



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.	Clocking inWelcome	Dr. Maria Figueroa
9:20 a.m.	 Signing up for training under True North Logic Norms TED Talk Video/Expectations 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. 	"The Work" The A, B, C's of what we do: 1. Attendance 2. Behavior/Discipline 3. Credit Recovery/Credit Acquisition 4. Grades
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Mexican American Student Services Staff training & Meeting on MTSS August 4, 2015 Wakefield Bldg. C 101 W. 44th Street Room C126 11:30 a.m.

PURPOSE: MTSS Handbook with forms, Grant tracker, review Time Clock Plus training review. Pima Library, Set Criteria for Student of the month

review, Pima Library, Set Criteria for Student of the month			
	AGENDA		
11:30 a.m.	Clocking in and out; updated information	Dr. Maria Figueroa	
12:00 p.m.	 Signing up for true north logic Norms Survey completion and discussion of 	"The Work" The A, B, C's of what we do:	
-	Culturally Relevant Curriculum for Students	1. Attendance	
	TED Talk Video	2. Behavior/Discipline	
	 Grant Tracker Data, updates and entries Signing in and out at sites	3. Credit Recovery/Credit	
	MTSS Flandbook 2015-2016	Acquisition	
	Handbook (Specialists work in groups)Forms	4. Grades	
	Admin. Power point		
12:30p.m.	•	Lindsay Lawson	
	Data collection and entries for monthly		
	reports (gauging). Sharing template.	MASS Specialists	
	Looking at calendars and input.		
Lap Tellicas - Dany H Impallir. - robress	 Assign high school specialists Monthly scholarship postings, website. (Achieve 3000 doc. (Ms. Cuellar and Goodwill Goodguides). Documenting interventions in Mohave (quarterly and new students) and grant tracker. Pima Library/ Read Strong/Achieve 3000 www.librarypima.gov 		
1:00 p.m.	 Weekly and Saturday schedules due August 21, 2015 update numbers and schedules, when possible. School surveys responses 		



Mexican American Student Services
Staff training & Meeting on MTSS
August 18, 2015
Wakefield Bldg. C
101 W. 44th Street
Room C126
1:30 - 3:30 p.m.

PURPOSE: Parent Quarterly, Parent University, Student Lists and Schedules

	RPOSE: Parent Quarterly, Parent University, Stud AGENDA	
1:30 p.m.		Dr. Maria Figueroa
	Parent Quarterly	
	Parent University	
	Student Lists and Schedules	
	Surveys	
	TUSDStats	
	Gauging Comments in Spreadsheets	
3:30 p.m.	Request for Services	
	MTSS Calendar	
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Mexican American Student Services
Staff Meeting
Staff Training
September 8, 2015
Wakefield Bldg. C
101 W. 44th Street
Room C126

PURPOSE: Mojave & TUSDStats Training, Library Resource Training, Review of Special Master's responses & discussions, ISI PowerPoint, Parent University, gauging spreadsheet responses

	AGENDA			
1:30 p.m.	Welcome	Dr. Maria Figueroa		
1:30 - 2:30	Mojave & TUSDStats – Training	Charlotte Brown		
2:30 - 3:30	Library Resource Training	Michelle Simon		
	 Scenarios from handbook - Assessments Background Information for Discussions from Special Master's survey responses. 			
	ISI power point.			
:	 Planning for Wakefield's Parent Quarterly Session for October 22, 2015 			
	 Parent University follow up with calls (flier). 			
	 Monthly Calendars and Spreadsheets (gauging). Grant tracker questions. 			
4:30 p.m.	Closing			



Mexican American Student Services Staff Meeting Staff Training September 15, 2015 Wakefield Bldg. C 101 W. 44th Street Room C126

PURPOSE: Mojave & TUSDStats Training, Library Resource Training

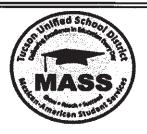
	AGENDA	Druly Resource Haming
10:00 a.m.	Welcome	Dr. Maria Figueroa
70.70	Mojave & TUSDStats – Training	Charlotte Brown
	Library Resource Training	Emailed
	Updates on sign in and reports	Minutes to Saturday Matt Tutors
		Tutors
11:00 a.m.	Closing	



Mexican American Student Services
Staff Meeting
Staff Training
October 20, 2015
Wakefield Bldg. C
101 W. 44th Street
Room C126

PURPOSE: Enroll in America Training, Going over data, Library Applications, Family Resource Calendar, Parent University, Mentoring updates, Parent Quarterly and Grades

