

OASBO SW Region Facilities Conference

June 7, 2023

Lakota East HS

6840 Lakota Lane

Liberty Township, OH 45044

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Conference Agenda

7:30 am - 8am – Registration Sign In & Grab n Go Breakfast - Cafeteria

8:00 am – 8:25 am – Welcome and Introduction on Goals of Conference - Cafeteria

Round Robin Learning Sessions

4 Sessions - the registrants will be divided into four groups and will rotate through the four planned sessions with their group.

8:30 am – 9:15 am – Round Table Session 1

*15-minute break for restrooms/phone calls

9:30 am – 10:15 am – Round Table Session 2

*15-minute break for restrooms/phone calls

10:30 am – 11:15 am – Round Table Session 3

*15-minute break for restrooms/phone calls

11:15 am - 12:25 pm – Lunch and Networking - Cafeteria

12:30 pm – 1: 15 pm - Round Table Session 4

*10-minute break for restrooms/phone calls

1:25 pm – 1:55 pm – Closing Comments by former NFL Quarterback Jon Kitna and Conference Closing - Cafeteria

Round Table Session Topics

Topic 1 – Evaluations – Whether you are directly involved or indirectly involved in evaluations, this topic will cover the importance of the evaluation during any probationary period through the first year.

Topic 2 – The Building Triangle – A roundtable discussion on the important relationships between the head/day custodian, building principal and the cafeteria manager.

Topic 3 – Summer & Annual Cleaning – Discuss the different techniques and options to accomplish the goals of summer cleaning. How to develop a plan of action to accomplish annual cleaning.

Topic 4 – Customer Service & Professionalism – The importance of developing strong customer service skills with both internal and external stakeholders. Discuss the importance of maintaining a professional appearance and developing professional communication skills.