

APPENDIX V – 192



**Mexican American Student Services**  
**Staff Meeting**  
**Staff 1<sup>st</sup> Opening of School Year Meeting**  
**July 24, 2015**  
**Wakefield Bldg. C**  
**101 W. 44<sup>th</sup> 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**

<b>AGENDA</b>		
9:00a.m.	<ul style="list-style-type: none"> <li>• Clocking in</li> <li>• Welcome</li> </ul>	Dr. Maria Figueroa
9:20 a.m.	<ul style="list-style-type: none"> <li>• Signing up for training under True North Logic</li> <li>• Norms</li> </ul> <p><b>TED Talk Video/Expectations</b></p> <ul style="list-style-type: none"> <li>• <b>New Job Descriptions &amp; Distribution of Handbooks</b></li> <li>• Expectations: Recording Student Interventions in <b>Mohave</b> under interventions and time and effort in <b>Grant Tracker. Mr. Butler's calendars</b> for student follow up.</li> <li>• 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.</li> </ul>	<p style="text-align: center;"><b>"The Work"</b></p> <p><b>The A, B, C's of what we do:</b></p> <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. Behavior/Discipline</li> <li>3. Credit Recovery/Credit Acquisition</li> <li>4. Grades</li> </ol>



**Mexican American Student Services**  
**Staff training & Meeting on MTSS**  
**August 4, 2015**  
**Wakefield Bldg. C**  
**101 W. 44<sup>th</sup> Street**  
**Room C126**  
**11:30 a.m.**

*Read Strong*

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

<b>AGENDA</b>		
11:30 a.m.	<ul style="list-style-type: none"> <li>• Clocking in and out; updated information</li> </ul>	Dr. Maria Figueroa
12:00 p.m.	<ul style="list-style-type: none"> <li>✓ • Signing up for true north logic</li> <li>• Norms</li> <li>• Survey completion and discussion of Culturally Relevant Curriculum for Students</li> </ul> <p><b>TED Talk Video</b></p> <ul style="list-style-type: none"> <li>• Grant Tracker Data, updates and entries</li> <li>• Signing in and out at sites</li> </ul> <p>MTSS Handbook 2015-2016</p> <ul style="list-style-type: none"> <li>• <b>Handbook (Specialists work in groups)</b></li> <li>• <b>Forms</b></li> <li>• <b>Admin. Power point</b></li> </ul>	<p style="text-align: center;"><b>“The Work”</b></p> <p><b>The A, B, C’s of what we do:</b></p> <ol style="list-style-type: none"> <li>1. Attendance</li> <li>2. Behavior/Discipline</li> <li>3. Credit Recovery/Credit Acquisition</li> <li>4. Grades</li> </ol>
12:30p.m.	<ul style="list-style-type: none"> <li>• Data collection and entries for monthly reports (gauging). Sharing template.</li> <li>Looking at calendars and input.</li> </ul>	<p>Lindsay Lawson</p> <p>MASS Specialists</p>
1:00 p.m.	<ul style="list-style-type: none"> <li>• Criteria for Students of the month</li> <li>• Assign high school specialists Monthly scholarship postings, website. (Achieve 3000 doc. (Ms. Cuellar and Goodwill Goodguides).</li> <li>• Documenting interventions in Mohave (quarterly and new students) and grant tracker.</li> <li>• Pima Library/ Read Strong/Achieve 3000 <a href="http://www.librarypima.gov">www.librarypima.gov</a></li> <li>• Weekly and Saturday schedules due August 21, 2015 update numbers and schedules, when possible.</li> <li>• School surveys responses</li> </ul>	

*Lap Top to Printer*

- Self Efficacy  
 - Daily Motivation

- Empathy  
 - Kindness



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

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

**AGENDA**

1:30 p.m.		Dr. Maria Figueroa
	<p><b>Parent Quarterly</b></p> <p><b>Parent University</b></p> <p><b>Student Lists and Schedules</b></p> <p><b>Surveys</b></p> <p><b>TUSDStats</b></p> <p><b>Gauging Comments in Spreadsheets</b></p> <p><i>Request for Services</i></p>	
3:30 p.m.		

*MTSS Calendar*  
*After School Calendar*  
*- Monthly Proj. Calendars*  
*- Student lists.*



**Mexican American Student Services  
 Staff Meeting  
 Staff Training  
 September 8, 2015  
 Wakefield Bldg. C  
 101 W. 44<sup>th</sup> Street  
 Room C126**

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

<b>AGENDA</b>		
1:30 p.m.	Welcome	Dr. Maria Figueroa
1:30 - 2:30	<ul style="list-style-type: none"> <li>• Mojave &amp; TUSDStats - Training</li> <li>• Library Resource Training</li> <li>• Scenarios from handbook - Assessments Background Information for Discussions from Special Master's survey responses.</li> <li>• ISI power point.</li> <li>• Planning for Wakefield's Parent Quarterly Session for October 22, 2015</li> <li>• Parent University follow up with calls (flier).</li> <li>• Monthly Calendars and Spreadsheets (gauging). Grant tracker questions.</li> </ul>	Charlotte Brown
2:30 - 3:30		Michelle Simon
4:30 p.m.	Closing	



