

APPENDIX V – 200



**Mexican American Student Services
 Staff Meeting
 Staff Training
 August 25, 2015
 Wakefield Bldg. C
 101 W. 44th Street
 Room C126**

PURPOSE: Stories that Soar, I Am You 360, Spreadsheets, Parent Quarterly Sessions

AGENDA		
1:30 p.m.	Welcome	Dr. Maria Figueroa
2:00 - 2:45	Library Cards	Elizabeth Soltero Desiree Cook
3:00 - 3:30	Scenarios from handbook assessments	
	Stories that Soar	
	The Empowerment Bag Program	
	Spreadsheets	
	Background Information for Discussions	
	Parent Quarterly Sessions Review	
4:30 p.m.		



Mexican American Student Services
Parent Quarterly Informational Sessions
Training
November 19, 2015
Wakefield Bldg. TUSD Family Resource Center

**PURPOSE: Training for School Representatives Implementing
 Parent Quarterly Sessions in TUSD School Sites.**

AGENDA		
2:30 p.m.	Welcome	Dr. Maria Figueroa
	<ul style="list-style-type: none"> • Expect More Arizona • Source: USP • Requirements: ALE's, School Programs, TUSD Stats, Community Resources Agencies, Magnet Programs, Schools' Data (ATI, School City), College Preparation (High Schools). 	Selena Llamas Dr. Maria Figueroa
	<ul style="list-style-type: none"> • Planning Check List • Advanced Learning Experiences • Documents: Agenda, sign in sheets, parent feedback surveys, Parent Call List, Sample Invitations, Vendor List, Meeting Posters • Parent Recruitment Ideas: Certificates follow through with return mail, phone calls, student performances, school marque, Principal newsletters, and school website calendar. • Arizona 211 – A Service of Community Information and Referral Services www.211arizona.org 	
3:30 p.m.	Community Resources: Expect More Arizona, Ms. Selena Llamas 520-419-0678 selena.llamas@expectmorearizona Pima County Enroll Coalition, Ms. Claudia Vazquez 520-603-3185 Claudia@mypcap.org Pima Community College, Mr. Shawn Graham 520-392-0377 sgraham@pima.edu	
4:00 p.m.	Closing	Dr. Maria Figueroa



Tucson Unified School District
Mexican American Student Services Department
 101 W. 44th Street
 Tucson, AZ 85713
 Phone: 520.225.3880

2015 - 2016 school year

Dear Parent(s)/Guardians:

TUSD's Mexican American Student Services Department is interested in hearing what parents believe should be priorities for our department and how we can best provide support to your child/children. Below is a set of questions and a place for additional input to give our department the opportunity to improve our future parent sessions.

We appreciate your participation as we work to strengthen our advocacy efforts to better serve students. If you have questions, please give our office a call at 225-3880 or e-mail me directly to maria.figueroa@tusd1.org

Mexican American Student Services Department Needs Assessment Survey

 Parent/Guardian Name

 Child's Name & School

Please read the following items listed below and rate the level of importance by marking with an "X" inside of each space.

1 Least important and 5 Most important.

1	2	3	4	5	
					Academic Achievement (tutoring in Reading, Writing and Math, School City, AZ Merit Support)
					College Prep (ACT, SAT, Test Taking Skills)
					Saturday Math tutoring
					Before and After school tutoring
					Parent Training: <input type="checkbox"/> Organization: Keeping Educational Records <input type="checkbox"/> College and Career Readiness: Getting Started Now! <input type="checkbox"/> Motivating Your Child <input type="checkbox"/> Parent to Parent (Group sharing) <input type="checkbox"/> Advocating for Your Child: From GATE and AP to Times of Trouble.
					Other: (please specify)

Changes in March 1st minutes

Please add me to your e-mail directory for updates and newsletters. My e-mail address is:



Mexican American Student Services

Quarterly Parent Information Meeting Check List

Initial Steps:

- Inform school Administrator (Principal) of the date/time for the Parent Information Meeting
- Notify via e-mail all Principals and 1010 directors affected.
 - o (Email reminder from Marisela and Director will be sent).
- Submit Reservation Form for Facility used on site (Specialist)
 - o Send a copy of Reservation form to Marisela to be documented as proof of submission

After Date & Location Have been confirmed:

- Book entertainment from school and invite all the parents of students performing
- Post information in marquees, principal newsletter and office.
 - o Hang big poster advertising parent quarterly meeting
- Check with school parent groups or Title I (community rep) for food for families.
- Place meeting information on website.
- Submit meeting information to post in Community calendar in city calendar events (Daily Star Events).
- Inform TUSD Media Support of event (Jess Ruvalcava).
- Invitations to parents labels planned and mailed by print shop (Student Equity)
- Set up Parent Link for phone calls.
- Contact Luis Orantes for translators. Complete all forms.
- Talk & Listen Kits for translating (Obtain paperwork from Teresa Guerrero, Title I Starr Center).
 - o Complete the paperwork for talk and listen kits at least two weeks before meeting.
- Collect and contact all community agencies that are willing to set up a table at resource fair.
 - o Contact Ward I Congresswoman Regina Romero's office to see if they wish to share information in agenda.

