TITLE I PRINCIPALS & COORDINATORS

MEETING MINUTES

Tower Room, January 21, 2014, 2:30-3:45

**IN ATTENDANCE:**

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| ATA and Family - Jeff Johnson, Principal | Spring Creek – Dayna Mitchell, T-I Coordinator |
| ATA and Family - Corianne Riceheinke | Willagillespie – Cassidy Temple, T-I Coordinator |
| Christy Pitts practicum student - Chavez | Twin Oaks – Kathy Owen, Principal |
| Awbrey Park – Joel Lavin, Principal | Twin Oaks – Terri Weston, T-I Coordinator |
| Awbrey Park – Melissa Davies, T-I Coordinator | Village School – Bob Kaminski, Principal |
| Bertha Holt – Joyce Smith-Johnson, Principal | Village School – Tana Bailey, T-I Coordinator |
| Bertha Holt – Jennie Potter, T-I Coordinator | Eugene Waldorf – Laura Blake, T-I Coordinator |
| Chavez Elementary – Carissa Boyce, T-I Coord. | O’Hara – Stephanie Hoffman, T-I Coordinator |
| Chavez Elementary – AJ Hruby | Alicia Longoria – Family Resource Center |
| Family School – Jeff Johnson, Principal | Suzy Price – Federal Programs Administrator |
| Family School – Rhonda Lawson, T-I Coordinator | Marlee Litten – Staff Development Specialist |
| Kelly MS – Wes Flinn, Principal | Kathy Luiten – Staff Development Specialist |
| Kelly MS – Gloria Speasl, T-I Coordinator | Tami Walkup – Family Resource Coordinator |
| Howard – Robin Vaughan, T-I Coordinator | Bee McRae – Federal Programs Coordinator |
| River Road – Aline Baissac, T-I Coordinator |  |
|  |  |

**2:30–2:45 Suzy Price -** Coordinators share with their principals 3 “take aways” from the PD they attended in the morning. Opportunity to:

* Share new learning
* Try in the classroom
* Share with colleagues
* Share with your principal

**2:45–3:00 Tami Walkup -** Head Start Transitions and Parent Surveys

* Tami distributed updated copies of the Head Start Transition Plan

Tami shared her role in the Head Start Transition Plan, and the timeline she operates off of. The transfer process is essentially just a paper transfer list that goes to Tami at this point in time. Tami sends the lists to the appropriate Principal(s)/school(s) in August

Tami and Alicia are working on building a stronger relationship with Head Start staff. RThey have been inviting them to their meetings, most recently at Chavez.

* Tami distributed copies of the survey questions from last year.

Tami will send copies of the survey results to Carissa Boyce at Chavez, Terri Weston at Twin Oaks, and to Jennifer Potter at Holt. Gloria Speasl requested the results for Kelly MS, but after being sent in, they never reached Alicia Longoria for input, so there is no data to refer to.

Tami requested recommendations for additional, relevant questions to add to the survey. Please send her questions for the 2014 survey that will get to the data you really want to know about. Surveys go out in March/April.

**3:00-3:20 Suzy Price -** Beyond the Bake Sale Book Study

Coordinators and principals divided themselves into small discussion groups.

New assignment for next meeting was handed out, Chapter 4, due February 24th.

Bee will order 3 additional books. One for Rhonda from Family School, Terri Weston at Twin Oaks, and an extra copy for Suzy’s office.

**3:20-3:35 Suzy Price -** Indistar – a brief introduction

There are five key areas of effectiveness and 34 indicators categorized under each key area. All Title schools must have a current CAP using Indistar by fall of 2015-2016. You can find the steps on the 4J Title I site for completing/writing the CAP (formerly called the SIP).

1. Technical and Adaptive Leadership
2. Educator Effectiveness
3. Teaching and Learning
4. District and School Structure and Culture
5. Family and Community Involvement

**3:35-3:45 Marlee Litten -** District Web-page

Marlee walked the group through the step-by-step process for navigating the 4J website, and how to access the various areas to find the information posted there regarding all the Title I areas. If you have any questions, please feel free to contact Marley on ext. 7586.

**3:40-3:45 – Suzy Price**

**Reminders and Updates**

* Go Solve Training January 31st; 8:00-11:00 a.m.
* Next PD Meeting: February 24th; 11:00-2:30 p.m. This Coordinator PD is in the Auditorium (*this location is a change*).
* Next Principal/Coordinator Meeting; February 24th; 2:30-3:45 p.m. Auditorium (*this location is a change*).
* *Beyond the Bake Sale* reading assignment; Chapter 4

1. Skim chapter 4, reading more closely those sections that peak your interest
2. Read the “Bright Ideas” boxes
3. Complete the survey on pg. 61
4. Read pg. 63; *Ground Rules for Involvement.* Consider what your ground rules would be.
5. Complete the checklist on pg. 75

Due Date: February 24th; 2014

* Program Review Document

Even though this is not due, since it is such a large document, it was recommended that you consider dividing the work. Information can be found on the website.

**\*Action Items:**

1. **Bee McRae** will order 3 more books “Beyond the Bake Sale”
   1. Rhonda Lawson at Family School
   2. Terri Weston at Twin Oaks
   3. an extra copy for Suzy’s office.
2. **Tami Walkup** will resend Parent involvement survey results from 2012/2013 to:
   1. Carissa Boyce at Chavez
   2. Jennifer Potter at Holt
   3. Terri Weston at Twin Oaks