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

**PURPOSE: Mojave & TUSDStats Training, Library Resource Training**

**AGENDA**

10:00 a.m.	Welcome	Dr. Maria Figueroa
	<ul style="list-style-type: none"> <li>• Mojave &amp; TUSDStats - Training</li> <li>• Library Resource Training -</li> <li>• Updates on sign in and reports</li> </ul>	Charlotte Brown <i>Emailed minutes to Saturday Math Tutors</i>
11:00 a.m.	Closing	



**Mexican American Student Services**  
**Staff Meeting**  
**Staff Training**  
**October 20, 2015**  
**Wakefield Bldg. C**  
**101 W. 44<sup>th</sup> 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								
3:15 p.m.	<ul style="list-style-type: none"> <li>Enroll America Training                             <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Who Enroll America Is</li> <li>3. Our relationship with TUSD</li> <li>4. Connecting District Families to Care</li> </ol> </li> <li>Update on Read Strong Library Applications</li> <li>Gathering and inputting School City data</li> <li>TUSD, Family Resource Center calendar</li> <li>Parent University - <i>Send Parent link 10/26/15</i></li> <li>Mentoring updates information</li> <li>Follow up on Wakefield's Planning for Parent Quarterly Session for October 22, 2015</li> </ul>	Damian Alzua & Montserrat Caballero-Juarez  Specialists & Dr. Figueroa  Dr. Figueroa Angelica Munoz								
	<table border="1"> <tr> <td><b><u>CHECK LIST and SIGNS</u></b></td> <td><b><u>VENDORS</u></b></td> </tr> <tr> <td>R. Robinson JC De La Torre</td> <td>Anita Cuellar Anne Felix</td> </tr> <tr> <td><b><u>AGENDA</u></b></td> <td><b><u>LOGISTICS</u></b></td> </tr> <tr> <td>Lindsay Lawson Anthony Ludovici Angelica Goebel Brian Demaree</td> <td>Yvonne Nelson Angelica Munoz Ann Littleton Yvette Grajeda</td> </tr> </table>	<b><u>CHECK LIST and SIGNS</u></b>	<b><u>VENDORS</u></b>	R. Robinson JC De La Torre	Anita Cuellar Anne Felix	<b><u>AGENDA</u></b>	<b><u>LOGISTICS</u></b>	Lindsay Lawson Anthony Ludovici Angelica Goebel Brian Demaree	Yvonne Nelson Angelica Munoz Ann Littleton Yvette Grajeda	
	<b><u>CHECK LIST and SIGNS</u></b>	<b><u>VENDORS</u></b>								
	R. Robinson JC De La Torre	Anita Cuellar Anne Felix								
	<b><u>AGENDA</u></b>	<b><u>LOGISTICS</u></b>								
	Lindsay Lawson Anthony Ludovici Angelica Goebel Brian Demaree	Yvonne Nelson Angelica Munoz Ann Littleton Yvette Grajeda								
	3:30 p.m.	<ul style="list-style-type: none"> <li>Go over Number of students earning F's</li> </ul>	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. 44<sup>th</sup> Street**  
**Room C126**

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

<b>AGENDA</b>		
1:00 p.m.	Welcome	Dr. Maria Figueroa
1:30 p.m.	Gathering and inputting School City data	Specialists & Dr. Figueroa
	Parent University	Angelica Goebel & Anita Cuellar
	TEA Presentation	Jason Freed
	Plan Parent Quarterly Sessions for 2 <sup>nd</sup> Quarter	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. 44<sup>th</sup> Street**  
**Room C126**

**PURPOSE: Parent University, 2<sup>nd</sup> Quarter Parent Sessions Dates and Locations, Hygiene Drive, United Way, Enroll America: Pima County Enrollment Coalition**

AGENDA		
12:00 p.m.	Welcome	Dr. Maria Figueroa
12:30 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 <sup>nd</sup> Quarter	Specialists & Dr. Figueroa
	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
1:30 p.m.	United Way Pledges: video	Angelica Munoz
	Feedback on student Monthly narratives and Grant Tracker input Specialists Plan quarterly site sessions	Dr. Figueroa & Specialists
	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.

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	Anita Cuellar
	LULAC updates	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.**

<b>AGENDA</b>		
	Welcome	Dr. Maria Figueroa
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
	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	Maria Figueroa
	Closing	



**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.**

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

**TUCSON UNIFIED**  
SCHOOL DISTRICT



**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.**

<b>AGENDA</b>		
	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 results	Specialists/Maria Figueroa
	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	

**TUCSON UNIFIED**  
SCHOOL DISTRICT



**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**

<b>AGENDA</b>		
	Welcome	Dr. Maria Figueroa
12:30 p.m.	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 NEWSOLA students	
2:30 p.m.	Closing	