Collect Informational brochures/flyers

- Collect informational brochures and or flyers from sources (if not tabling at Resource Fair)
 - o College Information
 - NAU information – NAU office 404 E. Bonita St.
 - Pima College information – “How To Get To College”
 - Pima2NAU “Keep Learning Without Leaving”
 - UA – “The Plan for College”
 - ASU, Grand Canyon, etc.
 - o Expect More Arizona
 - Selena Llamas (419-0678)
 - o Regional College Access Center
 - o EEF information
 - o Magnet Schools information from (Sally Jacunski) Laura Gallegos (Pueblo)
 - o Family & Community Outreach
 - o Pio Decimo
 - o Mentoring Programs
 - Big Brothers Big Sisters
 - Goodwill
 - o IB information – Source at Cholla Kathy Jensen
 - o All MASS information (English & Spanish):
 - Brochure, Newsletter, Saturday Math, Tutoring Before/After School
 - o Other TUSD documents:
 - ALE AP Classes/Student Guidelines
 - Grad Link (HS)
 - Language Education policy
 - Summer School/Summer Programs (Q4)
- Obtain the Advance Learning Experiences video. (Martha Taylor)
- Download School achievement data with ethnicity breakdown.
 - o Students Data from schools being represented at meeting.

All items that are printed or sent home for meetings must be approved by MASS Director



Mexican American Student Services

Quarterly Parent Information Meeting Check List

Create the Agenda:

- Agenda – Consult with Specialists, community agencies and Director, speakers and presenters.
 - Check to see if presenters will need internet access
 - If so, immediately verify if meeting location has access
- List all resources that are attending the session in the agenda.
- Agenda must include the following: Department programs/services, ALE Video, Magnet Programs, TUSD Stats, Data (ATI, AIMS, etc.), community resources, college prep (HS).
- Send a draft to Director for approval
- Send final draft for translation

One Week Before the Event:

- Print out/make copies of the following items:
 - Arrow signs (Angelica Goebel's template)
 - Meeting Surveys (English & Spanish)
 - MASS & TUSD Flyers/Brochures (English & Spanish)
 - Sign in Sheets for parents and people attending
- Verify with Luis Orantes/Translators whether they will be bringing the Talk & Listen Kits or if the kits need to be picked up the day of the event
- Send reminder emails to all pertinent parties confirming attendance
- Test your electronic equipment the week before. Plug everything into wall; speakers, test internet access.
- Submit log of parent contact/phone calls to Marisela & Director
- Finalize list of students who will be recognized from all schools invited to the meeting. Print Certificates.

One Day Before the Event:

- Set up and test all technology (computer, internet, projector, microphones, speakers, lighting, ALE video, etc.) with a run through to identify any problems and solve them
- Make copies of the final draft of the Agenda (English & Spanish)

Day of the Event:

- Make sure restrooms are unlocked, clean, and well stocked. Remind families the location of the nearest restrooms at start of the meeting.
- Hang all arrow signs guiding families to the event from all parking lots
- Make sure all people present sign in (students and all family members). Turn in a copy of sign in sheets to Director the day after the event
- If Principals or TUSD Central office officials attend meeting, please recognize their presence.
- Collect parent feedback forms (surveys) and send them in to Marisela or Director the day after the event.
- Collect at least one of each type of flyer from each community resource table (and the MASS table) to submit to director the day after the event
- Take pictures and turn them in to Director and Marisela Dominguez the next day after event.
- Pick up your signs from parking lot and buildings and save them for the next parent quarterly session.

All items that are printed or sent home for meetings must be approved by MASS Director



Tucson Unified School District

Morgan Maxwell K-8
Quarterly Parents Informational Meeting
Thursday, December 10, 2015 From: 5:00-7:00 p.m.
Room 26

Objective: To inform parents about the advanced opportunities and to offer training to parents to manage challenging teen behaviors.

