**Title Coordinator Professional Development Tower Room**

**January 21, 2014 (12/9 makeup) 11:00-2:30**

|  |  |  |
| --- | --- | --- |
| **Time** | **Activity** | **Facilitator** |
| 11:00-11:30 | LUNCH provided |  |
| 11:30-11:45 | Welcome and Quick “feel good” Opening clip:  “Olivet Middle School Scores a Touchdown” | Suzy |
| 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 as Principals arrive |  |

**Principal/Coordinator Meeting Tower Room**

**January 21, 2014 (12/9 makeup) 2:30-3:45**

|  |  |  |
| --- | --- | --- |
| **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 and Parent Surveys | 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 |

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.

February: There are no compliance items due in February

**Program Review Document:** While work on this document may be a month away, I thought you would appreciate receiving the document sooner rather than later. This document can also be found on the 4j website. Completion of this document has been broken down into two parts in an attempt to make the work a bit more manageable. Be sure and include your Site Council in this process; you will want to speak to your administrator about getting on the SC agenda in the months ahead. Due to the enormity of the document, you may want to consider dividing the work over two SC meetings. Please find the documents below:

[Annual Title I SWP Program Review 2014](http://blogs.4j.lane.edu/price/files/2013/12/Annual-Title-I-SWP-Program-Review-2014.doc)  
[Annual Title I TAS Program Review 2014](http://blogs.4j.lane.edu/price/files/2013/12/Annual-Title-I-TAS-Program-Review-2014-.doc)