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

<table>
<thead>
<tr>
<th>Support Support</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student emotional support</td>
<td>52%</td>
</tr>
<tr>
<td>Technical supports for delivering remote learning</td>
<td>46%</td>
</tr>
<tr>
<td>Online instructional supports for teachers</td>
<td>41%</td>
</tr>
<tr>
<td>Family engagement practices</td>
<td>38%</td>
</tr>
<tr>
<td>Standards-aligned instruction in remote learning</td>
<td>26%</td>
</tr>
<tr>
<td>Supports for less virtual, more blended delivery, including paper resources</td>
<td>25%</td>
</tr>
<tr>
<td>Supports for HR practices for this year</td>
<td>25%</td>
</tr>
<tr>
<td>Supports for HR practices (hiring) for next year</td>
<td>21%</td>
</tr>
<tr>
<td>Draft communications for students/parents/families</td>
<td>21%</td>
</tr>
<tr>
<td>Instructional time support</td>
<td>16%</td>
</tr>
<tr>
<td>Other</td>
<td>16%</td>
</tr>
<tr>
<td>Support for Learning Management System(s)</td>
<td>11%</td>
</tr>
</tbody>
</table>
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
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
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 Break
11:00-11:45 Morning Breakout Sessions
11:45-12:30 Lunch
12:30-1:30  Afternoon Keynote by Dr. Donna Ford
1:30-2:00  Break
2:00-2:45  Afternoon Breakout 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_lea0oiA2QUaAOHVEU8X_E

**Afternoon Keynote:**
12:30-1:30  **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
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**Zoom link:** https://zoom.us/webinar/register/WN_eFQ5XpyuRnQ8RCPiEFQinQ

Afternoon Breakout Sessions:

*Reception*)
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

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2:00-2:45 Afternoon Breakout Sessions

Zoom Accounts that have webinar
Adam  (1000)  collins_a@cde.state.co.us
Jason  (500)  harlacher_j@cde.state.co.us
Robyn  (500)  shank_r@cde.state.co.us
Micah  (500)  hawk_m@cde.state.co.us
Allison  (500)  greene_a@cde.state.co.us
Sean  (500)  taylor_s@cde.state.co.us

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/1gOSlRQ2K91AkJ3R2oFUNYqyb0erC3R7
- Protocol for Slides/Session:
  - https://docs.google.com/document/d/1GfuvPSeipaa1awwYRm1_m80HOwnBplFDg7H_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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Staff</th>
<th>Session/Description</th>
<th>Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30</td>
<td>Jason</td>
<td>Jason will compile questions from keynote and email them to Sam</td>
<td>Sean</td>
</tr>
<tr>
<td>10:45</td>
<td>Sean</td>
<td>Joins Lynne’s session to check in. Then joins Robyn’s. Then Adam’s</td>
<td></td>
</tr>
<tr>
<td>10:45</td>
<td>Jason</td>
<td>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.</td>
<td>Sean</td>
</tr>
<tr>
<td>10:45</td>
<td>Lynne</td>
<td>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</td>
<td>Sean</td>
</tr>
<tr>
<td>10:45</td>
<td>Robyn</td>
<td>Robyn launches her session (her own zoom account). Assign the Participant to type under Closed Caption</td>
<td>Sean</td>
</tr>
<tr>
<td>10:45</td>
<td>Sam</td>
<td>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</td>
<td>Jason</td>
</tr>
</tbody>
</table>
Before the Event

1. Decide on Meeting or Webinar
   - Make sure you have enough room for everyone

2. Have a communication method outside of Zoom

3. Make sure you have a facilitator for each presenter

4. Triple check your Zoom setup before launch

5. Think about Closed Captioning prior to the event

6. Practice with presenters and facilitators prior to the event
   - Make sure people know how to share screen
Before the Event

- Decide on Meeting or Webinar
- Make sure you have enough room for everyone
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- Practice with presenters and facilitators prior to the event, make sure people know how to share screen.
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.

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.

Use the CC button for closed caption.

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.

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