues in Special Education: Putting Theory Into Practice- Revised and Updated
02/19/2019	AD79193	A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators
02/21/2019	AD81030	A.A. #3000,#3001,#3002 Principal/Teacher Evaluator Retraining Student Growth
02/26/2019	LA81133	ELA PARCC Analysis & What's Next - Grades 6-8
02/28/2019	AD79186	A.A. #1597 Improved Crisis Decision Making for Safer School Environments
April 2019		
04/03/2019	AD79182	A.A. #1616 Update on School Law; Social Media and Special Education Law
04/09/2019	AD81025	A.A. #3000,#3001,#3002 Principal/Teacher Evaluator Retraining Student Growth
04/11/2019	AD81032	A.A. #1452 Teacher Evaluator Competency Skill Building for Pre-Qualified Teacher Evaluators (Part
04/16/2019	AD79183	A.A. #1782 What Can Be Learned from Great Business, Military, Political, Social and Sports Leaders
May 2019		
05/02/2019	SD84006	MAP: Professional Learning Series - Featured User Group & Student Goal Setting and Growth
June 2019		
06/11/2019	AD79192	A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators
06/12/2019	AD79190	A.A. #988 Interpersonal & Team Communication Skills for School Administrators
06/18/2019	AD81033	A.A. #3000,#3001,#3002 Principal/Teacher Evaluator Retraining Student Growth
06/20/2019	AD81034	A.A. #1801 Gathering Evidence During Observations and Conferencing Using the Danielson Model

AD79193 A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators

Date(s): 02/19/2019

Time: 8:30 am - 3:30 pm

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Dr. Richard Voltz

The Academy focuses on a high rate of interrater reliability using the required performance evaluation ratings. Using case studies, the participants will collect evidence and use the Illinois Standards for Principal Evaluation to rate the principals. Participants will use data collected from the case studies and compare the data to best practices for evaluating principals and assistant principals. This data will also be analyzed to prepare administrative and school-level professional development plans. Participants will prepare targeted professional development, in a collaborative and supportive way, plans that consider past results and contribute to professional and personal growth. This plan will be aligned to the school improvement plan. The instructional environment indicators will be analyzed. The purpose of the evaluation plan will be to communicate the outcomes and findings in such a manner that the principals and assistant principals set goals for improvement. The participants own personal bias will be analyzed while making these decisions.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 02/04/2019.

AD81030 A.A. #3000,#3001,#3002 Principal/Teacher Evaluator Retraining Student Growth

Date(s): 02/21/2019

Time: 8:30AM - 3:30PM

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This is the one required student growth retraining course for principal and teacher evaluators who are renewing their designations required to evaluate staff. Evaluators will be required to participate in a pre-session webinar that will review Part 50 Administrative Rules as they relate to student growth. Participants will learn how to:

1. Use assessments and measurement models identified by the joint committee in determining the student growth attributable to individual teachers/principals and understand how different types of assessments are used for measuring growth;
2. Use data from the evaluation rubric, other evidence collected, and best practices relative to evaluating student growth to link teacher/principal and school-level professional development plans to evaluation results;
3. Create, in collaboration with teachers/principals, supportive, targeted professional development plans that consider past results, contribute to professional growth, and assist teachers/principals in aligning professional development and goal-setting to school improvement goals; and
4. Communicate evaluation outcomes and findings in constructive and supportive ways that enable teachers/principals to set goals and improve practice.

NOTE: Participants will have one week following the Academy to complete their A/D Component and send Registration is online - www.lake.k12.il.us, click workshops

AD79186 A.A. #1597 Improved Crisis Decision Making for Safer School Environments

Date(s): 02/28/2019

Time: 8:30 AM - 3:30 PM

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$145 - an additional \$60 for CPD or Full Administrators' Academy Credit

Presenter(s): John Heiderscheidt

Participants will learn best practices strategy to respond to student escalations, fights, armed assailants, fires, outside emergencies, event planning and other critical events through scenarios and exercises. This experiential learning course is intended to improve the decision making and actions steps taken by school staff to improve their operational excellence in the Illinois Performance Standards for School Leaders in the criteria areas of II. Leading and Managing Systems Change (A and B) and VI. Creating and Sustaining a Culture of High Expectations (C). Participants will learn how to improve their own response to critical events and strategies to train their staff. A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 02/13/2019.

AD79182 A.A. #1616 Update on School Law; Social Media and Special Education Law

Date(s): 04/03/2019

Time: 8:30AM - 3:30PM

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$220 - an additional \$ for CPD or Full Administrators' Academy Credit

Presenter(s): Brandon Wright

This course is a detailed review of the laws and regulations relating to use of social media and similar technology in schools, with a specific focus on issues relating to students with disabilities. It includes the implications and use of social media by staff and students during school and personal time, including a review of the relevant laws and regulations, case law, and current legal disputes relevant to those issues.

