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## AUGUST PROFESSIONAL DEVELOPMENT OVERVIEW AUGUST 5 – 16, 2019

**CAMPUS PD DAYS / 8:00 – 11:00 am / Lunch 11:00 – 12:30 / 12:30 – 3:30 pm**

**DISTRICT PD DAYS / 8:30 – 11:30 am / Lunch 11:30 – 1:00 / 1:00 – 4:00 pm**

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**AUGUST 5, 2019**

Campus PD AM  
Convocation PM

**AUGUST 6, 2019**

Campus PD All Day

**AUGUST 7, 2019**

District PD All Day  
CHAMPS Training at NTO

**AUGUST 8, 2019**

District PD All Day  
Teacher University at PHS

**AUGUST 9, 2019**

Campus Work Day in Classrooms  
No Meetings Scheduled

**AUGUST 10, 2019 - optional**

Building will be open to work in  
Classrooms 10:00 am – 5:00 pm

**AUGUST 11, 2019 - optional**

Building will be open to work in  
Classrooms 12:30 – 5:00 pm

**AUGUST 12, 2019**

Campus PD All Day

**AUGUST 13, 2019**

District PD All Day – Locations TBA  
Job-a-Like Day

**AUGUST 14, 2019**

Campus PD All Day

**AUGUST 15, 2019**

Campus PD All Day

**AUGUST 16, 2019**

Campus Work Day in Classrooms  
No Meetings Scheduled

**AUGUST 17, 2019 - optional**

Building will be open to work in  
Classrooms 10:00 am – 5:00 pm

**AUGUST 18, 2019 - optional**

Building will be open to work in  
Classrooms 12:30 – 5:00 pm

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# Odessa Collegiate Academy

## Start of School Checklist 2019 - 2020

Please secure Mr. Ramage's initials on all items listed by the end of the workday on Friday, August 16<sup>th</sup>, 2019.

### 1. Classroom Management Plan

- Base classroom plan on school wide expectations; core values, self-management, seating charts, turn in folders or basket, "No-Name paper Zone, etc.
- Post your Classroom Management plan in your classroom where it is visible to all students.
- Turn in a Word Doc copy of your Classroom Management template to Mr. Ramage. 1 page only. Be creative. Can email you OCA logo's if you want to add it to your Word doc. We will print poster size of your doc for your classroom.

### 2. Classroom set-up

- Pick up classroom keys from Mrs. Ramirez (if needed, we will audit keys later)
- Organize, arrange, and clean classroom
- Set-up supplies and materials
- Post on classroom bulletin boards, etc. Please no nails in classrooms or hallways. Use adhesive strips is acceptable on walls. Do not block over your doorway window.
- Emergency Folder, Campus Map, and Standard Response Protocol (SRP) Poster must be posted near the classroom door (exit) where it is visible and easily accessible at all times.
- Post the following items in your bulletin boards or other highly visible place in your classroom:
  - Classroom Management Plan, Bell Schedule, Dress Code Poster, Mission Statement, Pledges to US & Texas Flags, Post US and Tx Flags.
- Classroom must be ready and presentable to students for the first day of school on Monday, August 19<sup>th</sup>.

### 3. Lesson Plans posted in Eduphoria

- Post necessary planning documents
- It may be a working product for now. The completed first 2 weeks of lesson plans will be due on Friday, August 16<sup>th</sup>
- Post TEKS to the designated location in Eduphoria, Post Driving Question/Problem Statement/Objective
- Work with your subject team on your Lesson Plans

### 4. Tx Gradebook set-up with appropriate percentages that are pre-set for OCA.

- Must match what is on Grading Pamphlet that is given to parents/students

### 5. Sub Folder (Class schedule, classroom expectations, reminders, etc.)

- MUST Include Seating Chart for ALL classes
- Include Class Schedule and Include Classroom expectations
- Include reminders for special pops (Sp Ed, ESL, 504 students)
- Include two lesson plans in the event of emergencies
- Lesson while you are absent must include something students turn in at the end of the period to the substitute teacher (for your review when you return).

### 6. Set up your account/update account for SmartFinder.

- Go to the ECISD website for assistance with SmartFinder
- For set-up, it may require a call to ECISD's Help Desk
- Please note that the office will only request a sub if it is an emergency. Leaves with time notice are the responsibility of the classroom teacher.

### 7. Please work on SafeSchools online trainings. There are a total of 14 required. Please print the certificates and turn in to Mrs. Nading in the Main Office. Due Date for OCA is 8/30/19. Those who turn them in by 8/20/19 get a Free Jeans Pass 😊 from Mr. Ramage

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Ector County Independent School District / Phone: (432) 456-0000 / P.O. Box 3912, Odessa, Texas 79760  
OUR students.... THE future!      District Website [www.ectorcountysisd.org](http://www.ectorcountysisd.org)

**ODESSA COLLEGIATE ACADEMY - OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
MONDAY, AUGUST 5, 2019**

**AGENDA**

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- 8:00 am     Donuts & Coffee / Conference Room / Dressed in school polo**
- 8:30 am     Faculty Pics for Yearbook at OCTECHS Foyer  
Group pic outside at OC Amphitheatre**
- 9:15 am     Review PD for the next two weeks & Beginning of School Checklist**
- New Mission Statement Planning Session for OCA**  
Who are we?  
What is our culture?  
What are we about?  
What is our end goal?
- Review Campus Grading Pamphlet & Percentages**  
We are doing this early so that the pamphlet can be printed  
& mailed to parents/students with their Welcome Back Letter.  
We will continue this Tuesday morning if we do not finish.
- 11:30 am    Lunch**
- 1:00 pm     ECISD Convocation at the Ector County Coliseum  
Middle Section (B) on the Floor  
Rows 11 & 12  
Starts at 1:30, but you need to be parking at 1:00 if you want a spot**

