**Title Coordinator Professional Development Tower Room**

**December 9, 2013 8:00-2:30**

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| **Time** | **Activity** | **Facilitator** |
| 7:45-8:00 | Sign In and Settle In |  |
| 8:00-8:10 | Welcome and Quick “feel good” Opening clip:  “Olivet Middle School Scores a Touchdown” | Suzy |
| 8:10-11:15 | Go Solve Training | Scholastic Consultant |
| 11:15-11:45 | LUNCH provided |  |
| 11:45-12:00 | Connections Activity “Mirror, Mirror” | Suzy |
| 12:00-12:15 | Compliance Documents   * Review items due on 12/9 * Items due in January | Suzy |
| 12:15-2:20 | This 2 hour PD session will be a continuation of our 9/30 PD. Remember…   * “The 5 Why’s” (the root cause of why students are struggling to achieve) * Growth mindset (students can “get smart” and intelligence is malleable rather than fixed) * Student success is directly related to a teacher’s belief in their ability to do the work   Setting High Expectations for Students  (Ch. 12 of *The Skillful Teacher*)  This training is framed on the three critical messages!   * I won’t give up on you, even if you give up on yourself * You can do it * I believe in you   We will address the questions:   * How do you bring forth the 3 critical messages to students? * How do I communicate with students that what we are doing is important and I won’t give up on them? * How do I define standards of performance and student expectations (quality and quantity of work)? | Raquel |
| 2:20-2:30 | Transition to Mozart room |  |

**Principal/Coordinator Meeting Mozart Room**

**December 9, 2013 2:30-3:45**

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| **Time** | **Activity** | **Facilitator** |
| 2:30-2:45 | Coordinators share 3 “take aways” from the PD’s in the morning | Suzy |
| 2:45-3:00 | Head Start Transitions | Tami Walkup |
| 3:00-3:20 | Beyond the Bake Sale Book Study | Suzy |
| 3:20-3:35 | Indistar – a brief introduction | Suzy |
| 3:35-3:45 | District Web-page | Marlee |

**Upcoming Dates:**

12/14: Coordinator Friday @ 4:00; The North Bank

Week of January 6: Title I school visitations (principals, please make note on your calendar and do your best to join us!)

January 17: Student profiles must be current, in Quickbase

Compliance Documents Due on December 9:  
**The following compliance documents are DUE no later than December 9. Penny will be available to collect documents during our PD, on this same date.**

1. Current School Improvement Plan, with updated goal sheets attached (math and reading, minimally)

* [Goals template 13-14](http://blogs.4j.lane.edu/price/files/2013/10/Goals-template-13-14.doc)

2. Comprehensive Program Design (NOTE: Reid and Raquel will help create the instructional need being addressed, the strategy and/or curriculum, the research-based principle and the research source for Do the Math and The Comprehension Toolkit).

* [SWP Instructional Program Design 13-14](http://blogs.4j.lane.edu/price/files/2013/10/SWP-Instructional-Program-Design-13-14.doc)
* [SAMPLE SWP Instructional Program Design 13-14](http://blogs.4j.lane.edu/price/files/2013/10/SAMPLE-SWP-Instructional-Program-Design-13-14.doc)
* [TAS Instructional Program Design 13-14](http://blogs.4j.lane.edu/price/files/2013/10/TAS-Instructional-Program-Design-13-14.doc)
* [SAMPLE TAS Instructional Program Design 13-14](http://blogs.4j.lane.edu/price/files/2013/10/SAMPLE-TAS-Instructional-Program-Design-13-14.doc)

3. Assessment Form

* [Assessments Form 13-14](http://blogs.4j.lane.edu/price/files/2013/10/Assessments-Form-13-14.doc)

4. Attestation

* Bee has sent principals the necessary forms requiring administrator signatures, attesting Title funded staff are/are not HQ.

January:

1. Bee will be sending out semi-annual certifications in January. These certifications are done twice a year (January/June) and document those staff that are 100% paid for using Title funds.
2. There are no other items due in January. This is a great time to get caught up, if you are a bit behind.
3. Ensure Quickbase entries are current, no later than January 17:
   * Title I is checked for all students receiving Title services
   * Parent notification is checked (if sent)
   * Compact is checked (if returned/signed)
   * Notes entered

By the end of January, you should be current with all your compliance documents.