Application & Dissemination will be completed in-class.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 03/19/2019.

AD81025 A.A. #3000,#3001,#3002 Principal/Teacher Evaluator Retraining Student Growth

Date(s): 04/09/2019

Time: 8:30AM - 3:30PM

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This is the one required student growth retraining course for principal and teacher evaluators who are renewing their designations required to evaluate staff. Evaluators will be required to participate in a pre-session webinar that will review Part 50 Administrative Rules as they relate to student growth. Participants will learn how to:

1. Use assessments and measurement models identified by the joint committee in determining the student growth attributable to individual teachers/principals and understand how different types of assessments are used for measuring growth;
2. Use data from the evaluation rubric, other evidence collected, and best practices relative to evaluating student growth to link teacher/principal and school-level professional development plans to evaluation results;
3. Create, in collaboration with teachers/principals, supportive, targeted professional development plans that consider past results, contribute to professional growth, and assist teachers/principals in aligning professional development and goal-setting to school improvement goals; and
4. Communicate evaluation outcomes and findings in constructive and supportive ways that enable teachers/principals to set goals and improve practice.

NOTE: Participants will have one week following the Academy to complete their A/D Component and send

AD81032 A.A. #1452 Teacher Evaluator Competency Skill Building for Pre-Qualified Teacher Evaluators (Part 3 of 3)

Date(s): 04/11/2019

Time: 8:30 am - 3:30 PM

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This course focuses on Competencies 3 and 4, of the rules, Section 50.420, Competencies of Qualified Evaluators, Sub-section b. This course will teach participants how to use data sets from summative teacher evaluations to design teacher professional development; and how to collaborate with teachers to develop targeted professional development plans which contribute to professional growth. This course is intended to move educators who have passed the ISBE evaluator training from compliance to competency. This course includes a one hour pre-assignment which will be e-mailed to participants after confirmation of registration. It would be beneficial for participants to have completed Parts 1 and 2 of this 3-part series, Illinois Administrators' Academy course numbers 1448 and 1451.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 04/04/2019.

Registration is online - www.lake.k12.il.us, click workshops

AD79183 A.A. #1782 What Can Be Learned from Great Business, Military, Political, Social and Sports Leaders

Date(s): 04/16/2019

Time: 8:30 am - 3:30 pm

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$205 - an additional \$ for CPD or Full Administrators' Academy Credit

Presenter(s): Dr. Donald Kachur

This leadership course will help participants review the characteristics of effective leadership, analyze the principles of leadership used by recognized leaders within business, military, political, social issues, and sports, and prepare a Developmental Application Plan to achieve success within their own educational setting. Participants will be able to review leadership skills and qualities as demonstrated by leaders from the fields of business, military, politics, social issues, and sports, and be able to reflect upon the meaning and the application of those leadership principles and attributes to 21st century real life school situations (PERA-teacher evaluation, school improvement, staff training and retention, motivating students and staff, parental involvement, and technology challenges). For those participants seeking Administrator Academy credit, they will create a Developmental Application Plan utilizing leadership skills and qualities reviewed in the course to address one major educational issue (e.g., school culture, school improvement, professional development, supporting teacher leaders, increasing parental involvement) needing attention in their school setting. This course is an updated version of AA #224 Developing Leadership Principles through the Study of Great Leaders.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 04/01/2019.

AD79192 A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators

Date(s): 06/11/2019

Time: 8:30 am - 3:30 pm

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Dr. Michael Lubelfeld, Dr. Nick Polyak

The Academy focuses on a high rate of interrater reliability using the required performance evaluation ratings. Using case studies, the participants will collect evidence and use the Illinois Standards for Principal Evaluation to rate the principals. Participants will use data collected from the case studies and compare the data to best practices for evaluating principals and assistant principals. This data will also be analyzed to prepare administrative and school-level professional development plans. Participants will prepare targeted professional development, in a collaborative and supportive way, plans that consider past results and contribute to professional and personal growth. This plan will be aligned to the school improvement plan. The instructional environment indicators will be analyzed. The purpose of the evaluation plan will be to communicate the outcomes and findings in such a manner that the principals and assistant principals set goals for improvement. The participants own personal bias will be analyzed while making these decisions.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 05/27/2019.