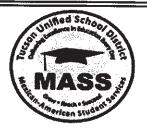
	AGENDA			
1:00 p.m.	Welcome	**************************************	Dr. Maria Figueroa	
	Enroll America Train 1. Introduction 2. Who Enroll A 3. Our relations 4. Connecting I	America Is	Damian Alzua & Montserrat Caballero-Juarez	
	6	ng Library Applications	Specialists & Dr. Figueroa	
	 Gathering and inputting School City data TUSD, Family Resource Center calendar Parent University — Parent University —		Dr. Figueroa Angelica Munoz	
٠	Follow up on Wakefield's Planning for Parent Quarterly Session for October 22, 2015 CHECK LIST and SIGNS			
3:15 p.m.	R. Robinson JC De La Torre AGENDA Lindsay Lawson Anthony Ludovici	Anita Cuellar Anne Felix LOGISTICS Yvonne Nelson Angelica Munoz		
3:30 p.m.	Angelica Goebel Brian Demaree	Ann Littleton Yvette Grajeda		
	Go over Number of st Closing	tudents earning F's	High School specialists Mr. Robinson, Mrs. Goebel and Ms. Munoz.	
	Closing			



Mexican American Student Services
Staff Meeting
Staff Training
October 27, 2015
Wakefield Bldg. C
101 W. 44th Street
Room C126

PURPOSE: School City Data, Parent University, TEA, Parent Quarterly Dates, Hygiene Drive, United Way, Enroll America Intake & PowerPoint

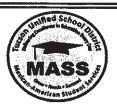
	AGENDA				
1:00 p.m.	Welcome	Dr. Maria Figueroa			
	Gathering and inputting School City data	Specialists & Dr. Figueroa			
	Parent University	Angelica Goebel & Anita Cuellar			
1:30 p.m.	TEA Presentation Plan Parent Quarterly Sessions for 2 nd Quarter	Jason Freed Specialists & Dr. Figueroa			
	Coordinating a Hygiene Drive	Annkatri Littleton			
	Collect attendance and academics math, language arts	Ann Littleton & Dr. Figueroa			
;	United Way Pledges	Angelica Munoz			
	Intake form and PowerPoint	Dr. Figueroa & Specialists			
2:30 p.m.	Closing				



Mexican American Student Services
Staff Meeting
Staff Training
November 3, 2015
Wakefield Bldg. C
101 W. 44th Street
Room C126

$\begin{array}{ll} PURPOSE: \ Parent\ University,\ 2^{nd}\ Quarter\ Parent\ Sessions\ Dates\ and\ Locations,\\ Hygiene\ Drive,\ United\ Way,\ Enroll\ America:\ Pima\ County\ Enrollment\ Coalition \end{array}$

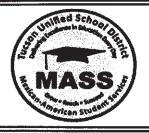
	AGENDA	
12:00	Welcome	Dr. Maria Figueroa
p.m.		
	Healthcare: Enroll America: Pima County Healthcare Enrollment forms for families assisted by Specialists	Specialists & Dr. Figueroa
	Updates on Access for Specialists: School City data	Angelica Goebel & Anita Cuellar
	Editing check off lists for Parent Quarterly Sessions for 2 nd Quarter	Specialists & Dr. Figueroa
12:30 p.m.	Coordinating a Hygiene Drive: video	Desiree Cook
:	Updates on Library cards for focus 40 students and meeting students at Library locations for Read Strong: Achieve 3000	Dr. Figueroa
	United Way Pledges: video	Angelica Munoz
	Feedback on student Monthly narratives and Grant Tracker input Specialists Plan quarterly site sessions	Dr. Figueroa & Specialists
1:30 p.m.	Specialists finalize edits on Grant Tracker Closing	



Mexican American Student Services Staff Meeting 1:30 p.m. to 3:30 p.m. February 16, 2016

PURPOSE: Common Core Standards: Library Resources Read Strong, LULAC and Cesar E. Chavez Updates. Collecting information from school's MTSS and PBIS trainings and Read strong data. School City review.

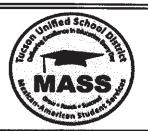
ACENDA			
**************************************	AGENDA		
	Welcome	Dr. Maria Figueroa	
1:30 p.m.	Pima County Public Library: Read Strong/Achieve 3000	Updates	
	Setting up and staffing the State of the District booth at Tucson High from 3:45 set up in 30 min. increments until session is done 7:30 p.m. (pick up, last session). February 22, 2016	Specialists	
	Common Core Standards Levels of Thinking form	PARCC Maria Figueroa	
	Multicultural Symposium - Food and Registration	Dr. Figueroa	
·	Grant Tracker entries	Specialists / Dr. Figueroa	
:	Staff Trainings for PBIS or MTSS meetings		
	LULAC updates	Anita Cuellar Juan Carlos De La Torre	
	Cesar E. Chavez updates	Angelica Munoz/Dr. Figueroa	
	Pima County Public Library: Read Strong/Achieve 3000 Data Collection	Specialists	
	School City – Review		
3:30 p.m.	Closing	·	



Mexican American Student Services Staff Meeting 12:30 p.m. to 2:30 p.m. February 23 , 2016

PURPOSE: Finding Common Core Standards: Library Resources Read Strong, LULAC and Cesar E. Chavez Updates. Collecting information from school's MTSS and PBIS trainings, Grant tracker data and School City review. PBIS Tier I Intervention strategies activity.