AGENDA

5:00-5:15	<ul style="list-style-type: none"> ▪ Welcome from MASS Student Specialist ▪ MASS services in web site <ul style="list-style-type: none"> ▪ Opportunities for Latino(a) students ▪ Free Math help -Saturdays <p style="margin-top: 10px;"><u>Resource Fair:</u></p> <ul style="list-style-type: none"> ▪ MASS brochure information ▪ Saturday Math fliers (Valencia M.S., Pueblo H.S. Rincon H.S) ▪ Maxwell Tutoring handouts ▪ Magnet programs brochures ▪ Wakefield Family Resource Center (handout) 	Mrs. Angelica Goebel
5:15-7:00	<ul style="list-style-type: none"> ▪ Pima County Community Prevention Coalition. “Parenting Wisely” –Parenting Enrichment Series <ul style="list-style-type: none"> ▪ Communication Skills ▪ Conflict Reduction 	Ms. Irene Rojas

Family Resource Materials and Vendors / MASS 2015-2016

Program	Contact Name	Phone #	Programs / Clubs / Partnerships / Type	EMAIL
Northern Arizona University	Patricia Diaz	520-879-7905	Advertises Scholarships, Partner in conferences and offers MASS website, MASS Advisory Council	patty.diaz@nau.edu
Expect More Arizona	Selena Llamas	520-419-0678	Training for specialists in TUSD schools to work with parents, offer workshops for bilingual parents and for MASS. MASS Advisory Council	Selena@ExpectMoreArizona.org
Pima Community College West Campus	Donna Martinez & Shawn Graham	520-206-4528	Parent University conference supporting partners	dmartinez@pima.edu sgraham@pima.edu
U of A College of Ed.	Karen Ibarra	520-621-1462	Volunteer Tutoring Program for TUSD students	kibarra@email.arizona.edu
Girls Scouts of Southern Arizona	Reina Ravago	520-319-3156	Special Events / Leadership / Mentoring / MASS Advisory Council	reinaravago@gmail.com
Pima County Library	Michelle Simon	520-594-5654	Library, Tutoring and Resource information	michelle.simon@pima.gov
Pima County Health Department	Karen Murphy & Monseratt Caballero	520-724-7924	Public Health Nurse - Nurse Family Partnership	karen.murphy@pima.gov
Grand Canyon University	Matt Brown	520-404-1681	Information for Scholarships and admissions	matt.brown2@gcu.edu
Goodwill Industries	Elaine Everson	520-623-5174	Jobs and mentorship for youth	Everson@goodwilltucson.org
I AM YOU 360	Desiree Cook	520-440-1335	Creating awareness and community compassion to empower families, children and teens that are broken and in crisis.	iamyou360@hotmail.com
Enroll America	Monseratt Caballero Damian Alzua	520-240-9797 520-405-7550	The Pima County Enrollment Coalition helps connect individuals and families to free or low cost health insurance.	dalzua@enrollamerica.org mcaballero@enrollamerica.org
U of A College of Ed. WordCats/MathCats	Kelley Allen	520-621-1311	Mentorship through WordCats/Math Cats	allen5@email.arizona.edu
Pima Community Access Programs	Maggie Madrigal	520-603-2398	PCAP links low-income, uninsured residents of Pima County with an affordable, comprehensive and coordinated network of health care providers.	maggie@mypcap.org
CODAC - Behavioral Health Services	Jamal Givens	520-623-3533	Prevention programs, Support and services	jgivens@codac.org
Pio Decimo Center	Mirna Karam	520-622-2801	Offers community assistance in adoptions, basic services, Counseling, domestic violence, family, finances, housing, immigration, refugee services, seniors and Transportation	www.ccs-pio.org

League of United Latin American Citizens	Ana Valenzuela	520-208-4112	Willing to offer financial classes to the elderly and to families. Health fairs as well.	www.azulac@gmail.com
Child and Family Resources	Mary Fordney	520-320-2202	Will offercommunity resources for families and mentoring students	grr1s@cfraz.org
Pima Community College Adult Services	Regina Suitt - Dean of Adult Ed. Rosa Lee Barbeau	520-206-6500	Adult Education program can help you improve your reading, writing and math skills, earn a High School Equivalency (HSE) diploma, improve your English language skills and more.	pcae@pima.edu
Carrington College	Frances Banales	520-917-3979	Set up table and pass out and recruit students to program	rbarbeau@carrington.edu
TUSD GATE	Stephanie Healy	520-225-1309	Helping to identify the particular abilities of TUSD students, challenging students functioning at the highest level ability and encouraging students to creative and productive achievement.	Frances.Banales@tusd1.org
COX Communications	Victoria Callison Sally Jacunski	520-867-7592	Provides information on Connect2Compete for families	Stephanie.Healy@cox.net
Magnet Programs	Matt Matera	520-225-6707	Magnet Programs are the original public school choice option, providing families with ways to meet the individual learning styles and interests of their children.	Victoria.Callison@tusd1.org
Scholarships A-Z	David Rodriguez	520-305-9342	Provides resources and scholarships to students, families and educators through online and community interactions, in order to make higher education accessible to all.	matt@scholarshipaz.org
Regional College Access Center		520-670-0055	Scholarship trainings for TUSD students, filling out PASFA forms, Training MASS Specialists, parents and students	dircac@gmail.com