Registration is online - www.lake.k12.il.us, click workshops

AD79190 A.A. #988 Interpersonal & Team Communication Skills for School Administrators

Date(s): 06/12/2019

Time: 8:30 AM - 3:30 PM

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$220 - includes Administrators' Academy credit

Presenter(s): Michael Onatolu, Gwen Onatolu

This course is designed to help improve communication, ease frustration and conflict, and develop effective school leaders and school teams. The course and supporting materials are based on extensive field research on the psychology of interpersonal dynamics and utilizes an industry standard behavioral-based learning assessment developed by John Wiley and Sons, Inc. The ultimate goal is to have administrators apply their knowledge of workplace styles to improve relationships and enhance personal effectiveness and team performance.

Administrators will complete an online Everything DiSC (R) profile assessment prior to attending this course. The course content can help administrators and other school leaders to: (a) Identify the four primary communication styles in the workplace and explain the general tendencies and priorities; (b) Understand their own style and tendencies and learn how to adapt behaviors; (c) Learn strategies to manage the different styles; (d) Promote appreciation of differences across the styles; (e) Reduce conflict; and (f) Enhance personal and team performance.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 05/28/2019.

AD81033 A.A. #3000,#3001,#3002 Principal/Teacher Evaluator Retraining Student Growth

Date(s): 06/18/2019

Time: 8:30AM - 3:30PM

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This is the one required student growth retraining course for principal and teacher evaluators who are renewing their designations required to evaluate staff. Evaluators will be required to participate in a pre-session webinar that will review Part 50 Administrative Rules as they relate to student growth. Participants will learn how to:

1. Use assessments and measurement models identified by the joint committee in determining the student growth attributable to individual teachers/principals and understand how different types of assessments are used for measuring growth;
2. Use data from the evaluation rubric, other evidence collected, and best practices relative to evaluating student growth to link teacher/principal and school-level professional development plans to evaluation results;
3. Create, in collaboration with teachers/principals, supportive, targeted professional development plans that consider past results, contribute to professional growth, and assist teachers/principals in aligning professional development and goal-setting to school improvement goals; and
4. Communicate evaluation outcomes and findings in constructive and supportive ways that enable teachers/principals to set goals and improve practice.

NOTE: Participants will have one week following the Academy to complete their A/D Component and send
Registration is online - www.lake.k12.il.us, click workshops

AD81034 A.A. #1801 Gathering Evidence During Observations and Conferencing Using the Danielson Model (Revised 2016)

Date(s): 06/20/2019

Time: 8:30 am - 3:30 pm

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This course will allow participants to learn effective skills and strategies for using Charlotte Danielson's Frameworks in a summative setting in order to more effectively:

1. Identify evidence at the component/element level during formal and informal observations;
2. Use evidence to effectively rate staff on the levels of performance for each domain;
3. Acquire strategies to support effective collaborative conferencing around formal and informal observations;
and
4. Learn techniques, strategies and protocols to use when conferencing with staff.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 06/17/2019.

LA81133 ELA PARCC Analysis & What's Next - Grades 6-8

Date(s): 02/26/2019

Time: 8:30am - 3:30pm

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$80 Lake County Coop Members \$95 All Others

Presenter(s): Shay McCorkle

With the PARCC ELA assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC ELA assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC ELA questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

A \$25 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 02/22/2019.

ME84014 Math PARCC Prep Grades 6-8

Date(s): 02/05/2019

Time: 8:30am - 3:30pm

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$80 Lake County Coop Members \$95 All Others

Presenter(s): Lauren Lipsey

With the PARCC Math assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC Math assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC Math questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

A \$25 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 01/29/2019.

SD84005 MAP: Professional Learning Series: *Informing Instruction*

Date(s): 01/24/2019
Time: 8:30am - 3:30
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$80 Lake County Coop Members \$100 All Others

Presenter(s): Jean Maertens

This full day workshop will include the following:

Differentiating Instruction:

- + Build a shared understanding of differentiated instruction
- + Use MAP Growth reports to gauge student readiness
- + Identify instructional resources you can use to target diverse learning needs

Instructional Ladders:

- + Design tiered, responsive instructional plans by integrating standards, MAP Growth data, and local curriculum
- + Engage with topics of interest, such as formative assessment or flexible grouping, to deepen your understanding of instructional planning

NOTE: Administrator support is needed for this process. It is highly recommended that Principals attend with Teachers if possible

SD81014 Instructional Coaching Network

Date(s): 10/02/2018; 10/02/2018; 01/30/2019; 05/07/2019
Time: 8:30am - 11:30am
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$115 Lake County Coop Members \$140 All Others

Presenter(s): Shay McCorkle, Nicole Stroup, Lauren Lipsey

The Coaching Network is back! This impactful professional development series will allow instructional leaders to build relationships with their administrative teams to professional learning in your buildings and district. Administrators and coaches will be working together to build better coaching techniques, provide meaningful differentiated professional development, develop better questions, build better relationships with staff, set goals, and provide feedback to enhance teacher performance and student achievement.