10.00	Welcome	Dr. Maria Figueroa
10.00		J
12:30 p.m.	Pima County Public Library: Read Strong/Achieve 3000	Specialists share effective recruiting strategies
1:00 p.m.	Common Core Standards	Maria Figueroa
	Staff Trainings for PBIS or MTSS meetings (forms)	Specialists / Dr. Figueroa
	Mentoring with MASS	Angelica Munoz/Maria Figueroa
	PBIS: Tier I strategies from PBIS World	Maria Figueroa/Specialists
ŕ	LULAC updates	Juan Carlos De La Torre Anita Cuellar
	Cesar E. Chavez updates	Angelica Munoz/Dr. Figueroa Yvette Grajeda, Yvonne Nelson
	School City – Review Time Clock Plus reminders to fix time	Marisela Dominguez
2:50 p.m.	Grant Tracker Entries/School City Review Closing	Maria Figueroa V - 192, p. 10

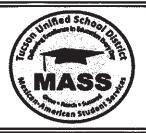


Mexican American Student Services Staff Meeting 1:00 p.m. to 3:00 p.m. March 1, 2016

PURPOSE: Updates to specialists for Cesar Chavez Conference for Schools and LULAC Youth Leadership Conference. Multicultural Symposium planning, viewing grant tracker data for month of January and School City access and review.

uata for month of january and school City access and review.		
	AGENDA	7*************************************
	Welcome	Dr. Maria Figueroa
1:00 p.m.	Pima County Public Library	Michelle Simon
	Multicultural Symposium - Food Updates on Cesar Chavez speeches for specialists (Assignments) LULAC update	TNLogic Specialist Nelson and De La Torre
	A Year In Review Survey Review from Parent Quarterly Sessions Grant Tracker Data: Gauging	Specialists Specialists/Maria Figueroa
	School City – Review	Maria Figueroa
3:00 p.m.	Closing	

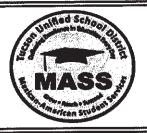
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Mexican American Student Services Staff Meeting 12:00 a.m. to 2:00 p.m. March 29, 2016

PURPOSE: Grant Tracker, Creating volunteer survey, AZ Merit, Parent survey review, Updates on LULAC, Cesar E. Chavez and School City access.

AGENDA			
	Welcome	Dr. Maria Figueroa	
12:00 p.m.	Grant Tracker February Report	Specialists/Maria Figueroa	
	Select and Create a volunteer survey	Specialists/Maria Figueroa	
	AZ Merit – Sample Test from Az. Dept. of Ed.	Specialists/Maria Figueroa	
	Survey Review – Look at minutes of Parent Survey	Specialists/Maria Figueroa	
	results		
	LULAC – Outcome	Mr. De La Torre/Ms. Cuellar	
	Cesar E. Chavez – Updates	Ms. Munoz, Ms. Grajeda and Mrs. Nelson	
	PBIS World – Case scenario	Specialists/Maria Figueroa	
	Transportation Training on Cultural Sensitivity	PowerPoint	
	School City – Review	Specialists/Maria Figueroa	
2:00 p.m.	Closing		



Mexican American Student Services Staff Meeting 12:30 a.m. to 2:30 p.m. April 26, 2016

PURPOSE: End of Year Recognition, Volunteer Surveys, PBIS and List of students

AGENDA	ORBITAL ORBITA ORBITA ORBITAL ORBITAL ORBITAL ORBITA ORBITA ORBITAL ORBITAL ORBITAL ORBITAL ORBITAL OR
Welcome	Dr. Maria Figueroa
End Of Year Recognition – Walk through	Specialists/Maria Figueroa
Follow up on volunteer survey	Specialists/Maria Figueroa
PBIS World – Case scenario – Answers	Specialists/Maria Figueroa
Electronic lists needed of students first and last name	Specialists
matric number and add names of NEWSELA students	:
,	
Closing	
	End Of Year Recognition – Walk through Follow up on volunteer survey PBIS World – Case scenario – Answers Electronic lists needed of students first and last name matric number and add names of NEWSELA students