



Professional Development Procedures & Information

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District Facilities Available

Rooms Available	Location	Seats	Technology
C-36A	NTO	50	Computer, Projector, Audio
C-41	NTO	20-30	Computer, Projector, Audio
C-8	NTO	32	Computer Stations, Computer, Projector
Conference Room A/B	Admin.	50	Computer, Document Camera, Projector, Audio, Microphone (upon request)
Conference Room E	Admin.	75	Computer, Document Camera, Projector, Audio, Microphone (upon request)
Conference Room C	Admin.	25	Computer, Projector, Audio
Conference Room D	Admin.	12	Computer, Projector, Audio
Board Room	Admin.	100	Computer, Projector, Audio, Microphone
Dining Room	Admin.	40	None
Conference Room F	Admin.	12	Screen Only
Special Ed Annex	SpEd Building	40	Computer, Projector, Document Camera, Audio

**If IT support is needed, you are responsible for calling the ECISD Technology Help Desk at ext. 68649*

Room Reservations

Use Facilities and Event in Eduphoria for room use request. Reservations will be on a first-come, first served basis. To book a room, go to the link: <https://ector.schoolobjects.com/facman/> The rooms at New Tech Odessa are listed under Professional Development in Facilities and Events. The rooms are available during normal business hours, but can also be used until 8:00 PM, if needed.

Printing

Please make your copies before you arrive in your own department or send to the Print Shop. ECISD Professional Development is only responsible for copy jobs for District Initiative training (lead4ward, Crucial Conversations, etc.).

WIFI

WIFI is provided for ECISD employees and guests. Devices not owned by ECISD may connect to the internet through the wireless network named "ECISD-BYOD", and the password is *ecisdwifi*. If the presenter needs something that is not within that filter package, please use a hardwired computer or ECISD laptop.

Expectations

1. If you plan on using a room at **New Tech Odessa** after normal business hours, please contact the New Tech Odessa Dean of Students, Gerardo Ramirez (gerardo.ramirez@ectorcountyisd.org). All members of your meeting must be out of the building *before* 8:00 PM. The custodians leave and the alarm will be set at this time, so plan your wrap-up and clean-up time accordingly.
2. If you plan on using a room at **Central Office** after normal business hours, please contact David Finley (david.finley@ectorcountyisd.org). All members of your meeting must be out of the building by 8:00 PM. The custodians leave and the alarm will be set at this time, so plan your wrap-up and clean-up time accordingly.
3. Last minute meetings without a reserved room cannot be accommodated.
4. Thumb tacks and staples should not be used on walls. Adhesive items are allowable provided they do not damage the wall.
5. The meeting host is responsible for disposal of all leftover food etc. to the appropriate trash receptacles immediately after the event concludes.
6. Please take all leftover materials and handouts with you after the session. Rooms will be cleaned out frequently and unclaimed materials will be thrown away.
7. If you rearranged the tables and chairs for your session, please return them to the arrangement posted on the wall.
8. If you changed the technology wiring/set-up for your session, please put it back the way you found it. If any technology issues arise, please call the ECISD Help Desk at ext. 68649.

**The PD Department reserves the right to withdraw the offer of room usage should an internal need of the Superintendent supersede it. Should this situation arise, we will make every attempt to reschedule based on availability.*

Coffee Orders

Coffee can be provided for your session or meeting. For rooms at **New Tech Odessa**, please fill out the appropriate form with **Lori Ortega** *at least 48 hours* before your session start time. For rooms at **Central Office**, please fill out the appropriate form with **Sam Borrego** *at least 48 hours* before your session start time. There is a charge for coffee service.

Supply Boxes

Supply boxes are available for these rooms, but must be returned after the session. Please let Brandy Ferrer (brandy.ferrer@ectorcountyisd.org) or Lori Ortega (laura.ortega@ectorcountyisd.org) know *at least 48 hours* before your session start time and also when supplies are running low in the boxes.

Cancellation Policy

If your plans change, please cancel your reservation to provide this space to others by contacting Brandy Ferrer (brandy.ferrer@ectorcountyisd.org) or Lori Ortega (laura.ortega@ectorcountyisd.org).

Additional Information

- At **New Tech Odessa**, restrooms and a water fountain are located in the open seating area in front of the rooms.
- At **Central Office**, there are restrooms on every floor on either side of the elevators.
- Front doors of New Tech Odessa and Central Office are handicap accessible.
- Food and drinks are not allowed in any of the computer labs.



Room Check-Out Procedures

Training Title:	Date:
Criteria	Responsible Party (Yes/No)
All trash is in proper receptacles	
Computer and projector are turned off	
Return chairs and tables to the arrangement on the wall	
All tables cleared off and cleaned	
Remove anything from walls	
Dispose of all food items or take them with you	
Coffee is turned off and unplugged	
Supplies and Supply Boxes returned to PD Office or stacked neatly by Presentation Station <small><i>*Please note any supplies that need to be replenished</i></small>	
Computer Labs – all computers are signed off and powered off	
All handouts and materials are removed from room	
Sign-in Sheet- copy for your records and copy sent to Professional Development office (scanned/emailed or interoffice mail – NTO C-36)	
<i>Please return this sheet to the P.D. Office at New Tech Odessa, C-36</i>	