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**ODESSA COLLEGIATE ACADEMY – OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
TUESDAY, AUGUST 6, 2019**

**AGENDA**

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**8:00 am**      **Donuts and Coffee in the Conference Room / Casual Dress**

**8:15 am**      **Bring Your Laptop to all Campus and District PD Sessions**

**Finalize Grading Percentages and review Pamphlet if needed**

**Theme for the Year Discussion / Planning Intentional Positive Culture**

What should our classrooms, hallways, restrooms, main office and offices, and Main Entrance look like to our students and parents?

How and what should our communication be like for each other, for our students, for our parents, and on webpage / social media?

**15 min Break**

**Lesson Plan Template, Lesson Frame for Marker Board, and Classroom Syllabus**

Discussion and Planning for each

**LUNCH**      11:00 am – 12:30 pm (on your own)

**12:30 pm**      **Moodle Training for New Laptops for ALL OCA Teachers**

Review Instructions and work online in computer lab in Room 200, or on your old laptop, or in your classroom.

**Begin lesson planning for first two weeks of school**

**3:30 pm**      Dismissal, but you can work in rooms until 5:00 pm

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**ODESSA COLLEGIATE ACADEMY - OCA**  
**AUGUST PROFESSIONAL DEVELOPMENT**  
**AUGUST 7, 8, 9, 2019**

**AGENDA**

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**WEDNESDAY, AUGUST 7<sup>TH</sup>:**

- **CHAMPS TRAINING AT NTO – PROFESSIONAL DRESS – ALL DAY**
- **PLEASE TAKE TEACHER LAPTOPS**
- **8:30 – 11:30 AM – Morning Session**
- **11:30 – 1:00 – Lunch (on your own)**
- **1:00 – 4:00 pm – Afternoon Session**

**THURSDAY, AUGUST 8<sup>TH</sup>:**

- **TEACHER UNIVERSITY AT PHS – PROFESSIONAL DRESS – ALL DAY**
- **PLEASE TAKE TEACHER LAPTOPS**
- **It is suggested to carpool to PHS. Please arrive early due to parking**
- **8:30 – 11:30 AM – Morning Session**
- **11:30 – 1:00 – Lunch (on your own)**
- **1:00 – 4:00 pm – Afternoon Session**
- **Make sure you earn 6 hours of credit. Take a pic of your completed form with your session exit numbers as a back-up, BEFORE you turn it in**

**FRIDAY, AUGUST 9<sup>TH</sup>:**

- **WORK IN CLASSROOM – NO MEETINGS – CASUAL DRESS**
- **8:00 – 11:00 AM – Morning Time**
- **11:00 – 12:30 – Lunch (on your own)**
- **12:30 – 3:30 pm – Afternoon Time**

**ODESSA COLLEGIATE ACADEMY - OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
MONDAY, AUGUST 12, 2019**

**AGENDA**

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- 8:00 am      Coffee & Donuts**
- 8:30 am      Receive New Laptops and Training**
- 11:30 am     Lunch on your own**
- 1:00 pm      Time for Teachers to work on required online trainings / PD**
- 3:00 pm      Work in your classrooms**
- 4:00 pm      Dismissal**

**ODESSA COLLEGIATE ACADEMY - OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
TUESDAY, AUGUST 13, 2019**

**AGENDA**

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- **JOB-A-LIKE DAY OFF CAMPUS – PROFESSIONAL DRESS – ALL DAY**
- **LOCATIONS TBA – PLEASE TAKE LAPTOPS**
- **8:30 – 11:30 AM – Morning Session**
- **11:30 – 1:00 – Lunch (on your own)**
- **1:00 – 4:00 pm – Afternoon Session**

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**ODESSA COLLEGIATE ACADEMY - OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
WEDNESDAY, AUGUST 14, 2019**

**AGENDA**

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- 8:00 am     Coffee & Donuts**
- 8:30 am     Required Sexual Harassment & Ethics Training w/ OCTECHS**
- 10:00 am    Sp Ed Training on Accommodations**
- 11:30 am    Lunch on your own**
- 1:00 pm     Review Campus Report Card & Data Review**
- 3:00 pm     Time to work in your classrooms**
- 4:00 pm     Dismissal**



**ODESSA COLLEGIATE ACADEMY - OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
THURSDAY, AUGUST 15, 2019**

**AGENDA**

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- 8:00 am      Coffee & Donuts**
- 8:30 am      Opening of School Plans**
- 10:00 am    Crisis Intervention – Mrs Huckaby**
- 11:30 am    Lunch on your own**
- 1:00 pm      AVID Presentation – Mrs. Gray**
- 2:00 pm      Lesson Planning for first two weeks of school**
- 4:00 pm      Dismissal**

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**ODESSA COLLEGIATE ACADEMY - OCA  
AUGUST PROFESSIONAL DEVELOPMENT  
FRIDAY, AUGUST 16, 2019**

**AGENDA**

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- **WORK IN CLASSROOM – NO MEETINGS – CASUAL DRESS**
- **8:00 – 11:30 AM – Morning Time**
- **11:30 – 12:30 – Lunch TBA ON CAMPUS**
- **12:30 – 3:30 pm – Afternoon Time**
- **Turn in Check List before you leave for the day**

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