

APPENDIX V – 183



**Mexican American Student Services
 Staff Meeting
 Staff 1st Opening of School Year Meeting
 July 24, 2015
 Wakefield Bldg. C
 101 W. 44th Street
 Room C126**

PURPOSE: Welcome Back, cover items in handbook, evaluations, discuss job description and, Mandatory TUSD trainings such as:

- a. Signing in on True North Logic
- b. Grant Tracker data and entries descriptors
How to log in
- c. Mandatory reporting power point
- d. Child Find Procedures power point
- e. Professional Boundaries power point
- f. Volunteer/fingerprints
- g. Time Clock Plus training and time edit forms
(continued training on week of July 27-30)
- h. Data Collection/Analyze
- i. Assignments for school year 2015-2016
- j. Updated Multi Tear System of Supports**
- k. Schedules and due dates (School assignments and Saturday Math).
- l. Pima Library/ Read Strong/ Achieve 3000 requirements
- m. Set Criteria for Student of the month
- n. Benefits enrollment

AGENDA		
9:00a.m.	<ul style="list-style-type: none"> • Clocking in • Welcome 	Dr. Maria Figueroa
9:20 a.m.	<ul style="list-style-type: none"> • Signing up for training under True North Logic • Norms <p>TED Talk Video/Expectations</p> <ul style="list-style-type: none"> • New Job Descriptions & Distribution of Handbooks • Expectations: Recording Student Interventions in Mohave under interventions and time and effort in Grant Tracker. Mr. Butler's calendars for student follow up. • USP requirements: Parent Quarterly Sessions and documented invites from specialists, Advanced Learning Experiences recorded invitation phone calls from specialists and career and college mentoring experiences for students. 	<p style="text-align: center;">“The Work” The A, B, C’s of what we do:</p> <ol style="list-style-type: none"> 1. Attendance 2. Behavior/Discipline 3. Credit Recovery/Credit Acquisition 4. Grades

<p>9:40 a.m.</p>	<ul style="list-style-type: none"> • Handbooks: • Evaluations for 2014-15 school year. • Administrator Evaluations • LOA forms • Time clock Plus Training (Continue week of (7/23/)) • TUSD Mandatory Trainings (power point format) <ol style="list-style-type: none"> a. Protocol for Missing Students from Principals b. Child Find Procedures c. Mandatory Reporting d. Professional Boundaries Training e. Data collection and entries for monthly reports (gauging). Create folders for students specialists work with. 	<p>Maria Figueroa</p>
<p>11:20 am</p> <p>1:00 p.m.</p> <p>1:30 p.m.</p> <p>3:00 p.m.</p>	<ul style="list-style-type: none"> • Saturday Math Assignments (schedules) • Assignments for Specialists' school sites • LUNCH Break (clock out-clock in) • Review Discipline & Board policies • Lap Top Distributions • Criteria for Students of the month • Assign high school specialists Monthly scholarship postings, website. (Achieve 3000 doc. (Ms. Cuellar and Goodwill Goodguides (Ms. Lawson). • Documenting interventions in Mohave • MTSS powerpoint • Pima Library/ Read Strong/Achieve 3000 www.librarypima.gov • Schedule Parent Quarterly Sessions (1st quarter) • Benefits (enrollment for 2015-2016). Weekly and Saturday schedules due August 21, 2015. • School surveys 	
<p>4:30p.m.</p>	<ul style="list-style-type: none"> • Distribution of Student Folders and collect needed supplies list 	

