

## COSCAP - Half Day Workshop

9:00 a.m. - 12:30 p.m.

Thursday - February 3, 2022

1. **Business Meeting** **9:00-9:30 a.m.**
  - Call to Order
  - Retirement Recognitions
  - Handbook Committee
  - Mentor Program Recognition
  - ASAP Program Review
  - Annual Elections of the Executive Board
  - Presentation 2021 Administrative Assistant of the Year Award
  - Approval of Minutes - February 1, 2022 (if available)
  - Adjournment
  
2. **[Google Drive \(Session 1\)](#)** **9:30-10:00 a.m.**

Sam Garcia, Holyoke Public Schools & Liz Lafond, MASC Field Director  
What you always wanted to know but were afraid to ask.

  - [Docs](#)
  - [Google Drive](#)
  - Setting files as favorites or bookmarks
  
3. **Break** **10:00-10:15 a.m.**
  
4. **[Google Drive \(Session 2\)](#)** **10:15-11:00 a.m.**
  - [Google Calendar](#)
  - Sheets- Using google sheets to organize events, contacts, special projects
  - Slides
  - Q&A
  
5. **Superintendent Evaluation** **11:00-11:45 a.m.**

Dorothy Presser, MASC Field Director  
From the Executive Assistant Point of View

  - Evidence Collection
    - School Committee Meetings - Presentations & Agenda
    - Advisory Meetings - Agenda
    - Data Presentations
    - Community / Family Meetings (SEPAC, ELPAC, etc)
    - Evidence & Documentation Collection
  
6. **Fingerprinting Update** **11:45 a.m.-12:30 p.m.**

DESE and SAFIS Representatives  
Year 7 - What to Expect and What to Do

## 7. Q & A