The Coaching Network Session 1: Create a Coaching Habit: Reflecting on Your Role (October 2, 2018)

Morning Description 8:30 - 11:30:

Meet with instructional leaders to collaborate, problem-solve, strategize, and share ideas about your experiences as an instructional leader. Share your expertise with others on different coaching models and learn the impact of each. This session will embed key components of Michael Stanier's "The Coaching Habit" to improve your questioning techniques and practice how to "say less, ask more, and change the way you lead". Lastly, learn how to differentiate professional development to meet the needs of all teachers through the use of Digital Learning Communities

Registration is online - www.lake.k12.il.us, click workshops

SD84006 MAP: Professional Learning Series - Featured User Group & Student Goal Setting and Growth

Date(s): 05/02/2019

Time: 8:30am - 3:30

Location: College of Lake County, 19351 W. Washington St., Grayslake

Cost: \$80 Lake County Coop Members \$100 All Others

Presenter(s): Jean Maertens

AM: User Group: Districts Share Strategies

- +Lighthouse districts will share innovative strategies related to using MAP data to promote student achievement
- +Connect and collaborate with other schools and districts to share resources, ideas, and problem solve challenges

PM: Student Goal Setting & Growth

- +Access, interpret, and apply student growth data using Achievement Status and Growth (ASG) reports
- +Develop sound student learning goals using growth projections and learning statements from the Student Profile report
- +Engage students in goal setting and build shared ownership of data with students and parents

Special offer! Send 3 participants from the same district and pay \$200/group of 3 (Lake County Coop Members) and \$240/group of 3 (Non-Coop Members). Please register online, then email Jennifer Ochsner, jochsner@lake.k12.il.us, to request the special offer.

A \$50 Processing Fee Will Be Charged If Your Registration Is Not Cancelled By 04/17/2019

Media Center

The Media Center Library is a specialized collection of resources available for check out by Lake County Cooperative Membership district administrators and teachers. The collection consists of:

- Books (professional growth, textbooks, and fiction and nonfiction tradebooks)
- DVDs (content area supplements and professional growth)
- Science, social science, and math kits (kits often contain everything a teacher needs to complete the unit)
- StarLab (portable planetarium containing ten cylinders - Constellation, Starfield, Ocean, Native American, Biological Cell, Greek Mythology, Plate Tectonics, Weather, Moon, and the Solar System & Galaxy)

Hours

Monday – Friday: 8:00 a.m. – 4:15 p.m.

Federal Holidays: Closed

School Holidays: Please call

Contact: Jennifer Ochsner (847) 223-3400 x 239
jochsner@lake.roe34.org

Media Center Corner

We just received the BRAND NEW Investigations in Number, Data and Space® 3rd Edition, Grades K-5 from Pearson Publications.

From their content overview brochure: *“Investigations 3 content is based on Investigations 2nd Edition, but has been updated to fully address Common Core State Standards for Mathematics.”*

Feel free to search lists of materials by subject that we have available on our [website](#). We also have an online [reservation form](#) so that you can reserve materials and have them waiting for you when you walk in the door!

Workshop Registration

Registration is online only. To search for and register for a workshop, please visit our website at the following [link, click on the title of the workshop you are interested in attending. Follow the link on the bottom of the page to fill out the registration form.](#)

- In most cases, registration closes 14 days prior to the start date of the workshop. No refunds will be given after that date.
- There is a \$25.00 processing fee if you are registering past the close date and have been approved for a workshop. These fees will be added to the cost for the workshop. Any discounts you are entitled to will also be reflected on the invoice you will receive when your registration is confirmed.
- Each district has its own way of handling registrations. Please check with your department chair for your district's procedures.
- Approval from your district/school approver is required in order to complete your registration. Upon approval, an email confirmation and invoice will be sent to you.
- **IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, YOU ARE NOT REGISTERED FOR THE CLASS.**

Payments

- **APPROVING A REGISTRATION CONSTITUTES AN AGREEMENT TO PAY.**
- If you are paying yourself, payment is required prior to the beginning of the workshop.
- Please make checks payable to Lake County Educational Services.
- We do not accept credit, debit or P-cards.
- Please return a copy of the invoice with your payment.

Cancellations and Refunds

- If a workshop is cancelled for any reason, participants will be notified prior to the date of the workshop and full refunds will be given to all who have paid.
- Participants who notify LCES that they are dropping the class **on or before the registration deadline** will not be required to pay any fee.
- Participants who drop **after the registration deadline** will be responsible for paying a **processing fee (listed online)**, however alternates can be sent for a \$10 fee.